

## GENERAL REQUIREMENTS

### **1.1 PROJECT INFORMATION**

Name: Rear-Mounted, Offset/In-Line, Slope Flair Mower

Agency: PA Historical and Museum Commission  
Bureau of Historic Sites & Museums

Project Manager: Gregory Apgar  
Building Maintenance Foreman

Work Location: Daniel Boone Homestead  
400 Daniel Boone Road  
Birdsboro, PA 19508

Issuing Office: PA Historical and Museum  
Commission State Museum of PA,  
Room 529  
300 North Street  
Harrisburg, PA 17120  
Attention: Trish Frey  
Telephone: 717-772-8875  
Email: [pafrey@pa.gov](mailto:pafrey@pa.gov)

The Pennsylvania Historical and Museum Commission is requesting quotes to purchase an offset mower to be used with a 2022 Kioti DK5310SEHCB Tractor for cutting banks and drainage ditches as well as the edges of tree lines and horse trails at the Daniel Boone Homestead.

### **1.2 BID SUBMISSION**

The bid submission is to be electronically submitted by **2:00 PM on Thursday, March 2, 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 then search under solicitation #6100057830. Mailed, faxed, emailed and/or late bids will not be accepted. Award will be made to the lowest bidder.

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).

### **1.3 BID QUESTIONS/BID ADDENDUMS**

Questions are due to the issuing office via email to [pafrey@pa.gov](mailto:pafrey@pa.gov) by **3:00 PM on Tuesday, February 21, 2023**. Answers to all questions and/or addendums will be posted to [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us)

(Solicitation #6100057830). No other questions will be permitted after this date. All questions and answers will become an addendum to the IFB (Invitation for Bid). The issuing office shall not be bound to any verbal information nor shall be bound by any written information that is not either contained within the IFB or formally issued addendums by the issuing office.

An addendum may also be posted if the issuing office deems it necessary to revise any part of this bid. It is the potential bidder's responsibility to periodically check the website for any new or revised bid information or addenda prior to the submission of the bid. If an addendum has been issued, the bidder must print a copy of it, sign it and attach it to the bid response.

#### **1.4 STATEMENT OF WORK/SPECIFICATIONS**

Furnish one offset/in-line slope mower, consistent with the specifications outlined below:

- Compatible with compact utility tractor (Kioti DK5310SE HST Cab), 50.3 gross horsepower, 39.3 PTO horsepower, 4043 lbs. gross vehicle weight.
- 540 RPM PTO speed
- Rear-mounted, three-point hookup.
- In-line and offset cutting capabilities.
- 5'-6' cutting width.
- Slope cutting capability: +90° / -50°
- Flail type cutting head.
- Adjustable roller.
- Mechanical breakaway
- Internal sealed bearings
- Clutched PTO shaft.

#### **1.5 DELIVERY**

Physical delivery location: Daniel Boone Homestead, 400 Daniel Boone Road, Birdsboro, PA 19508, ATTN: Greg Apgar. 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.

#### **1.6 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.

#### **1.7 INFORMATION REQUIRED FROM BIDDER**

To be considered, bids must respond to all requirements of the bid package. Any other information thought to be relevant, but not applicable to the categories below, should be provided as a separate

attachment to the required bid information.

- Complete the IFB document electronically by providing total price of unit. Attach supporting documentation providing detailed information about the equipment along with a breakdown of the price with the bid electronic response.
- Addendums (if issued) must be signed and attached.
- Complete the Reciprocal Limitations Act Requirement form (GSPUR-89) and attach to bid. This requirement does not apply to bids under \$10,000.
- Complete the Workers Protection & Investment Certification Form (BOP-2201) and attach to bid.

**Electronic bid responses are due by 2:00 PM on Thursday, March 2, 2023**