SPECIFICATIONS

Bagged De-Icing Materials (50 lb. bags – Calcium Chloride)
Bid No. 6100053934

1. OVERVIEW: This Invitation for Bid (IFB) 6100053934 (identified here and in the other documents as the "Contract") is being issued by the Pennsylvania Department of General Services (DGS) and will cover the provision of 50 lb. bags of Calcium Chloride to Commonwealth of Pennsylvania (Commonwealth) Agencies, with the Department of Transportation (PennDOT) being the primary user of the contract. In addition, Local Public Procurement Units (COSTARS), as defined by the Commonwealth Procurement Code, may use this contract in accordance with the COSTARS Provision contained within the contract terms and conditions.

The Commonwealth has identified this procurement as fitting the established criteria under the Small Business Procurement Initiative set forth in Executive Order 2011-09. Accordingly, only those bidders who are certified as a Small Business through the Department of General Services' self-certification process found at www.smallbusiness.pa.gov are eligible to submit a bid and be awarded a contract in response to this solicitation. In order to be eligible to receive an award, the bidder must be certified at the time of bid opening and include a copy of their certification in the bid response.

2. METHOD OF AWARD: Award will be made by line item to the lowest responsive and responsible bidder per line item (District/DGS Warehouse location).

This solicitation has been divided into two lots. A description of each lot is provided below. DGS reserves the right to not award any or all items within a lot, based upon its determination of what is in the best interest of the Commonwealth.

NOTE: PennDOT District includes specific Counties which have been identified on Attachment A – 50# Bag De-Icing Bid Sheet. Districts are numbered as follows: District 1, 2, 3, 4, 5, 6, 8, 9, 10, 11 and 12. For a further illustration of the PennDOT Districts and the Counties contained within each District, refer to the PennDOT District Map, included as an attachment to this solicitation.

LOT 1 – This lot encompasses full truckload deliveries, FOB Destination, to each of the PennDOT Districts as identified on Attachment A – 50# Bag De-Icing Bid Sheet. A single award will be made by line item (District).

LOT 2 – This lot encompasses full truckload deliveries, FOB Destination, to the DGS Warehouse in Harrisburg, PA. A single award will be made by line item.

3. BIDDING INFORMATION: The following documents are required to be completed and returned/attached with your electronic bid. These are in addition to any other requirements to submit documentation within the bid specifications. Bids may be rejected for failure to complete and return required documents.

- Attachment A – 50 lb. Bag De-Icing Bid Sheet in Excel format. Do *not* provide in PDF format. Failure to return this document or to return it without bid pricing will result in the bid being rejected.
- State of Manufacture Chart (This is the Reciprocal limitations Act GSPUR-89 included as Attachment B to this Solicitation)
- Copy of active DGS Certified Small Business certification
- Material Safety Data Sheet
- Iran Free Procurement Certification Form
- Lobbying Certification Form
- COSTARS Program Contractor Election to Participate form (if applicable)
- Attachment C - Contractor Point of Contact Form

4. COMPLETING BID SUBMITTAL: Bidders must enter bid pricing into the attached 50# Bag De-Icing Bid Sheet (Attachment A) and submit it along with the electronic bid response. Bidding is by location

(District or DGS Warehouse) and bid pricing is per one (1) 50 lb. bag. The Commonwealth is requesting bidders submit pricing as follows:

Lot 1 - “Per Bag” pricing for Calcium Chloride FOB Destination truckload delivery to any delivery location within the listed District(s).

Lot 2 - “Per Bag” pricing for Calcium Chloride FOB Destination truckload delivery to the DGS Warehouse in Harrisburg, PA.

Suppliers should enter their company name in the yellow highlighted area near the top of the bid sheet. Suppliers should enter unit pricing in the yellow highlighted cells for each line item on which they are bidding. The extended price column will calculate automatically. Suppliers should also identify whether they are bidding a pellet or flake material, along with the brand.

5. QUANTITIES: All quantities are estimates. Department of General Services (DGS) Warehouse estimates are predicated upon previous year’s usage. Estimates are contingent upon the business decision to distribute materials from the DGS Warehouse or have the materials delivered direct from the supplier.

6. SPECIFICATIONS: The following specifications apply to this solicitation and are to which the materials furnished through this contract are required to conform to:

CALCIUM CHLORIDE - AASHTO M144, Type S, Grade 1, Class A or B

7. MINIMUM ORDER QUANTITY:

Truckload: The minimum order quantity under this contract shall be one full truckload of approximately 840-896 bags per bid item (this will depend on how the awarded supplier ships the product). Orders cannot result in exceeding the maximum truck weight. A truckload order may be split once (see Truckload and drop shipment option).

8. BAG SHIPMENT REQUIREMENTS: Since this product is being utilized in response to, or anticipation of inclement weather during the winter months, it is critical to the safety of Commonwealth citizens that using entities be able to utilize their shipments in a timely manner. As such, it is imperative that the Supplier ships the product(s) in accordance with the following requirements:

Bagged Calcium Chloride shall be supplied in 50 lb. bags conforming as follows: Heavy-duty bag of single or multi-wall construction, designed to contain 50 lbs. of Calcium Chloride. The bags shall be of commercially good quality, free of such defects as wrinkles, cuts, or tears, as well as any other defects, that would make the bags unsuitable for its intended use. The film tensile strength is 2000-PSI minimum (machine direction) and has seam strength of 2000-PSI minimum or its’ equal. The contractor is responsible for replacing any spilled Calcium Chloride due to poor quality packaging. The Commonwealth will reject any material if it fails to conform to any of the requirements of the bid or it has become caked, hard or sticky in shipment.

Shipments of Calcium Chloride shall be made on non-returnable, 40”W x 48”L, heavy duty pallets not to exceed 3,000 lbs. per pallet load and shipped on trucks capable of forklift unloading. If a receiving location does not own a forklift or have any means available to unload pallets and the carrier is required to utilize a lift-gate service to unload the shipment, the Supplier may assess a lift-gate service charge, not to exceed $50 per pallet.

Product shall be stacked evenly and well balanced on the pallet. Wood pallets shall not be cracked, split, or broken. Product shall not be leaning, bulging, or overhanging the sides of the pallet. All six (6) sides of the stacked product shall each be covered with one piece of heavy cardboard to minimize the possibility of bags being punctured by the forklift in loading/unloading. Additionally, shipments shall be shrink wrapped a minimum of three (3) times for damage protection.

Product that is delivered in any form of a shipping sack or bulk bag will not be accepted.

9. <u>DELIVERY (PENNDOT, AGENCIES & COSTARS)</u>: All deliveries shall be FOB Destination to any using State Agency and/or COSTARS member (if the bidder elects to allow COSTARS participation), within the defined District. Deliveries shall begin (5) calendar days after receipt of a purchase order and be completed within five (5) business days thereafter to delivery locations designated on the purchase order. The supplier is required to notify the destination recipient of shipment within 24 hours of delivery, so an agency representative is present to receive the material.

10. <u>TRUCKLOAD AND DROP SHIPMENT OPTION:</u> In order to meet a truckload order quantity, two adjacent counties within a District may combine orders. Suppliers shall drop shipment free of charge to accommodate a combined order.

11. <u>DELIVERY (DGS WAREHOUSE REQUIREMENTS)</u>: This section lists the requirements and guidelines for deliveries being made to the DGS Warehouse or any Commonwealth Warehouse location.

i. *<u>DGS WAREHOUSE DELIVERIES</u>:* All deliveries shall be FOB Destination. Shipments to the DGS Warehouse (warehouse) are required to be delivered via boxed truck.

The warehouse contact number to establish time and day for delivery is 717-525-5810.

Shipping and Receiving at the warehouse is scheduled between the hours of 8:00 AM and 2:30 PM Monday thru Friday, except state holidays.

The DGS Warehouse and Distribution Center will be operational during the hours of 8:00 AM to 2:30 PM Monday through Friday, except state holidays.

All times are local

ii. *<u>DELIVERY APPOINTMENT</u>:* The Commonwealth requires the following information via facsimile, telephone or email to schedule a receiving appointment.

- Carriers Name
- Pallet and piece count
- Commonwealth of Pennsylvania purchase order number
- Persons name and telephone number who is requesting appointment
- Shipper's name
- Trailer number, tracking number and/or pro number
- **Delivery Appointments are required for all LTL and truck load shipments.
- **If all the required information is not provided, a delivery appointment will not be made.

iii. *<u>INBOUND SHIPMENT DOCUMENTATION REQUIREMENTS:</u>* The following two items are required to accompany each shipment:

- Packing Slip Info. – If shipment has multiple Purchase Orders and/or multiple Packing Slips please include a consolidated master Packing Slip.
- Bill of Lading (see sample included on Attachment D).

iv. *<u>PACKING SLIP REQUIREMENTS:</u>* A separate packing slip is required for each purchase order. If the shipment requires more than one trailer (e.g. multiple trailers, one PO), a separate packing slip outlining the particulars of each trailer is mandatory. Required information for each packing slip:

- Purchase order number
- FOB Information
- Trailer number (if known)
- Packing slip/shipper reference number
- Backorder status
- Carrier name
- Pieces and weight

Required Information for Each Line Item:

- Product description
- Commonwealth material number (Supplier Part Number is Not Mandatory)
- Number of units/pieces
- Number of cartons
- Backorder status

v. *BILL OF LADING (BOL) REQUIREMENTS:*

- All Commonwealth of PA Purchase Order numbers must be referenced on the BOL.
- BOL must be filled out to show the actual carton/piece count first, the number of pallets second, total shipment weight third. Drivers must have the ability to verify the carton/piece count at time of loading and sign for carton/piece count (Shipper Load and Count is not allowed without prior consent of the Commonwealth Warehouse Manager/Appropriate authority
- Note “DO NOT BREAK DOWN OR TOP LOAD” on pallets or BOL
- Drivers must Date, Sign and Print their name legibly on the BOL.
- All full truckloads must be SEALED with SEAL NUMBER noted in general comments area.
- All PO’s shipped in one day to one Commonwealth of PA Warehouse location MUST be consolidated onto one BOL/one carrier PRO.
- All vendors using 3rd Party Logistics to distribute their product must ensure that the Vendors name appears in the shipper info, NOT just the name of the company physically tendering the freight to the carrier. Vendor name must be listed first, followed by that of the 3PL company.
- Refer to Attachment D, included with this solicitation package, for a sample BOL.

12. PRICE ADJUSTMENT: The Contractor's original bid price(s) will be adjusted (up or down) on the first business day in January, April and October of each year (starting in 2022) to offset the volatility of the transportation costs associated with the contract. The adjustment in transportation costs is calculated by comparing the most current U.S. Department of Labor – Bureau of Labor Statistics (BLS) Producer Price Index (PPI) for Truck Transportation, not seasonally adjusted (series PCU484) and comparing it with the established contract base index.

The amount of the price adjustment will be equal to the actual percentage difference between the most current monthly index and the established contract base index.

Calculation of the adjustment is derived from the following: (Monthly Index – Base Index) / Base Index = Percentage Difference

The base index for this contract is 165.3 as determined by using the BLS PPI for Truck Transportation, not seasonally adjusted (series PCU484) that was in effect at the time this solicitation was developed (July 2021).

A Change Notice to the contract will be issued to incorporate the price change and change all contract awarded prices for deliveries on or after the effective date of the price change. The effective date of the price adjustments will be the first business day of that month’s scheduled adjustment. This date may vary slightly due to unforeseen circumstances.

Deliveries shall be billed at the price that was in effect at the time the order was placed, regardless of when subsequent deliveries occur.

13. CONTRACTOR POINT OF CONTACT: Each awarded Supplier is required to designate a point of contact person who is available to answer questions regarding the Supplier’s ability to deliver the product. This person is responsible for monitoring the Supplier’s supply and will notify the Commonwealth of any problems meeting in-season delivery schedules before they exceed the shipping deadline. Suppliers should complete the Contractor Point of Contact Form, included as Attachment C of the solicitation package, and return it with their bid.

14. <u>ADDITION OF LINE ITEMS</u>: Additional line items that are reasonably construed to be within the scope of this procurement may be added to the contract at the request of the using agency. In the event that DGS determines that the additional line item should be added, DGS will contact all suppliers who have been awarded a contract as a result of this procurement and request pricing of the new item. Award of the new item shall be based upon the lowest price received from the responding suppliers.

15. <u>E-INVOICING</u>: The PA Office of the Budget has initiated an E-Invoicing program that enables vendors to submit invoices via email. Submitting invoices via email enables vendors to save printing and postage costs, paper supplies, and mailing time needed to transmit paper invoices. The program's guidelines are available on the E-Invoicing website, located at http://www.budget.pa.gov/Services/ForVendors/Pages/default.aspx

16. <u>POST AWARD ADMINISTRATION</u>: The Contractors performance shall be monitored and evaluated in accordance with the requirements outlined in the Contract. At a minimum, the Contractors' performance shall be evaluated on an annual basis. Contractors may be required to attend Contract Performance Review meetings. These meetings will be for the purpose of providing Contractor performance reviews, discussion of issues either party may have concerning the Contract or to evaluate the overall progress of the Contract. The meetings will be held quarterly, semi-annually or annually at the discretion of the Department of General Services, or upon special request of the using agencies. Specific supplier performance issues may be addressed through weekly or bi-weekly conference calls, as a way to assess supplier progress.

17. <u>CONTRACTING OFFICE</u>: This contract is administered by the Commonwealth of Pennsylvania, Department of General Services, Bureau of Procurement. All inquiries should be referred to:

Michelle L. Scott
Department of General Services
Bureau of Procurement
555 Walnut St, 6th Floor
Harrisburg, PA 17101
Telephone: 717-703-2942
E-Mail: Miscott@pa.gov