

**I. SCOPE OF WORK:**

The Commonwealth of Pennsylvania, Department of Corrections (DOC), requires one (1) used dry van trailers, one (1) used flatbed trailer, and two (2) used freightliners for SCI Huntingdon. The van trailers and freightliners will be delivered to SCI Huntingdon (1100 Pike St, Huntingdon, PA 16654).

**II. ISSUING OFFICER**

Questions regarding the bid should be directed towards Amanda Wasko at [amawasko@pa.gov](mailto:amawasko@pa.gov).

**III. CONTRACT REQUIREMENTS**

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

- 53' Dry Van Trailer
- Great Dane or equal
- 2016 or newer

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

- 48ft trailer
- Combo model
- Wabash or equal
- 2024 or newer

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

- Sleeper Cab
- 10-speed transmission
- Cascadia or equal
- 400,000 miles or less
- 2021 or newer

All units must be in working order. All units must be delivered with current PA state inspection and adhere to PCID-1067 Delivery Requirements. All associated paperwork must be submitted in accordance with PCID-1067. All units must be compliant with current Federal DOT and Pennsylvania laws and regulations, as well as Federal Motor Vehicle Safety Standards.

**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.

Contractors submitting bids for makes other than Great Dane or Cascadia must include the following in the bid response:

- Complete identification of the product by the trade name, brand, and/or model number.
- Descriptive literature and data with respect to the substitute material.
- Indicate any known specification deviations from the referenced material.

#### **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.

The Commonwealth reserves the right to award by item or on a total Bid basis, whichever is deemed more advantageous to the Commonwealth.

#### **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>