



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMERCIAL ITEM DESCRIPTION (PCID)

General Requirements for Delivery of Vehicles

(This item description supersedes PCID 1067, effective July 5, 2024)

PCID NO. 1067

Eff. 10/2/2025

The following delivery requirements shall apply to the vehicle as specified by the ordering agency. These requirements are in addition to, but not limited to, the vehicle specification provided as part of the solicitation document, and are exclusively for Executive and Independent Agencies of the Commonwealth of Pennsylvania as well as direct purchases through the Department of General Services.

All vehicle deliveries shall be coordinated through the DGS Bureau of Vehicle Management. Suppliers shall call (717) 787-4252 for delivery schedule at least 48 hours in advance. When vehicles are purchased by Pennsylvania State Police, the successful supplier shall call (717) 787-1318 (PSP). When vehicles are purchased by Pennsylvania Department of Transportation, the successful supplier shall call (717) 787-2123 (PennDOT) for information regarding invoicing and delivery.

Unless otherwise noted on the request for proposals or invitation for bids, deliveries shall be made to:

PA Department of General Services (DGS)
Commonwealth Garage
22nd and Forster Streets
Harrisburg, Pennsylvania 17125
Phone (717) 787-4252.

NOTE:

Deliveries for the Department of Transportation (PennDOT) shall be made (Ref: PCID 1075) to:

PennDOT Equipment Division
17th & Arsenal Blvd
Harrisburg, PA 17120
Phone (717) 787-2123

Deliveries for the Pennsylvania State Police (PSP) shall be made to:

PSP Transportation Division
1850 Arsenal Blvd
Harrisburg, Pennsylvania
Phone (717) 787-1318.

1.0 GENERAL REQUIREMENTS SECTION

- 1.1 The vehicle Manufacturer's model name and/or model number shall be indicated on a decal affixed inside the door.
- 1.2 Standard solid exterior colors with standard interior trim shall be selected after the award is made unless otherwise indicated in the proposal.
- 1.3 Tire size and type shall be original equipment brand or as indicated in the proposal or specification sheet. Tire inflation monitors shall be supplied as required by Federal Motor Vehicle Safety Standard (FMVSS) 138.
- 1.4 All vehicles shall be new and of the model year indicated in the proposal.

- 1.5 All vehicles shall include all genuine parts, accessories and equipment considered standard by the manufacturer for the vehicle offered by the supplier.
- 1.6 All vehicles shall have a valid PA state inspection sticker and a valid PA emissions inspections sticker (for all vehicles subject to the PA I/M Program). NOTE: New or current model year vehicles with less than 5,000 miles subject to the PA I/M program, must display a valid PA emissions inspection sticker with an exemption indicator. All Pennsylvania state inspection requirements are the sole responsibility of the supplier.
- 1.7 All vehicles shall have completed the manufacturers' recommended pre-delivery service.
- 1.8 All vehicles shall be clean, lubricated, serviced, fuel tank filled to full recommended capacity, all adjustments completed, all mechanical and electrical components fully functional and operational, and the vehicle will be "road ready" for immediate use.

NOTE: Supplier shall not remove the manufacturer's MSRP (Monroney) sticker and/or dealer sticker price prior to delivery. Stickers should be affixed to an interior surface of the vehicle window and legible from outside of the vehicle. Stickers shall be easily removable without any permanent marking left on the glass. Incomplete chassis shall have the sticker included loose with the delivery documents.

- 1.9 All vehicles shall have appropriately placed decals or manuals indicating the types of required fuels or lubricants and the capacity of each fluid's reservoir in accordance with the manufacturer's recommendation.
- 1.10 All vehicles shall have permanent antifreeze in each vehicle to protect it at a level of -35°F.
- 1.11 All vehicles shall be free from all dealer signs/emoles.
- 1.12 All vehicles shall include a copy of the manufacturer's warranty and service policy with all warranty vouchers, certificates and coupons.
- 1.13 Each vehicle shall include the proper forms to apply for Pennsylvania title and license including the original manufacturer's Statement of Origin signed by the dealer/supplier and notarized and shall indicate the owner name and address as follows: **Pennsylvania Department of General Services, 2221 Forster Street, Harrisburg, Pa 17125.***

*Vehicles delivered to PennDOT shall be titled accordingly. (Ref: PCID-1075)

- 1.14 At the time of vehicle delivery, the successful supplier shall furnish an original and one (1) copy of an itemized invoice, dated the day of delivery, which shall include:

Invoice Number
P.O. Number
Key Code # (ignition/door key, door keypad number)
Manufacturer Paint Color and Code
Vendor Federal I.D. Number (EIN)

To ensure prompt payment the dollar amount of the supplier's invoice must match the purchase order amount.

- 1.15 The successful supplier shall comply with the manufacturer's warranty, or authorize a qualified dealer in the locality in which the unit is assigned to do whatever is required to comply with the manufacturer's warranty.
- 1.16 The successful supplier shall submit at least two (2) copies of all service/technical bulletins, recall notices, etc. to the Director, Bureau of Vehicle Management, Department of General Services, 2221 Forster Street, Harrisburg, Pennsylvania 17125. These documents shall be submitted on a continual basis to keep the Bureau of Vehicle Management informed regarding improvements, changes and/or problems concerning Commonwealth owned vehicles and their component parts.

- 1.17 The Department of General Services, Bureau of Vehicle Management, will inspect all vehicles prior to acceptance. It will be the responsibility of the supplier to remove any vehicle rejected by the Bureau of Vehicle Management within two (2) working days after notification, and return the vehicle to the Commonwealth Garage upon correction of deficiencies. Date in service will be the date the vehicle is accepted by the Commonwealth, not the date of delivery.
- 1.18 The Commonwealth disclaims any liability for damage to vehicles not unconditionally accepted by the Commonwealth.
- 1.19 Unless otherwise indicated, all items requested in this specification which are listed in the manufacturer's specification book as standard or optional equipment shall be factory installed and operative. Vehicles delivered to the Commonwealth in a condition considered to be below retail customer acceptance levels will not be accepted. Items which determine this acceptance level shall include, but not be limited to, the general appearance of the interior and exterior of the vehicle for completeness and quality of workmanship, lubrication and fluid levels, with any leaks corrected, mechanical operation of the vehicle and all electrical components operational. Allied equipment specified to be furnished and installed which is not available through the vehicle manufacturer shall conform to the best quality standards known to that particular industry, both product and installation.
- 1.20 Vehicle Delivery: Mileage limitations are placed upon vehicles delivered in accordance with these requirements as indicated below. If the mileage upon delivery exceeds these limits, a credit of \$5.00 per mile will be applied against the awarded supplier's purchase order as damages and deducted at time of payment. If the awarded supplier uses a towing device to tow another vehicle to the Commonwealth Garage for delivery, the towing device may not be attached in a way that holes are drilled in the bumpers of the vehicles being towed. Drilling of holes in the vehicle bumpers is not permitted. Any bumper damage caused by a towing device will be replaced by the awarded supplier at no charge to the Commonwealth. If a vehicle is being towed by another vehicle, the vehicle being towed must have the drive shaft disconnected to eliminate unnecessary mileage.
- 1.21 Class 1 to 3 factory completed vehicles: mileage displayed on the vehicle odometer shall not exceed 400 miles. Class 2 to 6, factory incomplete vehicle: mileage displayed on the vehicle odometer upon delivery with final stage manufacturer certification shall not exceed 1,000 miles.
- 1.22 Pennsylvania Clean Vehicles Program Requirement: Supplier is responsible to ensure that all supplied vehicles are compliant with all applicable Title 25 requirements (25 Pa. Code, Chapter 126, Subchapters D or E). This compliance shall be evidenced on the manufacturer's certificate of origin (MCO), or, alternatively, by submission of a completed MV-9. If supplied vehicles are not compliant, they cannot be titled in Pennsylvania and the delivering supplier shall be responsible to pick up and return the vehicle by replacing it with a California or "50-state" emissions certified vehicle that is compliant with all Title 25 requirements

2.0 REQUIRED EQUIPMENT SECTION

The following items shall be supplied on all vehicles as **Minimum** required equipment, unless otherwise superceded in the request for proposals or invitation for bids.

- 2.1 Lug wrench on all trucks and jacks on trucks up to and including 10,000 lbs. GVWR.
- 2.2 Air conditioning integral with the heater and defrosters.
- 2.3 Dual electric intermittent windshield wipers.
- 2.5 Emergency warning triangle kit (on vehicles with GVWR of 10,000 lbs. or higher). installed in a conspicuous location, accessible by the driver (i.e. Behind rear seat on Regular Cab, under rear seat on other cab configurations).
- 2.6 First aid kit, 10 person with mountable cabinet (on vehicles with GVWR of 10,000 lbs. or higher; aftermarket installation if necessary).

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- 2.7 Fire extinguisher, rechargeable, with vehicle mount, reference 2A:10B:C, 5 pound (on vehicles with GVWR of 10,000 lbs. or higher).installed in a conspicuous location, accessible by the driver (i.e. Behind rear seat on Regular Cab models, under rear seat on other cab configurations).
- 2.8 Powerport.
- 2.9 Back-up alarm on all vehicles with GVWR of 10,000 lbs. or higher.
- 2.10 If a flexible fuel or an alternate fuel option is offered by the manufacturer, it shall be provided at no additional charge.
- 3.0 **MATERIAL MASTERS:** No Material Masters established for this delivery PCID.

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