

1.0 Overview

The Pennsylvania State Archives (PSA) is seeking to purchase book trucks to be used in our new state-of-the-art facility. Specifically, The PSA is interested in purchasing Demco® LibraryQuiet™ 3 Flat Shelf Booktruck and Demco® LibraryQuiet™ Single-Sided End-Of-Range Book-truck, 3 Sloped Shelves. The quantity, color, and specifications are listed below.

2.0 Equipment

2.1 3 Flat Shelf Book-truck

Item:	Demco® LibraryQuiet™ 3 Flat Shelf Booktruck
Quantity:	30 (thirty)
Material:	18-gauge steel shelves and frame
Capacity:	Max 375 lbs. evenly distributed
Color/Finish:	BLUE powder-coat finish
Flat Shelf Depth:	16”D
Shelf Clearance:	12-1/2"
Casters:	Four 5” swivel casters, 2 locking
Overall Dimension:	44-1/2" x 31" x 17"

2.2 3 Sloped Shelf Single-sided Book-truck

Item:	<u>Demco® LibraryQuiet™ Single-Sided End-Of-Range Booktruck, 3 Sloped Shelves</u>
Quantity:	3 (three)
Material:	18-gauge steel shelves and frame
Capacity:	Max 125 lbs. evenly distributed
Color/Finish:	BLUE powder-coat finish
Sloped Shelf Depth:	13”D
Shelf Clearance:	12-1/2"
Casters:	Four 5” swivel casters, 2 locking
Overall Dimension:	44-1/2" x 18" x 17"

3.0 Evaluation

Firms bidding will be evaluated on best price, meaning the bidder submitting the lowest cost will be awarded the contract.

4.0 Delivery

Physical delivery location: Pennsylvania State Archives, 1681 N 6th St., Harrisburg, PA 17101, ATTN: Dwayne Murphy. All deliveries must be scheduled.

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.

5.0 Contract Invoicing

Proper invoices will only be processed for completed work based on inspection and acceptance of the equipment.

Invoices will be released for payment upon the acceptance of the equipment.

Submit all invoices to the “Bill To” address on the Purchase Order (PO). Invoices must be invoiced by line item listed on the purchase order and must include the vendor’s name, address, PO number, date of invoice, and the total amount of invoice. Failure to provide any of the required information will result in a delay of your payment.

6.0 Questions

All questions should be directed to the issuing office at pafrey@pa.gov by Wednesday, February 8, 2023 by 3:00 PM. Answers to all questions and/or formal addendums will be posted to www.emarketplace.state.pa.us (Solicitation #6100057740). All questions and answers will become an addendum to the IFB. The issuing office shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the IFB or formally issued as an addendum by the issuing office. Each potential vendor shall be responsible to monitor the above website for new or revised bid information prior to submission of the bid.

7.0 Information Required from Bidder

1. Bidders shall complete the IFB form electronically. Unit prices must be all inclusive.
2. Complete the Reciprocal Limitations Act Requirements form (GSPUR-89) and attach to bid. This requirement does not apply to bids under \$10,000.
3. Complete the Workers Protection & Investment Certification Form (BOP-2201) and attach to bid.

8.0 Bid Submission

All cost information and required documentation must be submitted electronically by 2:00 PM on Friday, February 17, 2023. The bid solicitation can be viewed by accessing the Pennsylvania Department of General Services (DGS) website at <http://www.emarketplace.state.pa.us>, click on “Solicitations” and the search under solicitation #6100057740. No paper bids, faxes, or emails will be accepted.

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.