

SPECIFICATIONS

Aluminum Sign Blanks

1. CONTRACT SCOPE/OVERVIEW: This Invitation for Bid (IFB) 6100060515 (identified here and in the other documents as the "Contract") is being issued by the Pennsylvania Department of General Services (DGS) and will cover the requirements for Commonwealth of Pennsylvania (Commonwealth) Agencies for Aluminum Sign Blanks; with the Pennsylvania Department of Transportation (PennDOT) being the main user of the contract. In addition, Local Public Procurement Units (COSTARS), as defined by the Commonwealth Procurement Code, may use this contract in accordance with the COSTARS Provision contained within the contract terms and conditions.

2. METHOD OF AWARD: This contract will be awarded to the lowest responsive and responsible bidder based on an aggregate total of all items. All items should be bid, or the bid may be rejected. DGS reserves the right to award by individual line item if it is determined to be within the best interest of the Commonwealth.

3. BIDDING INFORMATION: The following documents are required to be completed and returned/attached with your electronic bid. These are in addition to any other requirements to submit documentation within the bid specifications. Bids may be rejected for failure to complete and return required documents.

- Attachment A - Suppliers Price Submittal – suppliers shall enter a per EACH price. The total bid price will calculate automatically. Do *not* provide in PDF format. Must be returned in Excel format.
- Attachment B - GSPUR-89 Reciprocal of Limitations Act Requirements (State of Manufacture)
- Attachment C - Supplier Information Sheet – suppliers shall enter the name of source and place of smelting & manufacturing. Also, suppliers shall list the address to which Purchase Orders will be sent, as well as the name and contact information for the company representative who will serve as point of contact for matters related to this Contract.
- Attachment D – Lobbying Certification Form
- Attachment E – BOP-2201 Worker Protection and Investment Certification Form
- Attachment F – Iran Free Procurement Certification Form
- Copy of active DGS Certified Small Business certification (if applicable)
- COSTARS Program Election to Participate form (if applicable)

4. SPECIFICATIONS: Aluminum sign blanks shall conform to the attached "Specification for Aluminum Sign Blanks", dated April 16, 2019. The provisions of Act 226-1968, relative to the purchase of aluminum products produced in a foreign country shall also apply. Therefore, each bidder shall identify the source of the aluminum and the place of smelting and manufacturing on Attachment II.

5. ESTIMATED QUANTITIES: Do not enter pricing on the electronic invitation for bid, please complete Attachment I (Suppliers Price Submittal). The estimated quantities that are shown are on a 2-year basis. It shall be understood that the quantities provided herein are estimated only and may be increased or decreased in accordance with the actual requirements of the Commonwealth.

6. FOB DESTINATION: Bid prices shall be for FOB DESTINATION delivery. Refer to section V.11. Delivery, along with Terms and Conditions V.11 CONTRACT-007.01a Supplies Delivery (Nov 30 2006).

7. PRICE ADJUSTMENT CLAUSE: QUARTERLY ADJUSTMENT - The American Metal Market Daily Newsletter will be the governing document for price adjustments on this contract. The base price for this contract is **\$122.18/CWT** based upon the closing price of AMM Free Market – Aluminum published on Friday, March 29, 2024. Once the contract is in force contract bid prices will be adjusted every calendar quarter (January, April, July, October) using the AMM Free Market – Aluminum price published on the last Friday of the previous month. Contract bid prices will be adjusted by calculating the difference between the current AMM monthly price and the base price and applying the difference on a per pound basis to each contract line item. The adjusted pricing will be communicated in the form of a contract change notice. DGS will make every effort to process price adjustments on the first business day of the new quarter, however, there may be circumstances beyond the department's control that delay processing. Therefore, the effective date of the adjusted pricing will be included in the change notice but shall be no sooner than the first business day of the upcoming month.

ADDITIONAL ADJUSTMENT - For the first twenty-four (24) month term, no other price adjustments will be allowed under this contract, except for the quarterly adjustment. Thereafter, at time of renewal, the Supplier may submit a written request to increase their base contract price(s). Requests will be reviewed and considered for approval by DGS and PennDOT. Should the request be granted, DGS will issue formal approval in the form of a contract change notice. No price increases are permitted without written approval from DGS.

No price increase will be permitted prior to the effective date of the renewal period, or on Purchase Orders that are already being processed or awaiting delivery. For any orders being shipped on a periodic delivery schedule, the increase will apply only to deliveries made after the effective date of the price increase.

All requests for a price increase must be made no later than sixty (60) days prior to the renewal period. Detailed supporting documentation must accompany any price increase request. Supporting documentation should include a comparison list of the current contract prices by line item and the proposed price increase. Supporting documentation should also include, but is not limited to copies of the original and the current price lists or similar documents which indicate an increase in cost to the Supplier, and/or documentation explaining the source of increases in such areas as raw materials, freight, fuel, labor, fabrication, etc.

8. MINIMUM ORDERS: The minimum order is \$30,000.00. Orders less than \$30,000.00 are acceptable providing the ordering agency pays all additional freight charges that may be added for failing to meet the order minimum for FOB delivery. PennDOT anticipates placing an order for Aluminum Sign Blanks every four to six weeks. These orders are estimated to average 40,000 lbs.

9. DELIVERY: Delivery shall be FOB DESTINATION to the Sign Shop Distribution Center, 21st and Herr Streets, Harrisburg, PA 17120. Deliveries shall be made within 45 calendar days after receipt of Purchase Order. The Sign Shop Distribution Center will account for the vast majority of orders. Other agency locations are permitted to purchase from this Contract, with the same terms and conditions. Their shipping instructions will be given at the time of order.

Deliveries should be completed between the hours of 7:00 AM and 2:00 PM Monday to Friday, excluding State holidays. **INCLUDE THE FOLLOWING WITH ALL SHIPMENTS:**

- 1) a packing slip clearly identifying the items and quantities;
- 2) [CS-4171, Certificate of Compliance](#)

10. ADDITION OF LINE ITEMS: Additional line items that are reasonably construed to be within the scope of this procurement may be added to the contract at the request of the using agency. In the event that DGS determines that the additional line item should be added, DGS will contact all suppliers who have been awarded a contract as a result of this procurement and request pricing of the new item. Award of the new item shall be based upon the lowest price received from the responding suppliers.

11. WORKER PROTECTION AND INVESTMENT: Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201), included here as Attachment E, and submitted with the bid, proposal or quote.

12. E-INVOICING: The PA Office of the Budget has initiated an E-Invoicing program that enables vendors to submit invoices via email. Submitting invoices via email enables vendors to save printing and postage costs, paper supplies, and mailing time needed to transmit paper invoices. The program's guidelines are available on the E-Invoicing website, located at <http://www.budget.pa.gov/Services/ForVendors/Pages/default.aspx>

13. POST AWARD ADMINISTRATION: The Suppliers performance shall be monitored and evaluated in accordance with the requirements outlined in the Contract. At a minimum, the Suppliers' performance shall be evaluated on an annual basis. Suppliers may be required to attend Contract Performance Review meetings. These meetings will be for the purpose of providing Supplier performance reviews, discussion of issues either party may have concerning the Contract or to 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.

14. INQUIRIES: Direct all inquiries concerning this IFB in writing with the subject heading of "Aluminum Sign Blanks Bid 6100060515" to:

Randy Miller, Commodity Specialist, Transportation
Department of General Services
Bureau of Procurement
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