SPECIFICATIONS

Bagged De-Icing Materials (50 lb. bags)

1. CONTRACT SCOPE/OVERVIEW: This Invitation for Bid (IFB) 6100042507 (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 requirements for Commonwealth of Pennsylvania (Commonwealth) Agencies for Calcium Chloride (50 lb. bags) and Rock Salt (50 lb. bags). 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.

2. TERM OF CONTRACT: The Contract shall commence on the Effective Date as noted on the fully executed contract, but no earlier than Sept 1, 2017 and expire on August 31, 2018.

3. OPTION TO RENEW: The contract or any part of the contract may be renewed for a maximum of one (1) additional one (1) year term upon mutual agreement between the Commonwealth and the Supplier(s). DGS reserves the right to renew any and or all supplier contracts. Non-renewed contracts may be competitively re-bid.

4. BIDDING INFORMATION: 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.

There are three (3) separate tabs on the Bid Sheet:

Tab 1 - Calcium Chloride truckload District delivery.
Tab 2 - Rock Salt truckload District delivery.
Tab 3 - Truckload delivery of Calcium Chloride and Rock Salt to the DGS Warehouse.

Suppliers should enter their company name in the yellow highlighted area near the top of each tab. Suppliers should enter unit pricing in the yellow highlighted cells under each lot in which they are bidding. The extended price column will calculate automatically.

The Commonwealth is requesting bidders submit pricing as follows:

LOT 1: "Per Bag" pricing for Calcium Chloride and/or Rock Salt for truckload delivery per District. Minimum delivery is one (1) truckload; a truckload is defined as approximately 850 (50 LB) bags per truck.

LOT 2: "Per Bag" pricing for Calcium Chloride and/or Rock Salt for truckload delivery to DGS Warehouse in Harrisburg. Minimum delivery is one (1) truckload; a truckload is defined as approximately 850 (50 LB) bags per truck.

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# 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)
- Material Safety Data Sheet
- Iran Free Procurement Certification Form
- COSTARS Program Contractor Election to Participate form (if applicable)
- Copy of active DGS Certified Small Business certification (if applicable)
- Attachment C - Contractor Point of Contact Form

5. METHOD OF AWARD: Award will be made by line item to the lowest responsive and responsible bidder.

This solicitation has been divided into two (2) lots for each commodity (Calcium Chloride and Rock Salt). 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: Each Pennsylvania Department of Transportation (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. The awarded bidder of each District for truckload line items will be responsible to provide the awarded product, FOB Destination, to any using State Agency and/or COSTARS member (if the bidder elects to allow COSTARS participation), within that defined District. 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 Districts as identified on Attachment A - 50# Bag De-Icing Bid Sheet. For each commodity, a single award will be made by line item (District) to the lowest responsive and responsible bidder.
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> **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 (commodity) to the lowest responsive and responsible bidder.

6. 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.

7. 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
- ROCK SALT - Rock Salt, Ice Control, Type 3, Class A, Grade 1

8. MINIMUM ORDER QUANTITY: 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. In the event a supplier is awarded more than one material for a specific location, the mixing and matching of materials for delivery is acceptable when feasible. A truckload order may be split once (see Truckload and drop shipment option).

9. 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 and Rock Salt 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 or Rock Salt. The bags shall consist 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/Rock Salt 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 and/or Rock Salt 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.

10. DELIVERY: All deliveries shall be F.O.B. Destination and shall begin (5) calendar days after receipt of a purchase order and 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.

11. TRUCKLOAD AND DROP SHIPMENT OPTION: 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.

12. DGS WAREHOUSE BAGGED DE-ICING MATERIAL (50 LBS) REQUIREMENTS: This section lists the requirements and guidelines for deliveries being made to the DGS Warehouse or any Commonwealth Warehouse location.

i. DGS WAREHOUSE DELIVERIES: All deliveries shall be F.O.B. Destination. Shipments to the DGS Warehouse (warehouse) are required to be delivered via boxed truck. The warehouse shall have the option to have truckloads shipped to a location other than the warehouse. Suppliers shall direct ship the order and include a charge of $50.00 for shipping to the changed destination. All orders placed this way shall be invoiced at the warehouse location delivery price.

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 3:00 PM Monday thru Friday, except state holidays.

The DGS Warehouse and Distribution Center will be operational during the hours of 7:00 AM to 4:00 PM Monday through Friday, except state holidays.

- All times are local

ii. DELIVERY APPOINTMENT: 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. **IMPORTANTCONFORMING & NON-CONFORMING PRODUCT:** The following section defines the conforming and non-conforming product classification. Please review these guidelines for examples of product that The Commonwealth of PA considers "unfit" for receipt.

Specific to your Agreement, the Commonwealth of PA reserves the right to refuse any non-conforming product.

The Commonwealth of PA designated carriers are required to:

- Refuse any non-conforming product or pallets at the Vendor's facility specific to your Vendor Agreement
- Sign for Piece Counts – No Shipper Load and Counts are allowed without prior authorization from The Commonwealth of PA, Warehouse & Distribution Division for suppliers who prepay freight.

The Commonwealth strongly encourages the use of our designated carrier base. We have established receiving procedures that will greatly improve the timeliness and quality of our product.

If you choose to utilize a carrier outside of these guidelines, the Commonwealth retains the right to refuse partial shipments of non-conforming product.

Inbound Shipment Documentation Requirements:

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)

Packing Slip Requirements

- 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:
  1. Purchase order number
  2. FOB Information
  3. Trailer number (if known)
  4. Packing slip/shipper reference number
  5. Backorder status
  6. Carrier name
  7. 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

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.

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. ADDITION OF LINE ITEMS: 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. INVOICING FOR PENNDOT AND COMMONWEALTH AGENCIES: 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 www.budget.pa.gov/programs/pages/e-invoicing.aspx.

16. IRAN FREE PROCUREMENT CERTIFICATION & DISCLOSURE:
Prior to entering a contract worth at least $1,000,000 or more with a Commonwealth entity, a bidder must: a) certify it is not on the current list of persons engaged in investment activities in Iran created by the Pennsylvania Department of General Services ("DGS") pursuant to Section 3503 of the Procurement Code and is eligible to contract with the Commonwealth under Sections 3501-3506 of the Procurement Code; or b) demonstrate it has received an exception from the certification requirement for that solicitation or contract pursuant to Section 3503(e). All bidders must complete and return the Iran Free Procurement Certification form, which is attached hereto and made part of this IFB. The completed and signed Iran Free Procurement Certification form must be submitted with the Bid Response: http://www.dgs.pa.gov/Documents/Procurement%20Forms/ProposedIranFreeProcurementList.pdf

17. POST AWARD ADMINISTRATION: 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.

18. INQUIRIES: Direct all questions concerning this contract to the appropriate Commodity Specialist named herein.

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