

Request for Quote

PennDOT Spray Patching Subcontracting Request for Allegheny County

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Statement of Work

PennDOT Spray Patching Subcontracting Request for Allegheny County

Location

Spray Patching Subcontracting will within the confines of Allegheny County.

Number of Trucks and Use

Allegheny County is seeking **(1) one unit** with operator for Spray Patching Subcontracting Services.

Estimated hour usage per Fiscal Year: 300 (Note: Each = Hours for bidding process).

Units to be equipped with all safety functions in compliance with State and Federal Laws and to OSHA safety requirements.

Contractor must supply the total number of units and type of equipment for spray patching operations as indicated:

- Vendor/Contractor is to supply Mobile Road Patchers that are 7 years old or newer along with qualified operators holding applicable CDL license for machine size, as well as all required safety and operational equipment.
- Unit to be a minimum of 27,000 GVW, having a minimum 5 cubic yard aggregate hopper.
- Unit must be equipped with work lights, reverse direction alarm and a revolving or strobe warning light.
- The unit must be able to move while patching.
- Work zone set up will be provided by PennDOT department forces.
- Vendor/Contractor will not be compensated for travel time to/from job sites.
- Vendor/Contractor is to supply all material needed to make asphalt, oil, and washed aggregate, as well as other associated roadway materials as deemed necessary by The Department. The materials provided shall be appropriate for the particular project, regardless of temperature.

APPROVED MATERIAL AND SOURCE: Materials under this contract must be furnished from a source approved 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. Identify each source of supply as the source is listed in the Department of Transportation, Bulletin 15, "Approved Construction Materials", or bid may be rejected.

Work Standards

- Patches shall hold for one week, at minimum. Contractor, at no cost to the Department, shall re-patch all unsatisfactory patches at the Departments discretion.
- Contractor must be able to work regardless of temperature, but not when there is precipitation (rain, sleet, snow, hail etc.)
- Units are being contracted to operate within the confines Allegheny County. To ensure Allegheny County receives enough equipment to cover our needs each Lessor will be restricted to placing a particular unit on one agreement only within the geographical boundaries of Allegheny County.
- The successful bidder shall not be paid for hours for which the machine is not capable of performing work for which it was hired. All repair and maintenance must be done during off hours; Contractor is responsible for all fuel, repairs, lubrication, maintenance and required insurance.
- The PennDOT department will supply water when necessary.
- The Vendor/Contractor shall be responsible to ensure all equipment and operators are in conformance with applicable federal and Pennsylvania motor vehicle laws.
- Vendor/Contractor is expected to respond upon **24-hour notice**.

Lessor agrees to repair or replace unit within **48 clock** hours for all breakdowns. PENNDOT reserves the right to require lessor to replace equipment due to breakdowns. PENNDOT further reserves the right to terminate agreement due to frequent breakdowns. Frequent breakdowns are described as more than one breakdown per call out.

Executive Order 2021-06, Worker Protection and Investment:

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) and submitted with the bid, proposal or quote.

Call Out Period & Response Time

A call-out period is the period when the Vendor/Contractor must be available to provide services. The contract period is the entire term of the Purchase Order (PO). If a Vendor/Contractor is called to provide services outside of the call-out period, but during the contract period, the Vendor/Contractor may choose not to perform services at that time, and the Vendor/Contractor will not be considered in default. If a Vendor/Contractor fails to provide services during the call-out period, for whatever reason, the Vendor/Contractor will be in default and the CPO subject to termination.

After award of the purchase order, but before the callout period, a one-time field inspection of the Contractor's equipment, as specified in its quote, will be conducted to determine whether or not the equipment meets the RFQ's specifications.

This inspection will be conducted at the Commonwealth's location. Failure of equipment to pass field inspection will result in cancellation of the purchase order. In no event will the Department be financially obligated for the cost of repairs or maintenance required to meet the specifications and/or field inspection criteria. In no event will the Department be held liable in the event that such a purchase order is not issued.

Work Schedule:

No work shall be scheduled to occur on the following holidays unless written permission to do so is provided by the Department Project Manager or designee:

- i. New Year's Day
- ii. Dr. Martin Luther King Jr. Day
- iii. President's Day
- iv. Memorial Day
- v. Juneteenth Day
- vi. Independence Day
- vii. Labor Day
- viii. Columbus Day
- ix. Veteran's Day
- x. Thanksgiving Day
- xi. Day after Thanksgiving Day
- xii. Christmas Day

Purchase Order Validity Period

The Purchase Order validity period will be in a (1) one year increment.

The quantities shown are strictly an estimate. This estimate is for internal Department use only. There is no assurance that the Department's actual usage of equipment will approximate this estimate.

The Commonwealth reserves the right, upon notice to the Contractor, to extend any single term of the Contract for up to three (3) months upon the same terms and conditions.

Renewal

By mutual consent of both parties, the validity period (12/01/2025 – 11/30/2026) of this agreement may be extended by a period of 12 months, up to 4 times.

Possible renewal terms are as follows:

1. 12/01/2026 - 11/30/2027
2. 12/01/2027 - 11/30/2028
3. 12/01/2028 - 11/30/2029
4. 12/01/2029 - 11/30/2030

Upon renewal all equipment specifications, rates, terms, and conditions of the original agreement apply. Rates for the renewal period will be identical to the prior period's ending rate that is listed on the purchase order. Changes to the terms and conditions governing this agreement, and/or its parent ITQ are subject to change only by the issuance of a formal addendum by the Department.

Invoice and Billing Instructions

A completed Confirmation of Services Form (Form OS-501), Attachment B shall be submitted by the Contractor to the County Manager, for review and verification on a monthly basis. The County Manager will notify the Contractor if corrections are needed.

Each Form OS-501 shall be itemized, include sufficient detail, and coordinate with the line items on the Purchase Order. Untimely or incomplete submissions of Form OS-501 and required supporting documentation may delay processing. Invoices shall be submitted by the Contractor on a monthly basis.

PennDOT reserves the right, throughout the life of the contract, to make changes to the OS-501, including their instructions, content, and all other requirements.

Preferred Invoice Option:

Email PDF Invoice to 69180@pa.gov

Secondary Invoice Option, by US Mail:

Commonwealth of PA – PO Invoice, PO Box 69180, Harrisburg, PA 17106

Contractor Performance Issues

During the Contract period, Contractors who perform poor or unsafe work, do not provide services on time, or engage in other unacceptable conduct (e.g. violation of the Contract Terms and Conditions), may be entered into the Commonwealth's Contractor Responsibility Program (CRP), and may be removed from the list of Qualified Contractors and restricted from supplying Rented Equipment services. Furthermore, entry into the CRP may affect the contractor's ability to obtain future contracts with all Commonwealth agencies.

ONLY CERTIFIED SMALL BUSINESSES ARE ELIGIBLE FOR AWARD:

PennDOT has designated this contract as a Small Business Procurement to provide DGS-certified small businesses with opportunities to compete against other DGS-certified small businesses for Commonwealth agency and DGS statewide contracts under the Small Business Procurement Initiative (SBPI) set forth in Executive Order 2011-09. Only certified small businesses are eligible to submit a bid and receive an award. The small business requirements and certification process can be found on the following site:

<https://www.dgs.pa.gov/Small%20Business%20Contracting%20Program/Pages/default.aspx> .

The Small Business Certification will be provided after a supplier completes the self-certification process on the SBPI website. A valid Department of General Services (DGS) Small Business certificate will be required as part of the bid in order to be deemed a responsive bidder.

PUBLIC BID OPENING:

Public Bid Opening Will Be Held Virtually via Microsoft Teams on **10/29/2025 at 11:00A.M. (EST)**. Please contact Maggie McIntyre-Fisk (mmcintyref@pa.gov) for meeting invitation.

QUESTIONS AND ANSWERS:

All questions pertaining to Solicitation # 6100064666 must be made prior to **10/27/2025 at 11:00A.M. (EST)**. All questions and answers will be posted to the Solicitation in eMarketplace for public viewing.

Attachment A

Vendor Point of Contact

ATTACHMENT A
Designated Point of Contact

Please list the name and contact information of your company's designated Point of Contact

Designated Vendor Point of Contact

Name:

Address:

City: **State:** PA

Zip Code:

Phone:

Alt. Phone:

Email:

Purchase Order Hours

- Total estimated hours per awarded PO: 300

Attachment B

Confirmation of Service Form

DEPARTMENT OF TRANSPORTATION
www.penndot.gov

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Instructions:

Complete the OS-501 form in accordance with the instructions below.

1. **The Vendor completes the OS-501 form, then forwards the signed/dated form to the appropriate PennDOT representative for approval (may be done electronically via email). Explanations for fields on the form are listed below.**

Date Service Rendered: Provide the date of service (i.e., Date or date range).

Vendor Name*: Enter name.

Phone*: Area code and phone number.

PURCHASE ORDER #*: The ten digit number in the upper right corner.

SAP Vendor Number*: This is the vendor's six digit vendor number (e.g. 412345).

Address (1)*: Vendor's street address.

Address (2)*: Enter the Floor, Suite, etc. of the vendors address, if applicable.

City*: Vendor's City.

State*: Vendor's State.

Zip Code*: Vendor's Zip Code.

PO Line #: Enter the PO line item number(s) in this column. Many PO's contain numerous line items. Use separate lines to account for each item that was delivered.

Description/Product ID*: Enter the exact description from the PO line item Description/Product ID column.

Quantity: Enter the quantity delivered for the time period.

U.O.M.: This is the unit of measure for the service/material rendered (e.g. hours, days, number, etc).

Unit Price*: Cost per individual unit of measure.

Total: Calculated Amount of the Quantity x Unit Price.

*Enter information exactly as it appears on the fully executed Purchase Order.

2. **The PennDOT Representative confirms services were received satisfactorily and approves payment to be made by signing and dating on the "Project Manager Signature" line. The PennDOT Representative forwards the signed/dated form to their Goods Receiver.**
3. **The Goods Receiver certifies that a Goods Receipt has been entered in SAP for the by signing, dating, and providing the SRM Confirmation Number/R3 Material Document Number.**
4. **The Goods Receiver provides a copy of the completed and signed/dated form to the PennDOT Representative for placement in the Procurement file.**