

**REQUIREMENTS**  
**IFB# 6100060160**

**PROJECT INFORMATION**

Name: Fabrication of Roadside Markers, City Markers, Posts, and Lettering

Delivery Location: Various Locations in Pennsylvania

Issuing Office: Trish Frey  
PA Historical & Museum Commission  
State Museum of PA, Room 529  
300 North Street  
Harrisburg, PA 17120  
717-772-8875 Telephone  
[pafrey@pa.gov](mailto:pafrey@pa.gov)

Program Manager: Alli Davis  
Historical Marker Program Coordinator  
State Historic Preservation Office  
PA Historical & Museum Commission  
Commonwealth Keystone Building, 2<sup>nd</sup> Floor  
400 North Street  
Harrisburg, PA 17120  
717-705-4266 Telephone  
[alldavis@pa.gov](mailto:alldavis@pa.gov)

**CONTRACT TERM**

This agreement will be a (1) year contract and may be renewed for an additional four (4) one (1) year terms by mutual agreement between the Pennsylvania Historical and Museum Commission (PHMC) and Contractor. If applicable, pricing for the additional terms will be negotiated and mutually agreed upon by both parties.

**PROJECT BACKGROUND**

Since 1946, the PHMC has administered a program of historical markers to capture the memory of people, places, and events that have affected the lives of Pennsylvanians. Pennsylvania has nearly 2,600 cast aluminum blue and gold markers which line its highways and streets and tell its story. There are markers in every county of the Commonwealth. Please refer to the marker website to obtain location information for the purpose of examination:  
<http://www.pahistoricalmarkers.com>.

## **SCOPE OF WORK**

The PHMC is seeking a Contractor with a complete knowledge of and the skills necessary to fabricate the items listed below in accordance with the attached specifications.

Roadside Markers – See Exhibit B in Specifications

City-type Markers – See Exhibit C in Specifications

Posts – See Exhibit D in Specifications

Individual Lettering – See Exhibit E in Specifications

The PHMC has estimated its quantities for roadside and city markers, posts, and lettering, noted on the Information to Bid (IFB) Form.

PHMC also administers a program whereby sponsoring organizations may nominate a subject to be commemorated with a historical marker. Please note the Sponsoring Organization is not bound by this contract, nor is the Contractor bound to the Sponsoring Organization by this contract. However, PHMC does expect our awarded contractor to extend the unit pricing achieved in this contract to our sponsoring organizations.

Whether PHMC or a Sponsoring Organization is responsible for payment of items fabricated under this contract, only the PHMC Program Coordinator, or a duly authorized representative, may place an order for a PHMC Historical Marker. The typical process for ordering items will be as follows:

1. An order, which will include billing and shipping information, will be emailed to the Contractor's designated contact, or online ordering platform if relevant, by the Program Coordinator. If ordering a marker, a template with text will be included with the order. See Exhibit F as an example of the PHMC marker ordering information form.
2. The designated contact will email an order acknowledgement to the Program Coordinator within two business days.
3. For markers, the text will be set up by the Contractor according to specifications supplied by PHMC, and a digital photograph will be emailed to the Program Coordinator for review and approval or revision in time to allow completion and delivery by the time specified.
4. Orders for posts and lettering do not require pre-approval and will simply be provided or fabricated according to the order and specifications.
5. The item(s) ordered will be shipped to the location indicated on the order, and an invoice will be sent from the contractor to the billing address.

6. The individual or organization indicated as the billing address is responsible for the full cost of the product fabrication and shipping charges.

The PHMC will not be responsible for non-payment by any sponsoring organization. Therefore, it is the responsibility of the contractor to employ its own best business practices to assure payment or promise of payment prior to the fabrication of the marker and post for our sponsoring organizations.

### **COPY FOR LETTERING**

Copy for the lettering on marker plate shall be furnished by PHMC and shall not exceed thirteen (13) lines for Roadside Markers and fourteen (14) lines for City Markers plus title. After the Contractor receives the copy and the lettering is typeset, the contractor will send an e-mail containing a digital photo proof of the finished lettering to the PHMC Program Coordinator, who shall approve the proof or make corrections, if necessary. Once this is done, the wording shall become official, and any changes made thereafter are subject to extra charges paid by PHMC. If the marker is not fabricated according to specifications, copy or according to the approved wording, errors will be corrected at the Contractor's expense. Please note in order to prevent unauthorized use, the PHMC marker design is a registered trademark and text is copyrighted.

### **DELIVERY**

Orders may include an "expect to ship" or "needed by" date. Contractor and PHMC shall agree upon this date and Contractor will further guarantee to ship marker and/or post to reach its final destination by said date (although Contractor cannot be responsible for delays caused by the common carrier once marker leaves its premises). On orders that do not include a shipping date, shipping for markers shall begin within four (4) weeks of date of approval of the "official" wording; or within a greater time interval if so specified.

### **CONTRACT INVOICING**

The invoice must include the contractor's name, address, purchase order number, invoice number, date of invoice, and delivery date of product. Using the purchase order as a guide, itemize the invoice matching the PO line items including unit price, extending price and the line item total. Invoices are to be emailed to [69180@pa.gov](mailto:69180@pa.gov) and cc: to the project manager at [allidavis@pa.gov](mailto:allidavis@pa.gov). If email is not possible, invoices should be mailed to: Commonwealth of Pennsylvania, PO Box 69180, Harrisburg, PA 17106.

Payment of invoices will be made through the Automated Clearing House (ACH). ACH replaces payment by check with electronic transfer of funds directly to the Supplier's designated bank account. To ensure payments are made properly via ACH, please add your bank account information to your commonwealth vendor

account via the PA Supplier Portal at <https://pasupplierportal.state.pa.us/>. Remittance notification emails are sent on or before the payment date.

## **BID SUBMISSION**

All cost information and required documentation must be submitted electronically. The samples are to be sent directly to the Historical Marker Program Coordinator, Alli Davis, as indicated in **Exhibit A- General Specifications**. Both the cost submission and sample submission are due by **2:00 PM on Friday, 2/9/23**. The bid solicitation can be viewed by accessing the Pennsylvania Department of General Services (DGS) website at <http://www.emarketplace.state.pa.us>, click on "Solicitations" and the search under solicitation #6100060160. **No paper bids, faxes or emails will be accepted.**

## **MARKER SAMPLES**

As indicated in Exhibit A of the specifications, part of the response to the Invitation for Bid (IFB), bidders must furnish Marker material samples for testing purposes to the Historical Marker Program Coordinator by the closing date and time of the solicitation. The contract shall be awarded to the lowest responsible bidder whose submission, including the described marker samples, is found to be responsive to the given specifications. The following samples must be submitted:

1. A one-time sample of unfinished cast aluminum not less than 8" x 8" x .3125" thick that is cast using a suitable secondary aluminum alloy indicated by the Aluminum Association designation 3XX.X or approved equal.
2. A one-time sample of secondary aluminum alloy indicated by the Aluminum Association designation 3XX.X or approved equal not less than 8" x 8" x .3125" thick with applied finish to plate, lettering and topcoat that conforms to the specified *material, color, and finish*.

## **BID QUESTIONS**

All non-technical questions should be directed to the issuing office at [pafrey@pa.gov](mailto:pafrey@pa.gov) by Tuesday, 1/23/24 by 4PM. Answers to all questions and/or formal addendums will be posted to [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us) (solicitation #6100060160). All questions and answers will become an addendum to the IFB. The issuing office shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the IFB or formally issued as an addendum by the issuing office. Each potential vendor shall be responsible to monitor the above website for new or revised bid information prior to submission of the bid.

## INFORMATION REQUIRED FROM BIDDER

To be considered, bids must respond to all requirements in this IFB. Any other information thought to be relevant, but not applicable to the categories below, should be provided as an attachment to the required bid information. Bidders must submit the following information as attachments to their electronic submissions:

- A. A statement of your firm's qualifications for this project, including a description of 3 similar services performed within the last 5 years and full reference contact information for each contract.
- B. Contractor shall complete the IFB form electronically. Unit prices must be all inclusive (must include all labor, materials, equipment, tools, etc. for the completion of the project). Due to the difficulty in estimating non-standard shipping costs (which are not part of the bidding process), it will be understood that an itemized shipping charge will be included in each invoice submitted to PHMC and their sponsoring organizations.
- C. Complete the Reciprocal Limitations Act Requirement form (GSPUR-89) and attach to bid. This requirement does not apply to bids under \$10,000.
- D. Complete the Domestic Workforce Utilization Certification Form (BOP-1301) and attach to bid.
- E. Complete the Workers Protection & Investment Certification Form (BOP-2201) and attach to bid.
- F. Complete the Trade Secret/Confidential Proprietary Information Notice and attach to bid.
- G. Attach a statement that your company will extend pricing achieved by this contract to our Sponsors.

**The samples must be received by the Historical Marker Program Coordinator and cost information and required documentation must be submitted electronically by 2:00 PM on Friday, 2/9/24.**