

**COMMONWEALTH of PENNSYLVANIA**  
**DEPARTMENT of ENVIRONMENTAL PROTECTION**  
Division of Air Quality Monitoring  
Bidder Specifications

**1. Instructions to Bidders**

- a. The Department of Environmental Protection (DEP), Bureau of Office Services, is requesting price bids for the following items listed in the Invitation for Bid (IFB) item list section. **The bidder must supply a price for all items.** Award will be made based on the lowest grand total price.

**2. Delivery**

- a. Physical delivery location: DEP, Division of Air Quality, 2575 Interstate Drive, 2<sup>nd</sup> Floor, Harrisburg, PA 17110-9332, ATTN: Don Torsello.
- b. Please include all costs including shipping/handling within the costs of the line items supplied, i.e. bid prices must be FOB destination. No additional costs will be allowed.

**3. Agency Contacts**

- a. Any technical questions should be directed to Don Torsello, phone: 717-346-8354 email: [dtorsello@pa.gov](mailto:dtorsello@pa.gov). Email communication is preferred.
- b. Questions regarding bidding procedures should be directed to Janet Noll, phone 717-649-2579, email [janoll@pa.gov](mailto:janoll@pa.gov). Email communication is preferred.

**4. Bid Submission**

- a. All Bids must be submitted electronically through the Department of General Services' (DGS) eMarketplace website. The eMarketplace website is located at <http://www.emarketplace.state.pa.us>. DEP is not responsible for the maintenance of the eMarketplace website.
- b. DGS's Supplier Service Center (<https://www.dgs.pa.gov/Materials-Services-Procurement/Supplier-Service-Center/Pages/default.aspx>) is available to assist vendors with registration, bidding and account management. For questions regarding registration help, send an email to [RA-PSC\\_Supplier\\_Requests@pa.gov](mailto:RA-PSC_Supplier_Requests@pa.gov) or call (877) 435-7363, choose option 1. For questions regarding bidding help, send an email to [srmhelp@pa.gov](mailto:srmhelp@pa.gov) or call (877) 435-7363, choose option 2.
- c. DEP is not responsible for the support or functionality of any Department of General Services website.

**5. Contract Term**

- a. The purchase order shall commence upon execution and terminate on June 30, 2021. The purchase order may be renewed for up to an additional four (4) consecutive annual terms with a final termination date of June 30, 2025.

- b. If a purchase order term is renewed, the renewal unit prices shall be negotiated and be mutually agreeable between the contractor and DEP.

**6. Estimated Quantities**

- a. The quantities contained in the IFB section are estimated only and may increase or decrease dependent upon the needs of DEP. Ancillary items may be added to this acquisition (purchase order) at the discretion of both parties at a mutually agreed upon price.
- b. The contractor shall be paid at the unit bid price for the quantities supplied.

**7. Requirements**

- a. EKTO Mfg. is the requested manufacture for all items contained in this bid. Substitutions will not be accepted.

**8. Award:**

- a. Award will be made to the responsible responsive bidder based on the lowest grand total price.
- b. Bidders are required to complete and return the "Reciprocal Limitations Form" electronically attached to the IFB file. Reference see Title 62 Pa C.S. Section 107.