



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES

STATEMENT OF WORK

COMMON CARRIER SERVICES

SUPPLEMENTAL INVITATION FOR BID (IFB) NO. 6100064558
TO IFB 6100057402

I. GENERAL REQUIREMENTS

- A. Contract Scope.** This Supplemental Invitation for Bid (IFB) for Common Carrier Services is being issued by the Department of General Services (DGS) on behalf of the Commonwealth for all using agencies. The services included in this solicitation are Less-Than-Truckload (LTL) and Truckload (TL) Dry Van Services and Flatbed Services. There is a total of three (3) lots to this supplemental solicitation and the materials and products to be transported will vary by agency and by volume.
- B. Supplemental Bid.** DGS, in accordance with the Terms and Conditions of this Contract, is issuing a supplemental bid to add suppliers to this Contract. It is the intention of this Supplemental Bid #2 to add suppliers to Lots 3, 4, and 5. This supplemental IFB is to add new suppliers who were not awarded a contract under IFB #6100057402 under Lots 3, 4, and 5. Suppliers who received a Contract under IFB #6100057402 under Lots 3, 4, and 5 are not eligible for an award under this supplemental IFB for those lots.. The term of the Contract(s) awarded as a result of this supplemental bid shall commence on the Effective Date and shall end October 31, 2026. In addition, two optional renewal periods remain available. Any Contract Renewal options will be processed in accordance with the Terms and Conditions, see Section V.3 CONTRACT-002.2b.
- C. Method of Award.**
1. Lots 3, 4, and 5 are for use by all Commonwealth using agencies. They include transportation services to and from the Commonwealth of Pennsylvania (COPA). The Lots are multiple awards, and all responsive and responsible bidders will be awarded a Contract. Award of a Contract is not a guarantee of business. Using agencies will be required to issue Requests for Quotes (RFQ) and perform a best value determination for all Lot 3, 4, and 5 services. See the Best Value Determination Section for more details on this process.
 - a) Lot 3, LTL Dry Van Services, All Using Agencies. No bid pricing is to be submitted for Lot 3, except an Accessorial Fee List.
 - b) Lot 4 TL Dry Van Services, All Using Agencies. No bid pricing is to be submitted for Lot 4, except an Accessorial Fee List.
 - c) Lot 5, LTL/TL Flatbed Services, All Using Agencies. No bid pricing is to be submitted for Lot 5, except an Accessorial Fee List. This category includes all types of open flatbed trailers, such as, but not limited to, lowboy, step deck, landoll, drop deck, etc.
 2. Accessorial Fees. All Bidders must submit with their bid an Accessorial Fee List regardless of which Lot or Lots you are bidding. This Fee List must be associated with the services identified in this solicitation. The same Accessorial Fee List will apply to each lot bid.
 3. Bidders may be awarded more than one lot, but there is no requirement to bid on all Lots. Bidders must complete Section 2 of Exhibit A Lot Selection Sheet, identifying which multiple award lots you are bidding.

II. BIDDING REQUIREMENTS

- A. **Hazardous Materials.** Contractor(s) may have to ship restricted articles or hazardous materials. Such shipments must be in accordance with all federal and state laws. In Section 3 of **Exhibit A, Lot Selection Sheet** bidders must check the appropriate box identifying their ability to transport Hazardous Materials. Bidders must also identify all associated fees on their Accessorial Fee List, referenced above.
- B. **Safety Compliance.** Bidders must submit with their bid response in the PA Supplier Portal, verification of their safety rating from the Federal Motor Carrier Safety Administration's website, Safety and Fitness Electronic Records (SAFER) System. An acceptable rating of 'Satisfactory' or 'Not Rated' is required, no other ratings are acceptable. This rating must be accurate as of the Bid Response Due Date identified in the solicitation.
1. <https://safer.fmcsa.dot.gov/CompanySnapshot.aspx>
 2. The documentation that is provided must be legible, easy to read, and must include the company name, USDOT number, the current FMCSA rating, and must be from the FMCSA website. The verification can be a screenshot taken from the above referenced website, using the 'SMS Results' page. The 'SMS (Safety Measurement System) Results' page shows the Bidder's company name, USDOT identification number, and the current FMCSA rating.
 3. As part of the Contract Renewal process this safety rating will be reviewed by the Contracting Officer to verify the Contractor's Safety Compliance Rating. A Contractor with an unacceptable rating may be deemed non-responsible, and the Contract may not be renewed. See Section V.3 CONTRACT-002.2b Renewal of Contract Term – Mutual, of the Terms and Conditions for additional information regarding the Contract renewal process.
- C. **Insurance Requirements.** Each shipment shall be automatically insured at the rate of \$5.00 per pound. PCI or the using agency shall have the option of purchasing additional insurance up to a set maximum specified by the carrier. The bidder shall provide with their bid, documentation outlining the additional insurance details and pricing they have available.
- D. **Iran Free Procurement Certification & Disclosure.** Prior to entering into a Contract worth at least \$1,000,000 or more with a Commonwealth entity, a bidder must: a) certify it is not on the current list of persons engaged in investment activities in Iran created by the Pennsylvania Department of General Services ("DGS") pursuant to Section 3503 of the Procurement Code and is eligible to contract with the Commonwealth under Sections 3501-3506 of the Procurement Code; or b) demonstrate it has received an exception from the certification requirement for that solicitation or contract pursuant to Section 3503(e). All bidders must complete and return the Iran Free Procurement Certification form (**Exhibit B**), which is attached hereto and made part of this IFB. The completed and signed Iran Free Procurement Certification form shall be submitted with the bid response.

- E. Worker Protection and Investment Certification.** 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) (**Exhibit C**). The completed and signed Worker Protection Certification Form shall be submitted with the bid response.
- F. COSTARs.** The Commonwealth's COSTARS Program Language, which is incorporated as part of the Terms and Conditions, and the COSTARS Participation Form (**Exhibit D**), are optional for the potential supplier to this awarded contract. Additional information can be reviewed within the DGS website on the [COSTARS program](#). Interested bidders shall complete and submit with their bid response the **Exhibit D**, COSTARS Program Election to Participate Form.
- G. Domestic Workforce Utilization Certification For Multiple Award.** All bidders for Lots 3, 4, and 5, must complete **Exhibit E**, The Domestic Workforce Utilization Certification for Multiple Award. The completed and signed form shall be submitted with the bid response.
- H. Required Documents.** See **Exhibit F** for a list of the various documents referenced throughout this Statement of Work which are required to be completed and returned, or otherwise submitted with your bid in the PA Supplier Portal. Bids may be rejected for failure to return these required documents.

III. AGENCY SPECIFIC REQUIREMENTS. To be eligible for an award, bidders must be able to meet the following requirements. By submitting a bid, you are indicating your company's ability to meet these requirements.

A. All Using Agency and PCI Requirements.

1. The awarded Contractors shall pick up LTL and/or TL shipments and transport them to designated locations. These transportation services include shipments from the Commonwealth to external sources, from external sources to the Commonwealth, and from one Commonwealth location to another Commonwealth location. The pickup and/or delivery location may be within the borders, or outside the borders of Pennsylvania. The PCI delivery locations are predominantly within the borders of Pennsylvania.
2. Services are required Monday through Friday 8:00 a.m. to 5:00 p.m. at the offered rates except for official state observed holidays. The official state observed holidays can be identified using the PA Office of Administration's website and viewing the appropriate Administrative Circular. Each year's holiday schedule is published the prior calendar year, for example the 2023 Holiday schedule was published in 2022. The link to this site is <https://www.oa.pa.gov/Policies/ac/Pages/default.aspx>

3. There shall be no pick-up charges permitted. Any associated pick-up charges shall be included on the accessorial fee list as driver detention.
4. There shall be no minimum number of shipments per trip, per day, per week or per month unless otherwise identified in an agency Request for Quote.
5. Using agencies may require liftgates and straight trucks. These requirements will be included as part of the individual agency Request for Quote. See Section IV.A. of this document for more details on the RFQ process.
6. Delivery Documentation and Tracking.
 - a) A Bill of Lading must accompany every shipment.
 - b) Agencies may request the Contractor to provide an automated tracking system to track all shipments and confirm receipt. Tracking information must include, at a minimum, the acknowledgement of pickup and delivery notification. The system must be internet accessible.
7. Contractor Performance. The awarded Contractors are required to provide the services in accordance with the requirements listed herein. If during the term of the Contract, services performed by an awarded Contractor fail to meet the requirements, the Commonwealth reserves the right to obtain the services from an alternate source. See the Terms and Conditions, Sections V.28 CONTRACT-021.1 Default and V.36 CONTRACT-029.1 Contractor Responsibility Provisions for more details.

IV. CONTRACT REQUIREMENTS

- A. **Best Value Determination.** Using agencies must issue a Request for Quotes (RFQ) for all Lot 3, 4, and Lot 5 services. The RFQ will document the requesting agency/location, specific shipping services needed, all applicable requirements, and the best value determination criteria the requesting agency will use to make the determination. Price will be used as the primary best value factor, but Contractor availability, past performance, and other criteria may be considered. All price quotes submitted in response to an agency RFQ shall be an all-inclusive price for the requested service, unless otherwise directed by the RFQ.
- B. **Fuel Surcharge.** The Contract fuel rates will be determined by the East Coast (PADD1B) Diesel Fuel Published Rate listed on the U.S. Energy Information Administration website found at <https://www.eia.gov/petroleum/gasdiesel/>. The applicable fuel surcharge will be capped at 9% based on the Fuel Surcharge Rate Chart below. If the published fuel rates exceed \$6.81 per gallon, the awarded contractor(s) will be permitted to increase the fuel surcharge on a bi-weekly basis. The increase shall be at a rate of .5% for every \$0.05 fuel increase above \$6.81.

At Least	But Less than	Surcharge Rate
\$0.00	\$0.85	0.00%
\$0.85	\$1.07	0.38%
\$1.07	\$1.29	0.75%

\$1.29	\$1.51	1.13%
\$1.51	\$1.73	1.50%
\$1.73	\$1.95	1.88%
\$1.95	\$2.17	2.25%
\$2.17	\$2.39	2.63%
\$2.39	\$2.61	3.00%
\$2.61	\$2.83	3.38%
\$2.83	\$3.05	3.75%
\$3.05	\$3.27	4.13%
\$3.27	\$3.49	4.50%
\$3.49	\$3.71	4.88%
\$3.71	\$3.93	5.25%
\$3.93	\$4.15	5.63%
\$4.15	\$4.37	6.00%
\$4.37	\$4.59	6.38%
\$4.59	\$4.81	6.75%
\$4.81	\$5.03	7.00%
\$5.04	\$5.26	7.25%
\$5.27	\$5.49	7.50%
\$5.49	\$5.71	7.75%
\$5.71	\$5.93	8.00%
\$5.93	\$6.15	8.25%
\$6.15	\$6.37	8.50%
\$6.37	\$6.59	8.75%
\$6.59	\$6.81	9.00%

- C. **Reports.** Upon request, the awarded Contractors will be required to provide usage reports. These reports at a minimum will be required to include agency name, shipping locations, delivery locations, date of shipments, number of shipments, shipment weights/dimensions, and cost of shipments (inclusive of shipping and accessorial fees). The report shall be created in a format compatible with Excel®. The awarded Contractor(s) may be required to submit a sample report upon notification of award.
- D. **Post Award Administration.** The awarded Contractors' performance shall be monitored and evaluated in accordance with the requirements outlined in the Contract. At a minimum, the awarded Contractors' performance shall be evaluated on an annual basis. The awarded Contractors may be required to attend Contract Performance Review meetings. These meetings will be to provide the awarded Contractors with performance reviews, discussion of issues either party may have regarding 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.
- E. **Inquiries.** All inquiries regarding this solicitation or the resulting Contracts should be referred to the DGS Contracting Officer.