

SPECIFICATIONS

Crack and Joint Sealing Materials

1. CONTRACT SCOPE/OVERVIEW: This Invitation for Bid (IFB) 6100063267 (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 for Commonwealth of Pennsylvania (Commonwealth) Agencies for Crack and Joint Sealing Materials, with the Pennsylvania Department of Transportation (PennDOT) being the primary user. 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.

2. TERM OF CONTRACT: The Contract shall commence on the Effective Date as noted on the fully executed contract, but no earlier than July 1, 2025 and expire on June 30, 2027.

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 complete and return required documents.

- Attachment A – State of Manufacture Chart (This is the Reciprocal Limitations Act GSPUR-89)
- Attachment B – Supplier Information Form
- Attachment C – Product Information Form
- Attachment D – Iran Free Procurement Certification Form
- Attachment E – Lobby Certification Form
- Attachment F – COSTARS Program Contractor Election to Participate
- Attachment G – Worker Protection and Investment Certification Form
- Copy of active DGS Certified Small Business certification (if applicable)

4. METHOD OF AWARD: Award will be made to the lowest responsive and responsible bidder. The Commonwealth reserves the right to award all line items to a single Supplier, or award by individual line item, whichever is determined to be within the best interest of the Commonwealth.

5. SPECIFICATIONS: Awarded suppliers are responsible for furnishing materials in accordance with the general requirements of Pub. 408, current edition, and all supplements thereto, including, but not limited to, Section 106.02.

Suppliers shall provide the product information included on Attachment C – Product Information Form, as it applies, or the bid may be subject to rejection. List product trade name, manufacturer, and percentage (%) of bituminous material in the product.

6. QUALIFICATION: Manufacturers and specific products must be pre-approved and listed in PennDOT Publication 35, Bulletin 15, Section 705.4(b) or (c) or Section 705.4(g). To receive an award for this contract, a supplier must have pre-approval as a source by the Pennsylvania Department of Transportation, Bureau of Project Delivery, Innovation and Support Services Division, 81 Lab Lane, Harrisburg, PA 17110, prior to the time and date of the bid opening and be listed as an approved source in PennDOT Publication 35, Bulletin 15. Suppliers that are not manufacturers may bid as an authorized agent of a prequalified manufacturer but must list the approved source they will use as it is listed in PennDOT Publication 35, Bulletin 15.

Manufacturers or products that are not preapproved, must apply for evaluation using PennDOT Form CS-4170 – Product Evaluation Application as indicated in the Overview of Publication 35, Bulletin 15.

Materials not meeting the specifications covered will require field testing, in accordance with the PennDOT Product Evaluation (PE) process and are not considered eligible for award under this contract.

PennDOT is not responsible for the exclusion of product samples that are not submitted in time to provide sufficient qualification testing prior to bid. Manufacturers may submit products for consideration at any time of the year and are encouraged to initiate the product qualification requests well in advance of the bidding cycle.

7. PRICING: All prices shall be FOB Destination to all Commonwealth ordering locations. Contract prices will be subject to monthly price adjustments in accordance with Section 14 of these specifications, Price Adjustment.

8. ESTIMATED REQUIREMENTS: The estimates included with the electronic solicitation reflect annual material requirements (in pounds). This is provided to give suppliers a reference for anticipating usage. These quantities are estimated and may be increased or decreased in accordance with the actual requirements of the Commonwealth.

9. MINIMUM ORDER: The minimum order under this contract is 5,000 lbs. The awarded supplier may accept orders for less than the minimum at their discretion and pass on the direct shipping costs for such orders to the ordering agency. In such cases, the supplier shall pre-pay the shipping costs and add them to their final invoice. However, sufficient verification of the actual shipping costs (including, but not limited to, copies of the original Bill of Lading) must be provided by the supplier with the invoicing or the Commonwealth will not reimburse.

10. PACKAGING: Packaging shall be consistent with either of the two (2) acceptable methods listed below, suppliers shall indicate with a #1 or #2 in Column B, "Desired Packaging Method", on Attachment C – Product Information Form which packaging method they plan to utilize:

1. Product packaging shall consist of individual boxes of sealant that are palletized into shipping units. Boxes shall contain a non-adherent film that permits easy removal of the sealant. Each pallet shall contain 72 boxes stacked in six layers of 12 boxes per layer. The weight of sealant in each box shall not exceed 40lbs. (18kg) and pallet weights shall not exceed 2,880lbs. (1310kg). Sealant boxes shall be manufactured from double wall kraft board producing a minimum bursting test certification of 350 psi (241 N/cm²) and using water resistant adhesives. Boxes shall use tape closures and shall not contain any staples. Label boxes with the product name, part number, lot number, specification conformance, application temperature and safety instructions. Protect palletized units from the weather using a three mil thick plastic bag, a weather and moisture resistant cap sheet and a minimum of three layers of six month UV protected stretch wrap. Label pallets with the product part number, lot number and net weight. Provide application instructions with each pallet in a water resistant enclosure. No crushing of cartons shall occur due to stacking or the agency may refuse the entire shipment.
2. Product shall be supplied in 30 lb. (13.6kg) completely melt able packages that are interlock stacked on pallets containing 2100 lbs. (952 kg) of product. The individual packages and palletized unit shall not contain any cardboard components to open, empty, handle or dispose of. Packages shall be labeled in accordance with OSHA, GHS and ASTM requirements. The packages and palletized unit shall be water and weather resistant and shall be able to be stored outdoors.

The individual packages of product shall be encased in a high-strength, low-density protective covering that quickly melts into the product at normal use temperatures without affecting product installation characteristics or specification conformance.

The protective covering shall not weigh more than 0.50% of the product weight and shall have the following properties:

Thickness (ASTM D1777, 7.15 psi, 0.625 in. dia. (pressure)	0.004-0.008 in. (0.10-0.20 mm)
Puncture Resistance (ASTM E 154)	75 lb. (334N) minimum
Tensile Strength (ASTM D5035, cut strip, 2 in./min.) minimum	20 lb./in. (35N/cm)
Density (ASTM D792)	0.50 g/cc maximum

11. DELIVERY: Delivery shall be completed within 30 days after receipt of purchase order. For PennDOT orders the awarded supplier is required to notify the county Maintenance Manager, or his designee, at least 48 hours prior to delivery so a PennDOT representative is present to receive the material.

12. CERTIFICATION: Supplier(s) shall provide certification with each shipment, using PennDOT Form CS-4171 – Certificate of Compliance, as indicated in the Overview of Publication 35, Bulletin 15 stating that the product meets the appropriate specification and includes the following information:

1. Manufacturer's name and Bulletin 15 Supplier Code
2. Batch and/or Lot Number.
3. Quantities covered.
4. Product name as listed in Bulletin 15
5. Specification designation.
6. Test results (chemical and physical where applicable).
7. Purchasing organization and Purchase Order Number.
8. Materials safety data sheets (OSHA).

Distribution of the CS-4171 should be as follows:

1. One (1) original copy retained by supplier.
2. One (1) copy to purchasing organization.

Should materials be received without certification, the agency will either return the materials to the supplier or unload and stock the materials in an isolated area, at the supplier's expense and/or risk. The agency will not use such material until certification is received.

At the agency's discretion, materials delivered that are questionable will be sampled by the agency and submitted to the PennDOT Materials and Testing Division for testing in accordance with the appropriate specification requirements.

13. PRICE ADJUSTMENT: The awarded suppliers' prices shall be adjusted monthly in accordance with the following:

Tracking PG 64-22 monitors the change in price for bitumen.

The following refiners are contacted to determine the base price of a ton of PG 64-22 (bitumen) and the monthly price of a ton of PG 64-22 (bitumen)

ZONE 1	REFINERS	POSTING LOCATION
	NuStar	Baltimore, MD Perth Amboy, NJ Paulsboro, NJ
	Bitumar	Baltimore, MD
	Valero	Paulsboro, NJ Baltimore, MD
ZONE 3	REFINERS	POSTING LOCATION
	United Refining	Warren, PA Springdale, PA Dravosburg, PA
	Marathon	Floreffe, PA Cleveland, OH Canton, OH
ZONE 2	AVERAGE OF ZONE 1 AND ZONE 3 PRICES	

The posted ton price of PG 64-22 for the above posting locations will be averaged to arrive at the base price of a ton of PG 64-22 (bitumen) and the monthly price of a ton of PG 64-22 (bitumen).

This contract is being bid as a statewide award. Therefore, the price adjustment will be based off of ZONE 2 for ALL districts receiving materials.

The base price of a ton of PG 64-22 (bitumen) for this contract is Zone 2, \$604.50/ton determined March 31st, 2025.

The monthly price of a ton of PG 64-22 (bitumen) will be determined on the last Wednesday of each previous month.

When the monthly price divided by the base price is .90 thru 1.10, there will not be a price adjustment on the first of the next month.

When the monthly price divided by the base price is less than .90 or greater than 1.10, there will be a price adjustment effective on the first business day of the next month. A Change Notice to the contract is issued indicating the base price of a ton of PG 64-22 (bitumen) for this contract and the price adjustment multiplier of 100%. It will also indicate the applicable monthly price of a ton of PG 64-22 (bitumen) and the changed price adjustment multiplier percentage.

A Change Notice will be issued, if applicable, to indicate return to the base price of a ton of PG 64-22 (bitumen) for this contract and the price adjustment multiplier of 100%.

Supplier's invoices shall show the adjusted unit price based on the price adjustment in effect on the date material was delivered and/or picked up. The price adjustments shall be based on the percent of asphalt in the joint sealing material. Calculations will be retained by PennDOT Bureau of Maintenance and Operations as required.

14. ADDITIONAL MATERIALS: 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 contractors 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 contractors.

15. INVOICING:

A. **Submitting Invoices:** Vendor must submit one complete original invoice to the "Bill To" address on the Purchase Order or via the e-Invoice process (more information is provided in item G. below) and must include the following items:

1. Mandatory Items

- a. Vendor Name and Address
- b. Purchase Order Number
- c. Invoice Date
- d. Invoice Number
- e. Invoice Quantity

- i. It is very helpful if invoices reflect quantities per delivery and delivery date for each line item on the invoice. Grouping multiple day deliveries on an invoice requires the Commonwealth to determine which Goods Receipt (GR) in our system match the appropriate invoice. This can cause delays and in some cases more information requested in order to make determination.

- f. Invoice Gross/Total Amount

- i. Items on invoice should be listed by unit price and extended price, and grand total due for all items on the invoice.

g. **CHANGE: Do not submit the following documentation with your invoice.** These documents must be provided to the PennDOT County office who issued the purchase order and received delivery. These forms can found under Forms/Publications/Maps at www.penndot.pa.gov.

i. CS-4171 (Certification of Compliance) - Complete Step 5 by including Virgin Content% and JMF#

2. Preferred Items

- a. SAP Vendor Number
- b. Delivery Date
- c. Purchase Order Line Item Number referenced on invoice line items.

B. Decimals and Rounding: Decimal places for delivery ticket quantities and invoice quantities must be limited to two places (hundredths). If the third digit is 5 or greater, round to the next highest hundredth digit place. If the third digit is less than 5, round to the next lowest hundredth digit place.

C. Rejection of Invoices: The Commonwealth may reject invoices which contain incomplete information, inaccurate information, are for materials or services outside of purchase order validity dates, or are believed to be duplicates. Invoice rejections will be communicated to the vendor by letter indicating the reason for rejection and corrective actions needed. Vendors can help prevent delays in payment due to rejections by ensuring all invoicing information is complete, accurate and submitted timely after delivery of service or materials.

D. Corrected Invoices: If a corrected invoice is required as a result of a rejection or for other reasons, it is important for timely processing that the following guidelines be followed:

1. The corrected invoice should be stamped with "Corrected Invoice" in a manner which makes it clearly visible without covering other information.
2. The corrected invoice number needs to be labeled as such, along with the original invoice number being replaced clearly designated. Both invoice numbers are required to avoid delays in payment.
3. A concise description of the reason for the correction should be placed on the invoice if possible. The description can be on separate attachment if necessary, but is not preferred.

E. Duplicate Invoices: Vendors should only submit original invoices once as described above. Multiple submissions of the same invoice will not result in faster payment. To the contrary, duplicate invoice submission will result in a delay due to increased research needed to resolve. If you have doubts that your invoice was received please use the contact information below to verify if resubmission is needed prior to sending.

F. Contact Information for Invoicing: For invoice status inquiries – Vendor may check payment status of submitted invoices by accessing Comptroller Office website at www.budget.pa.gov. Select Services, for Vendors, then Payment Lookup from the navigation links.

For other invoice questions – use the website address above however; select Supplier Service Center from the navigation link under Vendors.

For questions regarding your purchase order or contract please contact the "Purchasing Agent" listed on your purchase order or contract.

G. 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 www.budget.pa.gov/programs/pages/e-invoicing.aspx.

We also encourage you to sign up for ACH deposit of your payments. When coupled with Electronic Addendum (EA), this gets your payments deposited to your account directly, and gives you the visibility and information you need to apply your payments from the Commonwealth appropriately. For more information on ACH and Electronic Addendum, contact the Vendor Data Management Unit at Comptroller Operations via e-mail at RA-PSC_SUPPLIER_REQUESTS@pa.gov or by phone at 877-435-7363.

16. 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.

17. INQUIRIES: Direct all technical questions via e-mail concerning the material in this bid to:

John Jones
Bureau of Procurement
1800 Herr Street
Arsenal Bldg, 2nd Floor
Harrisburg, Pa. 17101
Phone: 717-346-3848
E-Mail: jotjones@pa.gov