

**Invitation for Bids**  
**Tires (Auto, Truck, OTR & Farm)**  
Solicitation No. 6100038116

**SPECIFICATIONS**

**1) CONTRACT SCOPE/OVERVIEW:**

This Invitation for Bid (IFB) will cover the requirements of Commonwealth of Pennsylvania executive agencies, independent agencies (“CWOPA agencies”) herein for purchasing **tires** to be installed at internal locations and external authorized dealer locations.

This pricing for this solicitation is divided into three sections:

- a. Group 1 – Non-Core Items (Multiple Award)
- b. Group 2 - Core Items (Best Value Award)
- c. Group 3 - Tire Dismounting/Mounting/Balancing (Multiple Award)

**2) SOLICITATION QUESTIONS DEADLINE:**

All questions regarding the IFB must be submitted in writing (emails will be accepted) and sent to;

Ralph Constance  
Commodity Specialist  
555 Walnut St., 6th Floor  
Harrisburg, PA 17101-1914  
717.703.2931  
[rconstance@pa.gov](mailto:rconstance@pa.gov)

**All questions must be received before 4:00 pm on July 22, 2016. Questions received after that date and time will be answered at the discretion of the Commonwealth.**

**3) CONTRACT REQUIREMENTS:**

In order to be selected as a Supplier for this IFB, the **following Minimum Requirements must be met. Bids cannot be conditioned.** Any bid that is conditioned on any minimum requirement will be rejected.

a. **ACCOUNT MANAGER:**

The supplier must designate an account manager that will deal with any issues and problems that may arise and give CWOPA a toll free number to contact the account manager.

b. **REQUIRED ATTACHMENTS:**

In order to be responsive, bidders must complete and attach to their bid the following documents;

- 1) Attachment A – Group 1 – Non-Core Item Multiple Award Bid Sheet
- 2) Attachment B – Group 2 – Core Item Best Value Bid Sheet
- 3) Attachment C – Tire Standardized Service Fees Sheet
- 4) Attachment D - Reciprocal Limitations Act Requirements

- 5) Attachment E - COSTARS Intent to Participate
- 6) Current published Government Price List
- 7) Authorized Dealers/Approved Distributors List

**These documents must be completed and electronically attached to the bid. Failure to include these documents with the bid may result in the bid being rejected.**

**c. POST AWARD ADMINISTRATION:**

The Contractors performance shall be monitored and evaluated in accordance with the requirements outlined in the Contract and the Agencies' requests for quotes. 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 the 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..

**d. GOVERNMENT PRICE LIST:**

Bidders must submit their current published government price list in effect at the time of the bid opening, a copy of which is to be attached to the bidder's bid. **This price list must not be modified in any way. Failure to include the price list with the bidder's bid may be cause for rejection of the bid.**

Suppliers are required, at no additional cost to CWOPA to provide a copy of the manufacturer's current published government price list to all agencies within ten (10) days of a request.

Suppliers must inform CWOPA whenever there is a product code change, discontinuation, or addition of a tire to a category within two weeks of such change.

**e. MINIMUM ORDER:**

There is be no minimum order value for this Contract.

**f. ORDER PROCESS:**

All authorized dealers/approved distributors must have the ability to accept orders manually (over the phone), electronically (over e-mail and fax), with POs, with a credit card and through walk-ins. Authorized dealers/approved distributors must acknowledge receipt of all orders by 5 P.M. the next business day to the agency contact person making the inquiry.

**When ordering with a PO, the order must be sent directly to the manufacturer.** Otherwise, orders will be placed directly with authorized dealers/approved distributors on contract for delivery to agency locations.

**g. GEOGRAPHIC COVERAGE:**

The awarded bidder must provide tires to all counties within CWOPA and all members of the COSTARS Program.

The awarded bidder shall have adequate authorized dealers (including franchised dealers and company owned stores) throughout CWOPA from which tires may be ordered and delivered to CWOPA. **Bidders must submit with their bid a list of authorized dealers/approved distributors including shop name, phone number, SAP vendor number, address, city, state and zip code.**

Authorized Dealers: Commonwealth vehicles are serviced and repaired by approved auto service facilities. Authorized dealers are encouraged to pursue becoming an approved auto service facility. This will enable authorized dealers to provide service and repair in addition to tires.

h. **DELIVERY:**

All tires ordered from this contract shall be delivered within a reasonable time, not to exceed ten (10) calendar days after receipt of order, unless otherwise requested by the agency. If it is not possible to deliver within the time period requested by the ordering agency the authorized dealer must notify the ordering agency and mutually agree to either extend the delivery period or allow the agency to cancel the order.

Deliveries must be made during regular working hours and signed for by an agency representative.

Contract pricing shall be F.O.B. destination, which shall include all shipping, handling and delivery charges. Any reference which may appear on any price list and/or catalog to any other items and conditions, such as F.O.B. Shipping Point, prices subject to change, will not be part of any contract with the successful bidder and will be disregarded by CWOPA.

i. **EMERGENCY ORDERS DELIVERY:**

All emergency tire orders shall be delivered or picked up by the agency in four (4) hours after receipt of order provided the tires are in stock. If the tires are not available the authorized dealer must notify the ordering agency.

An emergency shall be defined as “A serious situation or occurrence that happens unexpectedly and demands immediate action.” Poor planning shall not be considered an emergency.

Although the ordering agency may proceed with an emergency order without prior approval by the CWOPA Department of General Services Bureau of Procurement, all emergency orders will require a post-purchase justification documenting the emergency for CWOPA Department of General Services Bureau of Procurement contract audit purposes.

j. **BACKORDERS:**

CWOPA's ordering agency point of contact must be notified if an item is placed on backorder and the length of the wait time. This notification by the authorized dealers/approved distributors must take place at the time of order confirmation to the contact person listed on the purchase order.

CWOPA will be able to purchase from multiple award suppliers if the items cannot be obtained within a reasonable time from the ‘Primary’ supplier.

k. **ELECTRONIC USAGE REPORTS:**

The bidders must provide electronic usage reports in Excel to CWOPA DGS – Bureau of Procurement contract administrator on a quarterly schedule via email. The reports must include at least the following fields: manufacturer part number, product category, size, quantity ordered, catalog unit price, Contract discount, Contract unit price paid, total purchase price, and PO or P-card purchase. CWOPA would also like Purchase Order numbers, purchasing agency, date ordered, and if the order was an emergency order. A separate electronic usage report is required for CWOPA, COSTARS transactions and a combined report for total contract usage.

THE CONTRACTORS WILL PROVIDE THE REPORTS PROMPTLY WITHIN THIRTY (30) DAYS FOLLOWING THE END OF EACH QUARTER. FAILURE TO DO SO MAY RESULT IN BREACH OF CONTRACT AND MAY BE CAUSE FOR CANCELLATION OF CONTRACT FOR DEFAULT.

Quarterly reports are to be sent to the following via email: **Ralph Constance** ([rconstance@pa.gov](mailto:rconstance@pa.gov)) and **Joslyn Thomas** ([joslthomas@pa.gov](mailto:joslthomas@pa.gov))

1. **EXCHANGE:**

In the event CWOPA should have tires in inventory that are overstocks or obsolete, they shall have the privilege of exchanging these for the same brand of a different size and/or type provided the merchandise is in unused and first class reusable condition. CWOPA expects to pay no more than a 10% restocking fee and reserves the right to choose a refund via check or credit.

m. **AUTHORIZED DEALERS LIST:**

Bidders must submit with their bid a list of authorized dealers/approved distributors, including, shop name, phone number, SAP vendor number, address, city, state, and zip code where Purchase Orders can be sent.

The Contractor may, at its own option, require its authorized dealers to enter into a Dealer Agreement prior to providing tires and services related to the purchase of tires (mounting tires, rotating tires, etc.). Any such Dealer Agreement shall be between the Contractor and the authorized dealer and shall be in accordance with the Contract. The Commonwealth will not be a party nor a signatory to any such Agreements.

**4) GROUP 1 – NON-CORE ITEMS (MULTIPLE AWARD)**

a. **GENERAL INFORMATION:**

In this section of the IFB, an award will be made to all responsive and responsible Original Equipment Manufacturers (OEM) bidders for each category. Pricing for this Lot shall be provided on Attachment A (Group 1 – Non-Core Item Multiple Award Bid Sheet).

Bidders must provide a single discount off the manufacturer's most current published government list price catalog for all or any of the categories. This discount will not apply to any of the core items listed in the Best Price portion of this bid unless the discount in the Multiple Award section is more than the discount in the Best Price section.

**Within Group 1, CWOPA is soliciting proposals for ten (10) categories of Tires:**

- 1) Passenger

- 2) Police Pursuit
- 3) Light Truck Radial
- 4) Light Truck Bias (Non-core items)
- 5) Commercial Light Truck
- 6) Commercial Medium Truck
- 7) Off the Road Radial
- 8) Off the Road Bias
- 9) Farm
- 10) Specialty/Industrial (Non-core items)

**b. PRICE ADJUSTMENT CLAUSE:**

A price adjustment for the third contract year and subsequent renewal years will be adjusted at the discretion of CWOPA. CWOPA reserves the right to negotiate price adjustments requested for renewal years.

Discounts shall remain in effect for the term of the contract. A new manufacturers' government price list may be submitted at the time of each renewal. The new Price List must be submitted with the signed renewal letter sent out prior to each renewal. Once the renewal takes effect the price list cannot be changed until the next renewal.

**5) GROUP 2 - CORE ITEMS (BEST VALUE AWARD)**

**a. GENERAL INFORMATION:**

**To be eligible to bid on each or any of the lots within this group, Bidders will have to bid on the matching category or categories in the Group 1 – Non-Core Items (Multiple Award) utilizing Attachment A.**

Group 2 contains the most frequently ordered tires, organized into five (5) lots. These tires are considered the core items for this portion of the bid. Each lot is addressed in a separate tab within Attachment B (Group 2 –Core Item Best Value Bid Sheet). An award will be made on a Best Price, Lowest Responsible and Responsive bidder determination for each lot. The awarded bidder will be “The Primary Vendor” for that lot or lots.

**Suppliers are required to supply prices for all items in a lot to be eligible to be the “The Primary Vendor” for that lot.** A bidder may submit a proposal for one or more lots.

Bidders may quote only tires that are of current production, of the latest design/construction and be equivalent to tires currently being produced and used as original equipment by the vehicle manufacturers. Bidders must provide CWOPA a net delivered price for each specification in the Core List Items.

Under emergency circumstances tires can be purchased, for installation externally, from a supplier not on contract. The supplier must offer contract tires at the same price or less than contract price.

Purchases from suppliers that are not the “The Primary Vendor” must be approved by CWOPA based on justification that the item(s) are not available from the “The Primary Vendor”.

The information requested in this section shall constitute the bidder's Core Items Submittal and must be clearly identified as Attachment B (Group 2 –Core Item Best Value Bid Sheet).

**b. PRICE ADJUSTMENT CLAUSE:**

Bid prices submitted will be firm for the first and second contract year. A price adjustment for the third contract year and subsequent renewal years will be adjust at the discretion of the CWOPA. CWOPA reserves the right to negotiate price adjustments requested for renewal years.

The awarded supplier must be willing to work with CWOPA to add, remove, or substitute products to our core item list throughout the length of the contract. If a tire that the Primary supplier proposed in their market basket is discontinued during the contract period the Primary supplier is required to replace the discontinued tire with a tire that has equivalent or better specifications and quality. Price for the replacement tire can be no greater than the single discount off the manufacturer's most current published government list price catalog as submitted with the bid for that category.

CWOPA reserves the right to negotiate prices with the "Primary" Supplier for new tires added to the Core List of items based on anticipated purchase volume.

Suppliers must complete manufacturer product ID's, Tire Brand, Net Delivered Government List Price and Net Delivered CWOPA Pricing (Each) for each specification. Please see the 'Instructions' tab within Attachment B for further explanation.

**6) GROUP 3 - TIRE DISMOUNTING/MOUNTING/BALANCING (MULTIPLE AWARD):**

In this section of the IFB, an award will be made to all responsive and responsible Original Equipment Manufacturers (OEM) bidders that receive an award for the other two parts of this IFB.

Tire Standardized Service Fees list suppliers shall, when required, provide automotive tire mounting and balancing for an additional charge, not to exceed the maximum fee allowed under the "Tire Standardized Service Fees" listed in this contract.

The Commonwealth of Pennsylvania is exempt from payment of the \$1.00 per tire fee imposed on the sale of new tires for highway use (74 Pa. C.S.A. §1314 (c)).