

I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Corrections (DOC), requires used dry box trailers, used flatbed trailers, and used trucks for SCI Huntingdon and SCI Mercer.

This solicitation is comprised of two lots—one for SCI Huntingdon and one for SCI Mercer. Contractors may bid on one or both lots. The Commonwealth reserves the right to award by lot, line item, or on a total Bid basis, whichever is deemed more advantageous to the Commonwealth.

II. ISSUING OFFICER

Questions regarding the bid should be directed towards Amanda Wasko at amawasko@pa.gov.

III. CONTRACT REQUIREMENTS

Lot 1 – SCI Huntingdon

The one (1) used dry box trailer must meet the following minimum specifications:

- One dry box trailer (53 ft) in good condition
- 2020 or newer

The one (1) used flatbed trailer must meet the following minimum specifications:

- One flatbed trailer (40 ft or 53 ft)
- Model year 2020 or newer

The two (2) trucks must meet the following minimum specifications:

- Acceptable makes include but are not limited to: Kenworth, International, Freightliner, or Peterbilt
- Standard 10-speed or 13-speed transmissions
- Sleeper trucks
- If used, mileage should be 500,000 miles or under
- Model year 2020 or newer

The units shall be delivered to SCI Huntingdon at 1100 Pike Street, Huntingdon PA 16654.

All units must be in working order. All units must be delivered with current PA state inspection. All units must be compliant with current Federal DOT and Pennsylvania laws and regulations, as well as Federal Motor Vehicle Safety Standards. Each vehicle shall include the proper forms to apply for Pennsylvania title and license including the original manufacturer's Statement of Origin signed by the dealer/supplier and notarized. All title papers shall be properly executed and include PennDOT Form MV-1,

Application for Title

Lot 2 – SCI Mercer

The one (1) used dry box trailer must meet the following minimum specifications:

- One dry box trailer (53 ft) in good condition
- 2020 or newer

The one (1) used flatbed trailer must meet the following minimum specifications:

- One flatbed trailer (40 ft or 53 ft)
- Model year 2020 or newer

The two (2) trucks must meet the following minimum specifications:

- Acceptable makes include but are not limited to: Kenworth, International, Freightliner, or Peterbilt
- Standard 10-speed or 13-speed transmissions
- Sleeper trucks
- If used, mileage should be 500,000 miles or under
- Model year 2020 or newer

The units shall be delivered to SCI Mercer at 801 Butler Pike, Mercer PA 16137.

All units must be in working order. All units must be delivered with current PA state inspection. All units must be compliant with current Federal DOT and Pennsylvania laws and regulations, as well as Federal Motor Vehicle Safety Standards. Each vehicle shall include the proper forms to apply for Pennsylvania title and license including the original manufacturer's Statement of Origin signed by the dealer/supplier and notarized. All title papers shall be properly executed and include PennDOT Form MV-1, Application for Title

CONTRACTOR REQUIREMENTS

The contractor shall abide by all Department of Corrections rules and regulations while on state property.

Please fill out and attach to your bid response the following mandatory forms:

- Workers Protection Form
- Reciprocal Limitations Form

Contractor must upload a copy of all vehicle service records and vehicle history reports if available.

All contractors or their subcontractors, who utilize regular delivery transportation will have to submit clearance checks through the original vendor, for all drivers (regardless

of if delivery is inside or outside of the fence). Common carriers will not be required to render clearance checks, however, are subject to search and escort procedures. ALL CARRIERS reporting to outside warehouses must secure their vehicle (windows closed and doors locked), sign in at warehouse and wait for further directions from correctional staff. Prior notification of delivery is required.

IV. BID AWARD

It shall be understood and agreed that any quantities listed in the solicitation are estimated only and may be increased or decreased in accordance with the actual requirements of the Department of Corrections.

Unless otherwise indicated, the unit price must include all labor, materials, equipment, tools, insurance, delivery fees and all items necessary for the completion of the project. In cases of discrepancies in prices, the unit price will be binding unless the unit price is obviously in error and the extended price is obviously correct, in which case the erroneous unit price will be corrected. All items will be delivered F.O.B Destination. The awarded supplier is responsible for any shipping or delivery costs.

V. BID RESULTS

Bids will be opened on the date and time specified in the invitation for bid. Bid tabulations will be posted on the Department of General Services' eMarketplace website <http://www.emarketplace.state.pa.us/>). Tabulations are for information only and do NOT constitute actual award/execution of a contract. The results of the apparent bidders and all bids are under review until final award of the purchase order.

VI. INVOICING

Contractors must follow the following invoicing requirements:

- Accurately bill the Commonwealth for actual services rendered on all invoices.
- Submit invoice to appropriate resource account within 10 business days of completed service
- Comply with Commonwealth / Department of Correction's practices for supplier payments.

The awarded supplier should submit all invoices, as outlined by the Pennsylvania Office of the Budget, as a PDF file to 69180@pa.gov. The following link will provide more information regarding the Office of the Budget's invoicing requirements and resources: <https://www.budget.pa.gov/Services/ForVendors/Pages/default.aspx>