

## STATEMENT OF WORK

### VEHICLE OUTFITTING PURCHASE

#### DEPARTMENT OF CONSERVATION & NATURAL RESOURCES BUREAU OF FORESTRY

##### I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Conservation and Natural Resources (DCNR), Bureau of Forestry, requires a vendor, to supply and deliver parts for sixteen (16) State Forest Ranger Patrol Vehicles. The parts specifications and quantities are set forth in this Statement of Work. The sixteen (16) State Forest Ranger Patrol Vehicles are 2023 Dodge Ram Trucks 1500 Classic, SSV, 4WD Crew Cab with a 5'7" box length.

**Please note that this is a No-Substitute Solicitation.**

Questions regarding the technical aspects of this bid should be directed to Todd Miller, Natural Resource Program Supervisor at (717) 783-0379 office, (570) 274-4527 cell, or by email at [todmiller@pa.gov](mailto:todmiller@pa.gov). Questions regarding the contracting or bidding aspects of this solicitation should be directed to Jenna English, Procurement Specialist, at (717)787-3278 or [Jenenglish@pa.gov](mailto:Jenenglish@pa.gov).

##### II. CONTRACTOR REQUIREMENTS:

The following requirements must be met within the performance of this contract.

Vendor must supply and deliver 16 Diamondback Bed Covers, 16 Highway Product Bed Slides, 16 Side Steps, 16 Diamondback Cross Bin Saddle Truck Toolboxes, 16 Vent Shades, and 16 Floor Liners.

All equipment shall be subject to inspection and acceptance by the Forest Natural Resource Program Supervisor or their designee.

Shipping is Free on Board (FOB), Bid price to include all shipping, transportation, environmental handling, unloading charges, and any other associated charges for delivery.

###### A. **Diamondback Bed Covers (Quantity: 16)**

- Model: Diamondback HD Bed Cover
- Haul Weight: 1600lbs
- Number of Cleats: 12
- Access to bed of truck: Font and Rear Lift
- Max Panel Weight: 50lbs
- Add-on: HD cab guard to protect back window, but not block police lighting on top of the cap
- Surface: Non-Slip
- Color: Black

###### B. **Highway Products Bed Slide (Quantity: 16)**

- Model: XT2000, Parts number# 4312-004
- Weight Capacity: 2,000lb
- Construction: Metal
- Finish: Smooth Aluminum
- Warranty: Lifetime

###### C. **Side Steps (Quantity: 16)**

- Model: N-Fab Podium and SS Steps

- Shape: Round
- Color: Black
- Wheel to Wheel with third step for accessing the truck bed

**D. Diamondback Cross Bin Saddle Truck Toolbox (Quantity: 16)**

- Model: Diamondback Cross Bin 13
- Overall Length: 20"
- Center Compartment Depth from Bedrail: 13"
- Center Compartment Broad Wall Height: 9.5"
- Outer Compartments Width: 7.75"
- Outer Compartments Broad Wall Height: 4"
- Hauling Capacity: 100lbs

**E. Vent Shades (Quantity: 16)**

- Model: Weather Tech Vehicle Vent Shades, Parts number# 80503
- In or Out of Channel: In Channel
- Color: Dark Smoke
- Windows: Front left and right windows
- Construction: Impact, UV, and scratch resistant transparent plastic

**F. Floor Liners (Quantity: 16)**

- Model: Weather Tech Floor Liners, Parts number# 449771V

**III. DELIVERY LOCATION:**

The parts **must** be delivered by June 30, 2024.

Vendor will contact Todd Miller at (717) 783-0379 or (570) 274-4527 or by email [todmiller@pa.gov](mailto:todmiller@pa.gov) no less than seven (7) calendar days prior to delivery of the parts. This will ensure that staff are available for delivery.

The delivery day and time must be between Monday and Friday, 8am to 4pm.

Delivery Address:     **DCNR-Bureau of Forestry**  
Public Safety and Resource Protection Cache  
DCNR Bureau of Forestry  
2826 White Oak Road  
Halifax, PA 17032

Any damages occurring during delivery caused by the vendor's personnel must be repaired to the satisfaction of the Department's representative and at the vendor's sole expense.

**IV. CONTRACTOR REFERENCES AND QUALIFICATIONS:**

**A.** After bid opening and prior to awarding of the contract, the Department has the right to request references (names, addresses and telephone numbers) for delivery and supply of similar size, construction, power, and accessories received in the previous two (2) years as proof of qualifications to supply the item involved in this contract. References are an optional tool available to the Department to help determine bidder capabilities. If any of these references are requested and a bidder cannot supply the necessary documentation and proof of compliance, the Department reserves the right to reject the bidder. The decision to both request references or reject bidders based on inadequate reference will be made solely at the discretion of the Department.

**B. Reciprocal Limitations Act Form:** The Contractor must include with their solicitation response a properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured with their bid response.

**C. Worker Protection and Investment Certification Form:** 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. Failure to submit a completed Worker Protection and Investment Certification Form may render your submission as non-responsive.

**V. DELIVERY PERIOD:**

The delivery window will commence after receipt of Purchase Order and terminate June 30, 2024.

**VI. BID AWARD:**

Bidder must complete and return the following with their bid submission:

- A. The electronic Invitation for Bid to be found at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us),
- B. A properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured.
- C. A properly executed Worker Protection and Investment Certification form.

Bid will be awarded based on the lowest total sum of the bid.

The contract quantities herein are estimated only and may increase or decrease depending on the needs of the Department.

Please note that the Department will only accept out to two (2) decimal points when entering your pricing.

**VII. PAYMENT TERMS:**

Payment will be made on a reimbursement basis following delivery and final acceptance.

This contract will be paid by Automated Clearing House (ACH), commonly referred to as direct deposit. Contractor should review Section V.23 CONTRACT-016.2 Automated Clearing House (ACH) Payments (February 2024) of the attached Commonwealth's Terms and Conditions for complete details and contractor's responsibilities.

**VIII. RECEIPT AND OPENING OF BIDS:**

Bids must be submitted via the PA Supplier Portal, to be found at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us). Emailed, faxed, or mailed bids will not be accepted.

No responsibility will be attached to any employee of the Department for the premature opening of, or the failure to open, a bid not properly addressed and identified, or for any reason whatsoever.

**IX. INVOICES:**

Invoice format must be in accordance with the IFB – Invitation for Bid. All invoices for this contract MUST either be:

**A.** Emailed to the following for a Paperless Email Invoice Option: 69180@pa.gov. For information on the Commonwealth's E-Invoicing Program, visit: [www.budget.pa.gov/Programs/Pages/E-Invoicing.aspx](http://www.budget.pa.gov/Programs/Pages/E-Invoicing.aspx).

**B.** Or mailed to the following address:  
Commonwealth of PA – PO Invoice  
PO Box 69180  
Harrisburg PA 17106

All invoices MUST have the purchase order number as well as your SAP Vendor Number on the invoice. The name and address listed on the purchase order must also be listed on each invoice. Failure to provide this information may result in a delay of payment.

**Please Note:** Vendors are reminded to **NOT** include employer identification numbers, Social Security Numbers, bank account information, or other personally identifiable information on their invoices. That information is uniquely tied to your SAP Vendor Number and, for security purposes, should not be explicitly stated on an invoice.

**X. BID RESULTS:**

Bidder can obtain bid results by accessing [www.emarketplace.state.pa.us/bidtabs.aspx](http://www.emarketplace.state.pa.us/bidtabs.aspx). The bid results will be posted as soon as practicable following the bid opening. The results are the apparent bidders and all bids are under review until final award of the purchase order.

**Attachments:**

01. Terms and Conditions
02. Statement of Work
03. DCNR Reciprocal Limitations Act Requirements
04. Worker Protection and Investment Certification
05. Small Business Procurement Initiative