

**STATEMENT OF WORK  
SNOW MOBILE TRAIL GROOMER UNITS AND ASSOCIATED EQUIPMENT  
INVITATION TO QUALIFY (ITQ) CONTRACT**

**OVERVIEW:** The purpose of the Snow Mobile Grooming Units and Associated Equipment is to qualify responsible and responsive Contractors to sell Snow Mobile Grooming Units and Associated Equipment to the Commonwealth of Pennsylvania executive agencies.

**ISSUING OFFICE:** This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of General Services (DGS), Bureau of Procurement. All inquiries should be referred to:

Kelly Warnick, Commodity Specialist  
Department of General Services  
Bureau of Procurement, 6<sup>th</sup> Floor  
555 Walnut Street  
Harrisburg, PA 17101-1914  
Telephone: 717.214.3434  
Email: [kwarnick@pa.gov](mailto:kwarnick@pa.gov)

**QUALIFICATIONS:** Contractors interested in becoming an ITQ Contractor must meet the following requirement. Failure to meet the below requirement will result in the application being rejected. Each Contractor that meets the minimum qualifications will be awarded a contract. Award of a contract to a Contractor is not a guarantee of business.

- A. Contractor must provide documentation of two (2) years of experience purchasing Snow Grooming Units and associated equipment; and
- B. Contractor must be the manufacturer of the offered products or an authorized dealer or supplier of manufacturer's products. If Contractor is not the manufacturer of offered product, Contractor must provide documentation signed by the manufacturer stating the Contractor is authorized to sell the manufacturer's products.

**MATERIAL CATEGORIES:** Contractors will be responsible for choosing the appropriate commodity code to qualify for this contract. Contractors will select the appropriate code under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each material category.

COMMODITY CODE	DESCRIPTION OF MATERIAL CATEGORY
21100000-ITQ-216 Snow Groomer Units & Associated Equipment	Snow Groomer Units & Associated Equipment – agencies will define what type of equipment in the RFQ.

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**REQUEST FOR QUOTES (RFQ) PROCEDURES:** Commonwealth Agencies will issue an RFQ to qualified Contractors, through the Commonwealth's Custom Portal, powered by the JAGGAER system. Contractors will respond to the RFQ in the system. The requesting Agencies may require the qualified Contractors to furnish, upon request, additional documentation in the RFQ. The qualified Contractors selected for the RFQ process will receive a Purchase Order (PO) and will supply the service to meet the specific requirements as indicated in the RFQ.

Agencies will exercise a scoring method based upon the criteria set forth in the RFQ. The Scoring Methods are defined as follows:

- Best Value
  - Refers to the process of selecting the quote which provides the greatest value to the agency based on evaluating and comparing all pertinent criteria, including cost, so that the Contractor whose overall proposal best suits the agency's needs is selected for each individual project; and
- Low Cost
  - Refers to the lowest cost quoted from all proposals received that are deemed both responsive and responsible for the project.