

Specification Sign Stiffeners and Accessories
Scope of Work

1. **SCOPE/OVERVIEW:**

This Invitation for Bid (IFB) 6100060825, (identified here and in the other documents as the "Contract") will cover the requirements of the Commonwealth of Pennsylvania Department of Transportation (Department), for Sign Stiffeners and Accessories for the short term. Estimates are for Immediate Need. Delivery of all items is required FOB Destination within 60 calendar days of receipt of the purchase order for this one-time need purchaser order. Extensions of delivery time are available at the Department's discretion for documented supply chain issues, upon submission of acceptable documentation to the Department and the Department's acceptance of such documentation.

2. **WORKER PROTECTION AND INVESTMENT CERTIFICATION:**

Pursuant to [Executive Order 2021-06: Worker Protection and Investment](#), signed into law on 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](#)) and submitted with the bid, proposal, or quote. Refer to **Attachment A – Worker Protection and Investment Certification** for further information.

3. **REJECTION OF BIDS:**

The Issuing Office reserves the right to reject any and all Bids, to waive technical defects or any informality in Bids, and to accept or reject any part of any Bid if the best interests of the Commonwealth are thereby served.

4. **TIE BIDS:**

All tie bids will be broken by the Issuing Office.

5. **AWARD:**

This bid will be awarded to the lowest responsive and responsible bidder. This bid solicitation has been reserved for Small Business Contracting. Only those Bidders certified as DGS Small Businesses through the Small Business Contracting Program may submit a bid for these services. Unless all Bids are rejected, and except as otherwise provided by law, award will be made through the issuance of a contract/purchase order in accordance with the method of award. As a condition for receipt of award of a contract/purchase order, the Bidder must be registered in the Commonwealth of Pennsylvania's Vendor Master file. In order to register, bidders must visit the Pa Supplier Portal at <https://www.pasupplierportal.state.pa.us/> or call the Customer Support Center at 877-435-7363 or 717- 346-2676.

6. **PROMPT PAYMENT DISCOUNTS:**

Prompt payment discounts will not be considered in making an award. If prompt payment discounts are offered by any Bidder, however, the Issuing Office will take advantage of such offer.

7. **MATERIAL SPECIFICATIONS:**

- **STIFFENER, SIGN, 1.47" HIGH, 20' LENGTH** – 800 Each
 - Reference Attachment C: 2016-01-07 Specification for Sign Stiffeners and Accessories – Section 2.1.1 Option 1 and Attachment D: Stiffener Dimensions
 - Material must be Bulletin 15 Approved

8. **SAMPLES:**

Bidders are to submit samples **only** upon the request of the Department. Any bidder requested to submit samples must do so within ten (10) business days after notification from the Department to furnish the material. Failure to submit samples in accordance with the specification by close of business (COB) on the 10th business day may result in the rejection of the bid. Upon request, Bidders are required to submit samples to the following location:

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Department of Transportation, Sign Distribution Center, 21st and Herr Streets, Harrisburg, PA 17103.

9. **DELIVERY:**

Contact information for this facility will be given once a fully executed purchase order has been approved. The vendor will notify the Sign Distribution Center at least 24 hours before delivery.

The product(s) shall be delivered to:

Department of Transportation
Sign Distribution Center
21st and Herr Streets
Harrisburg, PA 17103

10. **BIDDER INSTRUCTIONS:**

- Bids are due by 1:00 PM Eastern Standard Time (EST) on Thursday, April 18, 2024
- Bids shall be inclusive of all charges. NO additional charges will be permitted
- Shipping must be included in the bid price of the tape. (FOB)
- **Complete Attachment A (Worker Protection and Invest Certification) and Attachment B (Reciprocal Limitations Act)**

11. **QUESTIONS/ANSWERS:**

- Vendor questions are due by 3:00 PM EST on Friday, April 12, 2024
- Questions and answers will be posted, via an Addendum, by 3:00 PM EST on Tuesday, April 16, 2024

12. **Questions regarding this IFB should be submitted via email to:**

William Reed – Procurement Specialist 1
PA Department of Transportation
Commonwealth Keystone Building
Bureau of Office Services
400 North Street, 5th Floor
Harrisburg, PA 17120
PH: 717.395.9525
Email: willireed@pa.gov