



**PENNSYLVANIA STATE POLICE
DEPARTMENT HEADQUARTERS
1800 ELMERTON AVENUE
HARRISBURG, PA 17110**

**IFB 6100063823
SPECIFICATIONS
PSP BOP SPEEDOMETER CALIBRATION
AND REPAIR SERVICES**

I-1. Statement of the Project.

A. Overview/Scope.

This Invitation for Bid (IFB) is for the calibration and repair of emergency vehicle speedometers owned and operated by the Pennsylvania State Police (PSP). The speedometers utilized by the Pennsylvania State Police installations statewide shall be serviced under this IFB. The awarded offeror must comply with all requirements set forth in these specifications. Services to be effective upon issuance of a valid purchase order with four optional one-year renewals.

B. Specifications

Calibration of Two-wheel drive vehicles

The awarded offeror must possess and maintain Pennsylvania Department of Transportation (PennDOT) approved equipment capable of calibrating two-wheel and all-wheel drive vehicles that must be transported to each PSP station within the Commonwealth. The mobile units must have the capability of calibrating the two-wheel drive emergency vehicles utilizing a dual dynamometer.

In the event of inclement weather, the offeror must notify station within reasonable time of cancelation and reschedule prior to the expiration of the current calibration period.

Calibration of All-wheel drive vehicles

The awarded offeror must possess and maintain PennDOT approved equipment capable of calibrating two-wheel and all-wheel drive vehicles that must be transported to each PSP station within the Commonwealth. The mobile units must have the capability of calibrating the all-wheel drive emergency vehicles utilizing a dual dynamometer.

In the event of inclement weather, the offeror must notify station within reasonable time of cancelation and reschedule prior to the expiration of the current calibration period.

Repair of Calibration of Two-wheel drive vehicles

Each calibration and repair of PSP vehicle speedometers must be conducted in accordance with the Pennsylvania Vehicle Code and related PennDOT Regulations governing Mechanical, Electrical, and Electronic Speed Timing Devices.

Repair of Calibration of All-wheel drive vehicles

Each calibration and repair of PSP vehicle speedometers must be conducted in accordance with the Pennsylvania Vehicle Code and related PennDOT Regulations governing Mechanical, Electrical, and Electronic Speed Timing Devices.

C. Qualifications

The offeror must be a currently approved Official Calibration Testing Station for speedometers by the PennDOT and certified as such in the Pennsylvania Bulletin on the day of proposal submission.

The awarded offeror must possess and maintain PennDOT approved equipment capable of calibrating two-wheel and all-wheel drive vehicles. The equipment must be transported to each PSP station within the Commonwealth. The mobile units must have the capability of calibrating the all-wheel drive emergency vehicles utilizing a dual dynamometer.

A letter from the vehicle manufacturers certifying the mobile unit used for the speedometer calibrations must be included with bid submission.

A copy of the PennDOT approved testing station and equipment certifications must be included with bid submission. If the awarded offeror fails to maintain the required certifications, the contract may be canceled at the discretion of the PSP.

Each calibration and repair of PSP vehicle speedometers must be conducted in accordance with the Pennsylvania Vehicle Code ([https://www.dmv.pa.gov/Information-Centers/Laws-Regulations/Pages/PA-Vehicle-Code-\(Title-75\).aspx](https://www.dmv.pa.gov/Information-Centers/Laws-Regulations/Pages/PA-Vehicle-Code-(Title-75).aspx)) and related Pennsylvania Department of Transportation Regulations governing Mechanical, Electrical, and Electronic Speed Timing Devices. If the awarded offeror fails to maintain the required certifications, the contract may be canceled at the discretion of the PSP.

D. Service Schedule

Calibration and repair services must be provided in accordance with the PSP annual service schedule Appendage A. Schedule is subject to change as required by the PSP.

I-2. Reports and Invoices

A. Testing Report

A speedometer testing report, must be submitted for each vehicle upon calibration and/or repair at time of completion. The documents below must be the current approved forms.

The MV-424 is the required Certificate of Speedometer Accuracy Form.

B. Reporting Requirements:

The offeror shall provide the original and one copy of the standard calibration certificates to the station upon completion of the services for the speedometer calibration.

The MV-424 is the required Certificate of Speedometer Accuracy Form.

C. Invoicing requirements:

In addition to section V.22 Contract 015.2 listed in the Terms and Conditions, the Department will also require the following:

1. Offeror must provide a courtesy copy of an itemized invoice to State Police Headquarters, Bureau of Patrol located at:

1800 Elmerton Avenue

Harrisburg, PA 17110

Attention: Speed Enforcement Special Programs Coordinator

Or via email to: ra-psppatrol@pa.gov

I-4. Background Checks

The contractor must, at its expense, arrange for a background check for each of its employees, as well as the employees of any of its subcontractors, who will have access to Commonwealth facilities, either through on-site access or through remote access.

Background checks are to be conducted via the Request for Criminal Record.

Check form and procedure found at <http://www.psp.state.pa.us/psp/lib/psp/sp4-164.pdf>.

The background check must be conducted prior to initial access and on an annual basis thereafter.

Before the Commonwealth will permit access to the Contractor, the Contractor must provide written confirmation that the background checks have been conducted. If, at any

time, it is discovered that a Contractor employee has a criminal record that includes a felony or misdemeanor involving terroristic behavior, violence, use of a lethal weapon, or breach of trust/fiduciary responsibility or which raises concerns about building, system or personal security or is otherwise job-related, the Contractor shall not assign that employee to any Commonwealth facilities, shall remove any access privileges already given to the employee and shall not permit that employee remote access unless the Commonwealth consents to the access, in writing, prior to the access. The Commonwealth may withhold its consent in its sole discretion. Failure of the Contractor to comply with the terms of this Section on more than one occasion or Contractor's failure to appropriately address any single failure to the satisfaction of the Commonwealth may result in the Contractor being deemed in default of its Contract.

The Commonwealth specifically reserves the right of the Commonwealth to conduct background checks over and above that described herein.

Access to certain Capitol Complex buildings and other state office buildings is controlled by means of card readers and secured visitors' entrances. Commonwealth contracted personnel who have regular and routine business in Commonwealth worksites may be issued a photo identification or access badge subject to the requirements of the contracting agency and DGS set forth in Enclosure 3 of Commonwealth Management Directive 625.10 Amended (January 30, 2008) Card Reader and Emergency Response Access to Certain Capitol Complex Buildings and Other State Office Buildings The requirements, policy and procedures include a processing fee payable by the Contractor for contracted personnel photo identification or access badges

Selected offeror must provide background checks within 30 days of notice of award to the issuing office.