

**Pennsylvania Department of Transportation  
Specifications for Tire Repair & Replacement Service Contract**

**A. Purpose**

The Pennsylvania Department of Transportation, hereafter referred to as "PennDOT" or "The Department", requires services of a qualified contractor to be readily available to provide tire repair/replacement services at the facility/facilities listed in "Exhibit A"

**B. Description of Work**

- a. Projects shall include, but are not limited to: replacing and/or repairing of tires on large trucks, large front-end loaders, crew cabs, and motor graders.
- b. Work may require the removal or alteration of existing tire or wheel systems; in which case, all material and debris shall be cleaned up and removed from the site.
- c. Winter Service tire inspection.

**C. General**

The contractor shall, to the greatest extent reasonable, obtain materials or services at the most advantageous prices available with due regard to securing prompt delivery of satisfactory materials or services. The contractor must use a purchasing system that ensures competitive bidding for all services, material, rental equipment and tools that are to be purchased for this contract.

The contractor, when directed by PennDOT, shall provide all materials and labor necessary to perform installation or repair of the equipment. Work may be performed in any building or on the side of the road. The contractor may, in instances deemed necessary, furnish a "helper" to assist with labor. Labor hours paid to this helper shall be billed separate from the regular serviceman hours.

All work shall be scheduled at the convenience of PennDOT, as not to interfere with the conduct of business. The contractor will normally perform work during the hours of 7:00am and 5:00pm Monday through Friday, except on Department holidays, unless otherwise directed by the Contract Administrator. The contractor is advised that if an emergency condition should occur, he may be required to work holidays, Saturdays and/or Sundays, and/or as directed by the Contract Administrator. For maintenance, repairs, and inspection performed during normal work hours, the contractor will be paid the standard unit price/hour in the purchase order. For maintenance, repairs, and inspection performed between 5:01pm and 6:59am, or on holidays or weekends, when directed by the Contract Administrator, the contractor will be paid the premium unit price/hour in the purchase order. The contractor will not be paid for travel time.

Man hours paid under this contract shall be only for productive hours at the job site. Time spent for transportation of workers, material acquisition, handling, and delivery, or for movement of contractor-owned or rental equipment is not chargeable directly. Eligible vendors should provide one rate (hourly rate) in their bid which is inclusive of said costs.

All material that the contractor buys for the facility/facilities/equipment shall be new.

The cost of materials, parts, and equipment shall be invoiced at the supplier's invoice price, plus 10%. This 10% markup excludes tire prices, which are included on a statewide contract. No material purchase exceeding \$300.00 may be initiated for any one call-out without authorization by the Highway Equipment Manager and/or Mechanic Supervisor. PennDOT (The Department) reserves the right to supply any items to be installed by the contractor when it is deemed to be in the best interest of The Department.

**D. Estimates**

The contractor shall provide written "Not to Exceed" estimates on all projects requested. This estimate shall include the estimated number of hours, hourly rate, number/type of employees required, estimated material cost, and completion date. The Contractor shall respond to requests for estimates for non-emergency work within one (1) day, and provide written estimates within two (2) days of the original request. It shall be the contractor's responsibility to ensure they have all information to prepare accurate estimates.

Work shall only be performed with authorization from Highway Equipment Manager and/or Mechanic Supervisor. Upon authorization, actual work shall not exceed the contractor's estimates.

**E. Response Time**

The contractor shall respond to regular service calls within one (1) day of notification.

The contractor shall respond to emergency requests within two (2) hours after notification. For this specification, an emergency is defined as any condition(s) which is a threat to health, welfare or the safety of people and/or property or a condition that will affect an essential service(s) as determined by PennDOT's authorized representatives. The contractor shall provide PennDOT with a twenty-four (24) hour emergency contact phone number.

**F. Confirmation of Service / Method of Payment**

Following the completion of services, the contractor must submit itemized invoices to the PennDOT Comptroller's Office. The contractor must also complete a Confirmation of Service form (OS-501) as seen on page 5, and send it, along with any invoices of suppliers and/or subcontractors covering all items of work authorized and completed during the billing period to the Aspinwall Maintenance Office.

The contractor shall submit a monthly invoice along with the Confirmation of Services form to:

**Commonwealth of Pennsylvania – 78 Allegheny  
Attn: Accounts Payable  
P.O. Box 69180  
Harrisburg, PA 17106**

along with sending a copy to the Aspinwall Maintenance office: **51 Fox Chapel Rd. Pittsburgh, PA 15238**. They shall also submit other documentation forms as may be required and provided by the Department.

**G. Other Required Work**

- I. When going to the yard always check other equipment to see if any tires are needed. Report Info too Highway Equipment Manager and/or Mechanic Supervisor for further authorization.
- II. Winter Startup Inspection in September/October:
  - a. Visit all manned stockpile locations for the following:
    - i. Check tires for tread depth of minimum 8/32 to ensure proper winter traction.
    - ii. Document truck number for tires needing replacement.
    - iii. Replace worn tires from storeroom stock for installation but must have proper approval.
    - iv. Once work order number and tires have been issued from storeroom and Mechanic 2, tires will need to be replaced onto required truck at stockpile/location.
  - b. All documentation must be approved by Highway Equipment Manager and/or Mechanic Supervisor before any work is performed.
- III. Assist the Highway Equipment Manager and/or Mechanic Supervisor in ordering correct wheel(s) to ensure equipment is serviceable for immediate operation.
- IV. Tire Management:
  - a. Ensure tires match tread designs on all front and rear of equipment. Tires need to be matching duals of design.
  - b. Match tread depth on duals to ensure tires are carrying proper load.
- V. All tires once removed must be returned to Aspinwall Garage for recapping or disposal.

## **Attachment “A”**

**The vendor shall perform maintenance and repair services to existing Pennsylvania Department of Transportation (PennDOT) equipment located at the following locations\*:**

Stockpile #01 – Aspinwall  
51 Fox Chapel Rd. Pittsburgh, PA 15238  
Phone#: 412-781-3260

Stockpile #02 – Lovedale  
1017 Lovedale Hollow Rd. Lovedale, PA 15037  
Phone#: 412-384-6161

Stockpile #03 – Oakdale (unmanned)  
1255 Oakdale Rd. Oakdale, PA 15071  
Phone#: N/A

Stockpile #04 – Findlay  
325 McClaren Rd. Coraopolis, PA 15108  
Phone#: 724-695-1860

Stockpile #09 – Monroeville  
1 Haymaker Rd. Monroeville, PA 15146  
Phone#: 412-372-5229

Stockpile #12 – Bridgeville  
1353 Washington Pike. Bridgeville, PA 15017  
Phone#: 412-221-3622

Stockpile #14 – Neville Island  
6201 Grand Ave. Pittsburgh, PA 15225  
Phone#: 412-264-9075

Stockpile #15 – 910 (unmanned)  
120 Sunny Hill Rd. Wexford, PA 15090  
Phone#: N/A:

Stockpile #17 – Pine Creek  
9375 Perry Hwy. McCandless, PA 15238  
Phone#: 412-364-2122

Stockpile #19 – Ross Twp. (unmanned)  
5250 Perry Hwy. Ross Twp., PA 15229  
Phone#: N/A

Stockpile #20 – Saxonburg  
3810 Saxonburg Blvd. Indianola, PA 15051  
Phone#: 412-767-4800

Stockpile #22 – Squirrel Hill (unmanned)  
Squirrel Hill Tunnel Ramp. Pittsburgh, PA 15217  
Phone#: 412-521-7306

Stockpile #21 – North Shore  
800 Progress St. Pittsburgh, PA 15219  
Phone#: 412-322-0500

Stockpile #40 – Christy Park (unmanned)  
2 Long Run Rd. McKeesport, PA 15132  
Phone#: 412-664-6938

Stockpile #54 – Ridge Road (unmanned)  
1318 Ridge Rd. Cheswick, PA 15024  
Phone#: N/A

***\*AND ANYWHERE WITHIN THE  
CONFINES OF ALLEGHENY COUNTY***

**Attachment B**  
**Tire Repair or Replacement Specification**  
*All Quantities are Estimated*

<u>ITEM</u>	<u>SERVICE REQUESTED:</u>	<u>QTY.</u>
#01	Replace Off Road Type (i.e. Loaders and Graders), Calcium & Non-Calcium Filled, Tube or Tubeless, Various sizes. (Replace To include removal from unit, dismount & mount tire on rim & install Back on unit.	100 Ea.
#02	Replace on Road Type Tires (i.e. car & truck tires) Tube or Tubeless, Various Sizes. (Replace to include removal from unit & dismount & mount tire on rim & install back on unit	700 Ea.
#03	Install Mounted Tires. (To include removing old tire from unit & Installing mounted tire unit)	100 Ea.
#04	Valve Stem When Needed in Item #1	20 Ea.
#05	Valve Stem When Needed in Item #2	100 Ea.
#06	O-Ring When Needed in Item #1	50 Ea.
#07	Spin Balancing of All Item #2 (steering tire, including weights)	80 Ea.
#08	Wheel Studs When Needed	200 Ea.
#09	Lug Nuts When Needed	200 Ea.
#10	Wheel Wedges When Needed	100 Ea.
#11	Wheel Spacers When Needed	50 Ea.
#12	Flat Repairs Including Plugs/Patches for Item #1	50 Ea.
#13	Flat Repairs Including Plugs/Patches for Item #2	200 Ea.
#14	Work Location Repairs to Off-Road Tires	20 Ea.
#15	Calcium for Item #1 as Needed	200 Gal.



## CONFIRMATION OF SERVICE

Date(s) Service Rendered: \_\_\_\_\_ - \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**PURCHASE ORDER #:** \_\_\_\_\_

SAP Vendor Number: \_\_\_\_\_

Address (1): \_\_\_\_\_

Address (2): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**(Reference line items on purchase order that match the services that were performed.)**

[illegible]

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PENNDOT USE ONLY**

I certify the services represented by the confirmation of service form above were received satisfactorily. Therefore, I approve payment be made.

Project Manager Signature

Date (mm/dd/yyyy)

I certify that I have entered a Goods Receipt in SAP for this service. This should occur within 48 hours of receipt (per Management Directive 310.31).

SRM/R3 Receiver Signature

Date (mm/dd/yyyy)

SRM Confirmation # / R3 Material Document #

[illegible]

## **Instructions:**

**Complete the OS-501 form in accordance with the instructions below.**

1. **The Vendor completes the OS-501 form, then forwards the signed/dated form to the appropriate PennDOT representative for approval (may be done electronically via email). Explanations for fields on the form are listed below.**

**Date Service Rendered:** Provide the date of service (i.e., Date or date range).

**Vendor Name\*:** Enter name.

**Phone\*:** Area code and phone number.

**PURCHASE ORDER #\*:** The ten digit number in the upper right corner.

**SAP Vendor Number\*:** This is the vendor's six digit vendor number (e.g. 412345).

**Address (1)\*:** Vendor's street address.

**Address (2)\*:** Enter the Floor, Suite, etc. of the vendors address, if applicable.

**City\*:** Vendor's City.

**State\*:** Vendor's State.

**Zip Code\*:** Vendor's Zip Code.

**PO Line #:** Enter the PO line item number(s) in this column. Many PO's contain numerous line items. Use separate lines to account for each item that was delivered.

**Description/Product ID\*:** Enter the exact description from the PO line item Description/Product ID column.

**Quantity:** Enter the quantity delivered for the time period.

**U.O.M.:** This is the unit of measure for the service/material rendered (e.g. hours, days, number, etc).

**Unit Price\*:** Cost per individual unit of measure.

**Total:** Calculated Amount of the Quantity x Unit Price.

\*Enter information exactly as it appears on the fully executed Purchase Order.

2. **The PennDOT Representative confirms services were received satisfactorily and approves payment to be made by signing and dating on the "Project Manager Signature" line. The PennDOT Representative forwards the signed/dated form to their Goods Receiver.**
3. **The Goods Receiver certifies that a Goods Receipt has been entered in SAP for the by signing, dating, and providing the SRM Confirmation Number/R3 Material Document Number.**
4. **The Goods Receiver provides a copy of the completed and signed/dated form to the PennDOT Representative for placement in the Procurement file.**