

SPECIFICATIONS FOR
Medium Duty Work Trucks

ISSUING OFFICE:
COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
BUREAU OF PROCUREMENT
1800 Herr Street, 2nd Floor
Harrisburg, PA 17103



INVITATION FOR BID NUMBER:
6100064583
DATE OF ISSUANCE
October 15, 2025

1. CONTRACT SCOPE/OVERVIEW:

Any contract(s) awarded from this Invitation for Bid (IFB) will cover the requirements for all using Commonwealth agencies for Medium Duty Work Trucks.

Products shall meet the specifications according to this statement of work, PCID 1067, 1105 and 1106 and be current industry-approved formulations, to be new and complete. All products must meet all applicable codes and standards to ensure optimal performance and regulatory compliance.

All questions as to suitability, specifications, and usage for items bid and awarded under this contract shall rest solely with the responsible facility.

2. METHOD OF AWARD BY MANUFACTURER

Vendors who meet all requirements and offer the lowest price per manufacturer will receive award. Only one award will be made for each individual manufacturer's list of items.

Bidders should use the Cost Submittal Sheet (Excel Document) to submit pricing and must bid on all items in the specific group(s) (such as spreader, lift gate, toolbox for example) to be considered a responsive bidder for the group award.

3. PRICING & PRICE INCREASES:

Updated pricing will be allowed at the time of issuance of a new model year, in accordance with the manufacturer's documented price increase. Supporting documentation must be submitted to the Department of General Services demonstrating the new model year and the corresponding manufacturer's price adjustment.

At no time are awarded suppliers allowed to unilaterally increase pricing during the contract term.

4. ELIGIBILITY TO BID:

All bidders must be an authorized New Vehicle Dealer representing the manufacturer that they have been authorized to distribute. The Bidder must submit written certification from the OEM for which a bid is submitted. The OEM certification should be on the OEM letterhead and dated within 6 months of the bid due date.

All motor vehicles furnished by the Contractor pursuant to the Contract must be manufactured in North America. North America is defined as the United States, Canada, and Mexico. A motor vehicle is manufactured in North America if a substantial majority of the principal components are assembled into the final products in an assembly plant in North America

5. SUBMISSION REQUIREMENTS:

- A. The following documentation must be completed and submitted with the bid.
- B. Failure to submit the documentation listed below will result in the bid being rejected:

- A. 2025 Bidder Cost Submittal Sheet

- C. To be considered eligible for award within a specific group, a bidder **must submit a price for every line item within that group**. Partial pricing within a group, i.e., failure to provide a price for one or more-line items will result in **disqualification from award consideration for that group**.
- D. In addition, the following documents must be returned with the bid. Failure to submit any of the documentation listed below may result in the bid being rejected.
 - A. Lobbying Certifications and Disclosure, BOP-1307
 - B. Reciprocal Limitations Act, GSPUR-89
 - C. Iran Free Certification and Disclosure
 - D. Worker Protection Act, BOP-2201
 - E. Pennsylvania Dealer License
 - F. Letter of Authorized/Franchised dealer representing the manufacturer of Vehicles offered to the Commonwealth.

6. PICK-UP SITE:

The Contractor must have a site within the confines of the Commonwealth of Pennsylvania for participating in Local Public Procurement Units to pick up their vehicle(s), if they choose to pick up rather than have the vehicle(s) delivered. All Commonwealth purchases must be made as per PCID-1067.

7. TARIFFS:

The Commonwealth will not accept or reimburse any tariff surcharges, import duties, or related fees.

8. PRICING OPTIONS:

To facilitate the delivery of an “in-stock” or “bailment pool” vehicle in a more expedient manner than ordering a truck built to Specification or to allow for minor changes in specification to meet agency needs, the ordering unit may agree to specification changes up to and including \$10,000.00 as determined based on Dealer invoice.

Changes shall be noted on the PO header or line-item text, and the PO shall reflect the adjusted Price. A copy of the dealer’s invoice, with the applicable items changes

clearly marked, must accompany the vehicle at delivery.

9. SHIPPING AND DELIVERY:

All vehicle(s) shall be delivered F.O.B. Destination. The Contractor agrees to bear the risk of loss, injury, or destruction of the vehicle(s) ordered prior to the receipt of the vehicle(s) by the Commonwealth. Such loss, injury, or destruction shall not release the Contractor from any contractual obligations. Except as otherwise provided in this contract, all vehicle(s) must be delivered within the time period specified in the Contract. Time is of the essence and, in addition to any other remedies, the Contract is subject to termination for failure to deliver as specified.

Awarded bidders may not charge Shipping & Delivery charges.

Awarded contractors shall acknowledge receipt of order within 10 business days. Delivery shall be 180 days after receipt of Order. Deliveries shall be in accordance with PCID 1067. If awarded vendor cannot deliver said vehicle within 180 of receipt of Purchase Order, vendor must notify agency of expected delivery time.

10. PURCHASE ORDERS:

No blanket purchase orders shall be allowed under this contract.

Purchase Orders may be issued electronically or through facsimile equipment. Receipt of the electronic or facsimile transmission of the Purchase Order shall constitute receipt of an order.

Orders received by the Contractor after 4:00 p.m. will be considered received the following business day. The Contractor must acknowledge receipt of an order within ten (10) days from the day the purchase order is issued to the Contractor. To ensure timely delivery, the Commonwealth should follow up on orders if written acknowledgement is not received within ten (10) days. Vendors MUST provide documentation of order to the ordering agency including manufacturer order number/reference and estimated delivery.

Awarded Contractors are responsible for accepting POs Monday – Friday 6:00 a.m. – 5:00 p.m. The supplier must have the ability to accept orders manually, electronically, over the phone or via fax

11. COMMONWEALTH ORDER REQUIREMENTS:

All orders for the Commonwealth of Pennsylvania must be placed within manufacturer stated guidelines.

Any orders with Ford Motor Co., dealer(s) must place the order as follows:

- PA State Police orders must be placed using Ford Identification Number (FIN) #QA042
- PA Department of Transportation orders must be placed using FIN #QT287

- All other Commonwealth of Pennsylvania orders must be placed using FIN #QS017

Any orders with General Motors, dealer(s) must place the orders as follows:

- All Commonwealth of Pennsylvania orders must be placed using GM FAN #000858213

Any orders with Stellantis, dealer(s) must place the orders as follows:

- All Commonwealth of Pennsylvania orders must be placed using VIP #48759

All other dealer/vendors, if the manufacturer offers a resource to directly track Commonwealth orders, please provide that information at the time that orders are placed.

12. STANDARD WARRANTY:

The price shall include the standard manufacturer's warranty for all products provided if that warranty is greater than warranty required in the attached Terms and Conditions or PCID-1067.

The warranty period shall be from date of delivery of equipment and there shall be 100% parts and labor with no deductibles.

13. ISSUING OFFICE:

The Department of General Services ("Issuing Office") has issued this IFB on behalf of the Commonwealth of Pennsylvania. The sole point of contact in the Commonwealth for this IFB shall be as follows:



Jason Zabady | Commodity Specialist

PA Department of General Services | Bureau of Procurement

1800 Herr Street | Harrisburg, PA 17103

Phone: 223-231-9338

Email: jzabady@pa.gov

If a bidder has any questions regarding this IFB, the bidder must submit the question(s) via email (with the subject line "IFB 6100064583") to the Issuing Officer named above. All questions must be submitted via email no later than 11/07/25. The Issuing Officer shall post the answers to the questions as an addendum to this IFB on the DGS website. It is the responsibility of the bidder to monitor the DGS website for new or revised information.

Jason Zabady, Issuing Officer
Email jzabady@pa.gov