

# SPECIFICATIONS

## Posts and Accessories

**1. CONTRACT SCOPE/OVERVIEW:** This Invitation for Bid (IFB) 6100057654 (identified here and in the other documents as the “Contract”) is being issued by the Pennsylvania Department of General Services (DGS) and will cover the requirements of the Commonwealth of Pennsylvania (Commonwealth) Agencies for Posts and Accessories, with the Pennsylvania Department of Transportation (PennDOT) being the primary user of the contract. In addition, Local Public Procurement Units (COSTARS), as defined by the Commonwealth Procurement Code, may use this contract in accordance with the COSTARS Provision contained within the contract terms and conditions.

**The Commonwealth has identified this procurement as fitting the established criteria under the Small Business Procurement Initiative set forth in Executive Order 2011-09. Accordingly, only those bidders who are certified as a Small Business through the Department of General Services’ [Self-Certification Process](#) are eligible to submit a bid and be awarded a contract in response to this IFB. In order to be eligible to receive an award in response to this procurement, the bidder must be certified at the time of bid opening and include a copy of their certification in the bid response.**

**2. TERM OF CONTRACT:** The Contract shall commence on the Effective Date as noted on the fully executed contract, but no earlier than May 1, 2023 and expire on April 30, 2024.

**3. BIDDING INFORMATION:** The following documents are required to be completed and returned/attached with your electronic bid. These are in addition to any other requirements to submit documentation within the bid specifications. Bids may be rejected for failure to return required documents.

- Attachment A – Posts and Accessories Price Submittal in Excel format. Do *not* provide in PDF format. **Bidders must enter bid pricing into this document and submit it along with their bid response. Failure to submit the completed document will result in the bid being rejected.**
- Attachment B – State of Manufacture Chart (This is the Reciprocal Limitations Act GSPUR-89 included as Attachment B to this Solicitation)
- Attachment C – Iran Free Procurement Certification Form
- Attachment D – Lobbying Certification Form
- Attachment E – BOP-2201 Worker Protection and Investment Certification Form
- Attachment F – Suppliers Contact Information
- Copy of active DGS Certified Small Business certification
- COSTARS Program Election to Participate form (if applicable)

**4. METHOD OF AWARD:** DGS intends to award this IFB by lot (group) to the lowest responsive and responsible bidder of each group meeting the specified requirements. Bidders may bid on any or all group(s) as identified on the bid sheet. Award will be made on the basis of total group cost. To be considered for award, Supplier(s) must bid on, and be capable of providing, all items listed within a group. Any quote for a group that contains a bid price of \$0.00 for any individual material within that group may be cause for rejection of the bid for that particular group.

**Note: Attachment A contains two versions of Group 1 on separate tabs – Group 1 and Group 1 (Alt). Suppliers may bid on one or the other, depending on the specific materials they are able to provide. It is the intent of DGS to award only the group with the lowest total group cost between the two versions.**

**5. SPECIFICATIONS:** All material provided under this contract shall be from a manufacturer that is approved by PennDOT for the type of material being quoted. This approval must be obtained prior to the bid opening. The approved items are listed in PennDOT Bulletin 15 - Publication 35.

The following PennDOT material specifications and their effective dates apply to the appropriate items as listed in the IFB. These specifications have been reviewed to encourage the use of recycled materials.

**GROUP 1**

- Breakaway Channel Bar Posts – dated July 1, 2003

**GROUP 2**

- Breakaway Steel Square Posts – dated October 10, 1997

**GROUP 3**

- Type A Breakaway System With W and S Beam Posts – dated August 2, 1995

**GROUP 4**

- Steel Sleeves for Wood Posts – dated August 15, 1994

**GROUP 5**

- Multiple Signs Mounting Stringers – dated May 19, 1992
- Anti-Theft Sign Bolt System – dated May 24, 1993
- Vandal-Proof Sign Bolt System – dated August 29, 2003

**6. SAMPLES:** PennDOT reserves the right to request samples of any item prior to the award of this bid. If requested, samples must be received at the Sign Distribution Center, Pennsylvania Department of Transportation, 21<sup>st</sup> and Herr Streets, Harrisburg PA 17120, within ten (10) days of receiving notification, verbal or otherwise, of the request to submit the samples.

**7. MINIMUM ORDER:** The minimum order values for this contract are established by group and are listed below. The awarded Supplier(s) may accept orders below the minimum at their own discretion. The ordering agency will be responsible for any shipping costs when ordering less than the minimum.

**Groups 1 and 2**

- NOT LESS THAN 500 LBS (except bolts and nuts, washers, rivets, drive caps, universal spacers, formed channels, anchor plates, splice sleeves. **These items may be ordered separately; however, when shipped with posts shall count toward total weight.**)

**Group 3**

- \$250.00 (except the minimum order for replacement sets shall be one (1) set).

**Group 4**

- \$250.00

**Group 5**

- One Box or one Pack

**8. DELIVERY:** All orders shall be FOB DESTINATION to any location in Pennsylvania. Delivery shall be made within forty-five (45) calendar days after the receipt of the purchase order.

All orders over 200 lbs. in weight must be loaded in such a manner as to be capable of being unloaded by forklift.

Truckload lot deliveries should be made by an open-body type truck with the materials loaded and blocked up in such a manner that all material may be unloaded from the side of the truck by a forklift. If delivery must be made utilizing something other than an open-bodied truck, all material must be tailgated to allow unloading by a forklift.

For deliveries exceeding 10,000 lbs., the vendor or trucking company making delivery shall contact the person listed on the Purchase Order at least twenty-four (24) hours before delivery to arrange for acceptance of the order.

**9. TESTING AND INSPECTION:** Shipments will be inspected upon receipt by agency personnel. The agency shall have the right to test and reject any item for non-compliance with this specification. The Supplier shall replace all rejected items at its own expense, including all shipping and handling charges. In the event the number of rejected items exceeds 3% of the total shipment, the Supplier shall replace the entire shipment at its own expense.

**10. PRICE UPDATES:** Awarded suppliers may request to update their base material prices at the time of each contract renewal. All requests to update pricing must be submitted to the Issuing Office for review and approval no later than 60 days prior to the end of the current contract term, or as identified in the renewal letter. The awarded supplier is required to justify any price increase in a clear concise manner and shall include appropriate supporting documentation. Supporting documentation shall include a comparison of an appropriate index(es) from time of bid versus the current time period. The chosen index(es) shall be provided from a widely recognized market publication such as, but not limited to:

- American Metal Market - Fastmarkets
- Commodity Markets and Price Forecasts – General Inquiries (worldbank.org)
- S&P Global Platts Price Benchmarks – Overview | S&P Global Commodity Insights (spglobal.com)

If the price update is approved by DGS, it will be in effect at the beginning of the renewal period.

**11. ADDITION OF LINE ITEMS:** Additional line items that are reasonably construed to be within the scope of this procurement may be added to the contract at the request of the using agency. In the event that DGS determines that the additional line item should be added, DGS will contact all suppliers who have been awarded a contract as a result of this procurement and request pricing of the new item. Award of the new item shall be based upon the lowest price received from the responding suppliers.

**12. WORKER PROTECTION AND INVESTMENT:** Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201), included here as Attachment E, and submitted with the bid, proposal or quote.

**13. E-INVOICING:** The PA Office of the Budget has initiated an E-Invoicing program that enables vendors to submit invoices via email. Submitting invoices via email enables vendors to save printing and postage costs, paper supplies, and mailing time needed to transmit paper invoices. The program's guidelines are available on the E-Invoicing website, located at <http://www.budget.pa.gov/Services/ForVendors/Pages/default.aspx>

**14. POST AWARD ADMINISTRATION:** The Suppliers performance shall be monitored and evaluated in accordance with the requirements outlined in the Contract. At a minimum, the Suppliers' performance shall be evaluated on an annual basis. Suppliers may be required to attend Contract Performance Review meetings. These meetings will be for the purpose of providing Supplier performance reviews, discussion of issues either party may have concerning the Contract or to evaluate the overall progress of the Contract. The meetings will be held quarterly, semi-annually or annually at the discretion of the Department of General Services, or upon special request of the using agencies.

**15. INQUIRIES:** Direct all inquiries concerning this IFB in writing with the subject heading of "Posts and Accessories Bid 6100057654" to:

Michelle L. Scott – Commodity Specialist  
Commonwealth of Pennsylvania  
Department of General Services  
6<sup>th</sup> Floor Forum Place  
555 Walnut Street  
Harrisburg, PA 17101-1914  
[miscott@pa.gov](mailto:miscott@pa.gov) | (717)703-2942