

SPECIFICATIONS

Bagged De-Icing Materials (50 lb. bags) 6100048777

1. OVERVIEW: This Invitation for Bid (IFB) 6100048777 (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 50 lb. bags of Calcium Chloride.

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 found at www.smallbusiness.pa.gov are eligible to submit a bid and be awarded a contract in response to this IFB for **Calcium Chloride** line items. In order to be eligible to receive an award, the bidder must be certified at the time of bid opening and include a copy of their certification in the bid response.

2. METHOD OF AWARD: Award will be made by line item to the lowest responsive and responsible bidder.

A description of lot is provided below. DGS reserves the right to not award any or all items within a lot, based upon its determination of what is in the best interest of the Commonwealth.

LOT 3 – This lot encompasses full truckload deliveries, FOB Destination, to the DGS Warehouse in Harrisburg, PA. Dauphin County. A single award will be made by line item.

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 – 50 lb. Bag De-Icing Bid Sheet in Excel format. Do *not* provide in PDF format. Failure to return this document or to return it without bid pricing will result in the bid being rejected.
- State of Manufacture Chart (This is the Reciprocal limitations Act GSPUR-89 included as Attachment B to this Solicitation)
- Material Safety Data Sheet
- Iran Free Procurement Certification Form
- Lobbying Certification Form
- Copy of active DGS Certified Small Business certification
- Attachment C - Contractor Point of Contact Form

4. COMPLETING BID SUBMITTAL: Bidders must enter bid pricing into the attached 50# Bag De-Icing Bid Sheet (Attachment A) and submit it along with the electronic bid response.

There is one tab on the Bid Sheet:

Tab - 50 lb. Bag - Calcium Chloride, FOB to DGS Warehouse (LOT 3)

The Commonwealth is requesting bidders submit pricing as follows:

"Per Bag" pricing for Calcium Chloride for truckload delivery to DGS Warehouse in Harrisburg.

Suppliers should enter their company name in the yellow highlighted area near the top of the sheet. Suppliers should enter unit pricing in the yellow highlighted cells under each lot in which they are bidding. The extended price column will calculate automatically.

5. QUANTITIES: All quantities are estimates. Department of General Services (DGS) Warehouse estimates are predicated upon previous year's usage. Estimates are contingent upon the business decision to distribute materials from the DGS Warehouse or have the materials delivered direct from the supplier.

6. SPECIFICATIONS: The following specifications apply to this solicitation and are to which the materials furnished through this contract are required to conform to:

CALCIUM CHLORIDE - AASHTO M144, Type S, Grade 1, Class A or B

7. MINIMUM ORDER QUANTITY:

Truckload: The minimum order quantity under this contract shall be one full truckload of approximately 840-896 bags per bid item (this will depend on how the awarded supplier ships the product). Orders cannot result in exceeding the maximum truck weight.

8. BAG SHIPMENT REQUIREMENTS: Since this product is being utilized in response to, or anticipation of inclement weather during the winter months, it is critical to the safety of Commonwealth citizens that using entities be able to utilize their shipments in a timely manner. As such, it is imperative that the Supplier ships the product(s) in accordance with the following requirements, otherwise, the delivery may be rejected:

Bagged Calcium Chloride shall be supplied in 50 lb. bags conforming as follows: Heavy-duty bag of single or multi-wall construction, designed to contain 50 lbs. of Calcium Chloride. The bags shall consist of commercially good quality, free of such defects as wrinkles, cuts, or tears, as well as any other defects, that would make the bags unsuitable for its intended use. The film tensile strength is 2000-PSI minimum (machine direction) and has seam strength of 2000-PSI minimum or its' equal. The contractor is responsible for replacing any spilled Calcium Chloride due to poor quality packaging. The Commonwealth will reject any material if it fails to conform to any of the requirements of the bid or it has become caked, hard or sticky in shipment.

Shipments of Calcium Chloride shall be made on non-returnable, 40"W x 48"L, heavy duty pallets not to exceed 3,000 lbs. per pallet load and shipped on trucks capable of forklift unloading. If a receiving location does not own a forklift or have any means available to unload pallets and the carrier is required to utilize a lift-gate service to unload the shipment, the Supplier may assess a lift-gate service charge, not to exceed \$50 per pallet.

Product shall be stacked evenly and well balanced on the pallet. Wood pallets shall not be cracked, split, or broken. Product shall not be leaning, bulging or overhanging the sides of the pallet.

In addition to the requirements above, the DGS warehouse also requires the following on packaging*

Shipments shall be shrink wrapped a minimum of three (3) times for damage protection. All six (6) sides of the stacked product shall each be covered with one piece of heavy cardboard inside the shrink wrapping to minimize the possibility of bags being punctured by the forklift in loading/unloading.

Product that is delivered in any form of a shipping sack or bulk bag will not be accepted.

9. DELIVERY: All deliveries shall be FOB Destination to the DGS Warehouse. Deliveries shall begin (5) calendar days after receipt of a purchase order and be completed within five (5) business days thereafter to delivery locations designated on the purchase order. The supplier is required to notify the destination recipient of shipment within 24 hours of delivery, so an agency representative is present to receive the material.

10. DGS WAREHOUSE REQUIREMENTS: This section lists the requirements and guidelines for deliveries being made to the DGS Warehouse or any Commonwealth Warehouse location.

- i. DGS WAREHOUSE DELIVERIES: All deliveries shall be F.O.B. Destination. Shipments to the DGS Warehouse (warehouse) are required to be delivered via boxed truck.

The warehouse contact number to establish time and day for delivery is 717-525-5810.

Shipping and Receiving at the warehouse is scheduled between the hours of 8:00 AM and 2:30 PM Monday thru Friday, except state holidays.

The DGS Warehouse and Distribution Center will be operational during the hours of 8:00 AM to 2:30 PM Monday through Friday, except state holidays.

All times are local

- ii. **DELIVERY APPOINTMENT:** The Commonwealth requires the following information via facsimile, telephone or email to schedule a receiving appointment.

- Carriers Name
- Pallet and piece count
- Commonwealth of Pennsylvania purchase order number
- Persons name and telephone number who is requesting appointment
- Shipper's name
- Trailer number, tracking number and/or pro number
- **Delivery Appointments are required for all LTL and truck load shipments.
- **If all the required information is not provided, a delivery appointment will not be made.

- iii. **INBOUND SHIPMENT DOCUMENTATION REQUIREMENTS:** The following two items are required to accompany each shipment:

- Packing Slip Info. – If shipment has multiple Purchase Orders and/or multiple Packing Slips please include a consolidated master Packing Slip.
- Bill of Lading (see sample included on Attachment D).

- iv. **PACKING SLIP REQUIREMENTS:** A separate packing slip is required for each purchase order. If the shipment requires more than one trailer (e.g. multiple trailers, one PO), a separate packing slip outlining the particulars of each trailer is mandatory. Required information for each packing slip:

- Purchase order number
- FOB Information
- Trailer number (if known)
- Packing slip/shipper reference number
- Backorder status
- Carrier name
- Pieces and weight

Required Information for Each Line Item:

- Product description
- Commonwealth material number (Supplier Part Number is Not Mandatory)
- Number of units/pieces
- Number of cartons
- Backorder status

- v. **BILL OF LADING (BOL) REQUIREMENTS:**

- All Commonwealth of PA Purchase Order numbers must be referenced on the BOL.
- BOL must be filled out to show the actual carton/piece count first, the number of pallets second, total shipment weight third. Drivers must have the ability to verify the carton/piece count at time of loading and sign for carton/piece count (Shipper Load and Count is not

allowed without prior consent of the Commonwealth Warehouse Manager/Appropriate authority

- Note "DO NOT BREAK DOWN OR TOP LOAD" on pallets or BOL
- Drivers must Date, Sign and Print their name legibly on the BOL.
- All full truckloads must be SEALED with SEAL NUMBER noted in general comments area.
- All PO's shipped in one day to one Commonwealth of PA Warehouse location MUST be consolidated onto one BOL/one carrier PRO.
- All vendors using 3rd Party Logistics to distribute their product must ensure that the Vendors name appears in the shipper info, NOT just the name of the company physically tendering the freight to the carrier. Vendor name must be listed first, followed by that of the 3PL company.
- Refer to Attachment D, included with this solicitation package, for a sample BOL.

11. PRICE ADJUSTMENT: The Supplier's bid price will be adjusted (up or down) on the first business day in October, January and April of each year to offset the volatility of the fuel costs associated with the contract. The adjustment in fuel cost is calculated by comparing the diesel price derived from the weekly OIL PRICE INFORMATION SERVICE (OPIS), PADD 1 REPORT with the established contract base diesel price.

The amount of the price adjustment will be the actual variance between the selected OPIS diesel price and the established contract base diesel price.

The base diesel price and the monthly diesel price are established from the OIL PRICE INFORMATION SERVICE (OPIS), PADD 1 REPORT published weekly except last weeks in June and December by United Communications Group, Bethesda, MD. Telephone (301) 816-8950.

Calculation is derived from the following:

Base Price (cts/gal ULS-No2) = (Harrisburg Avg + Philadelphia Avg + Pittsburgh Avg)/3

The scheduled contract diesel price adjustments will use the same formula but will be calculated using OPIS data that was in effect the third Monday of the previous month, for each month the contract adjustment is permitted (October, January and April).

In the event that the report is not published for that week, the previous week's report will be used.

If the result of the selected weekly OPIS diesel price is greater than the established contract base price, an upward price change is issued. If the result of the selected weekly OPIS diesel price is less than the established contract base price, a downward price change is issued.

A Change Notice to the contract is issued to incorporate the price change and change all contract awarded prices for deliveries on or after the effective date of the price change. If an order is placed and the delivery is made after the 10-day timeframe, the price paid for that delivery will be the price in effect during the 10-day timeframe it was to be delivered.

The base price for ULS-No2 diesel under this contract is \$1.9364 as calculated using the OPIS PADD 1 report data effective July 8, 2019.

The effective date of the price adjustments will be the first business day of that month's scheduled adjustment. This date may vary slightly due to unforeseen circumstances.

12. CONTRACTOR POINT OF CONTACT: Each awarded Supplier is required to designate a point of contact person who is available to answer questions regarding the Supplier's ability to deliver the product. This person is responsible for monitoring the Supplier's supply and will notify the Commonwealth of any problems meeting in-season delivery schedules before they exceed the shipping deadline. Suppliers should complete the Contractor Point of Contact Form, included as Attachment C of the solicitation package, and return it with their bid.

13. 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.

14. 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>

15. POST AWARD ADMINISTRATION: The Contractors performance shall be monitored and evaluated in accordance with the requirements outlined in the Contract. At a minimum, the Contractors' performance shall be evaluated on an annual basis. Contractors may be required to attend Contract Performance Review meetings. These meetings will be for the purpose of providing Contractor 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. Specific supplier performance issues may be addressed through weekly or bi-weekly conference calls, as a way to assess supplier progress.

16. CONTRACTING OFFICE: This contract is administered by the Commonwealth of Pennsylvania, Department of General Services, Bureau of Procurement. All inquiries should be referred to:

Jean Halbleib
Department of General Services
Bureau of Procurement
555 Walnut St, 6th Floor
Harrisburg PA 17101
Telephone: 717-346-8188
Fax: 717-346-3820
E-mail: Jhalbleib@pa.gov