



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

**IFB 6100063824
SPECIFICATIONS
PSP BOP RADAR 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 radar speed-timing devices owned and operated by the Pennsylvania State Police (PSP). The radar units utilized by the PSP installations statewide shall be serviced under this IFB. The awarded offeror must comply with all requirements set for in these specifications. Services to be effective upon issuance of a valid purchase order with four optional one-year renewals.

B. Specifications

Calibration of Handheld electronic speed-timing devices (radar)

Our current deployment of radars consists of the following manufacturers, Decatur Electronics and Kustom Signals, Inc. These manufacturers are subject to change.

Offeror must provide the calibration of electronic speed-timing devices (radar) owned and operated by the PSP that are located throughout the state.

Offeror must calibrate the radar units on site. The radar units shall not be removed from the premises during calibration.

Radars shall be calibrated prior to their certification expiration date, but no sooner than 30 days in advance of that certification expiration date. This shall apply immediately to this contract calibration cycle.

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 Dual-Antenna electronic speed-timing devices (radar)

Our current deployment is the Kustom Signals, Inc. Raptor (in-vehicle radar units). The manufacturer is subject to change.

Offeror must provide the calibration of dual-antenna electronic speed-timing devices (radar) owned and operated by the PSP that are located throughout the state.

Offeror must calibrate the radar units on site. The radar units shall not be removed from the premises during calibration.

Radars shall be calibrated prior to their certification expiration date, but no sooner than 30 days in advance of that certification expiration date. This shall apply immediately to this contract calibration cycle.

Calibration of a dual-antenna radar shall include both antennas and the main receiving unit and shall be billed as one calibration.

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 Handheld Electronic Speed-Timing Devices (radar)

Provide the repair of handheld electronic speed-timing devices (radar) owned and operated by the PSP that are located throughout the state, when needed. A chain of custody form must be provided to remove the radar unit(s) from the station for repair until the unit(s) have been returned. See Appendage B for the form that shall be used.

Offeror shall obtain written approval for repair(s) on any individual radar unit with an estimated cost of \$300 and above. Estimates shall be itemized by parts and labor.

All products used by offeror must be new parts approved for use by the manufacturer of the radar being repaired. A 'new' product is one that will be purchased from the manufacturer at the Commonwealth's contracted price. Unless otherwise specified in this IFB, remanufactured, used, or reconditioned products are not acceptable.

Offeror must respond with the length of time for which their repairs will be warranted.

Repair of Dual-Antenna Electronic Speed-Timing Devices (radar)

Provide the repair of dual antenna electronic speed-timing devices (radar) owned and operated by the PSP that are located throughout the state, when needed. A chain of custody form must be provided to remove the radar unit(s) from the station for repair until the unit(s) have been returned. See Appendage B for the form that shall be used.

Offeror shall obtain written approval for repair(s) on any individual radar unit with an estimated repair cost of \$300 and above. Estimates shall be itemized by parts and labor.

All products used by the offeror must be new parts approved for use by the manufacturer of the radar being repaired. A ‘new’ product is one that will be purchased from the manufacturer at the Commonwealth’s contracted price. Unless otherwise specified in this IFB, remanufactured, used, or reconditioned products are not acceptable.

If the cost to repair one of the components in the Dual-Antenna Unit exceeds that component’s purchase price new, the component shall not be repaired. Components include, Main Unit, Remote, Front Antenna, Rear Antenna, Front Cable, Rear Cable, and the Tuning Forks.

Offeror must respond with the length of time for which their repairs will be warrantied.

C. Qualifications

The awarded offeror must be a currently approved Official Electronic Device Testing Station for radar devices by the Pennsylvania Department of Transportation (PennDOT) and include certification(s) with bid submission. The testing of the radar must be mobile and conducted at the stations across the Commonwealth. ‘Mobile testing’ means access at the station(s) may be limited to the lobby only and offerors must be capable of completing all radar testing and repair outside of the station (i.e. in the offeror’s van, in the offeror’s trailer, etc.). The radar units shall not be removed from the premises unless repair is needed.

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 Appendix A. Schedule is subject to change as required by the PSP.

I-2. Reports and Invoices

A. Testing Report

A radar testing report shall accompany each radar unit upon calibration on site or off site, at the time of completion. This includes repairs that require recalibration. The MV-471A is the required Certificate of Accuracy Form for radar.

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 radar unit calibration. The MV-471A is the required Certificate of Accuracy Form for radar.

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 copy of legibly typed itemized invoices (Shown in Appendage C), a copy of service report (repaired units), and one copy of the standard calibration certificate monthly 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-3. 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.