



Advertisement, Specification, Insurance Requirements, Sample Agreement, Sample Performance Bond
and Conditions and Instructions to Bidders

For

Fastener Supply Service
Bid No.: **B26-08-52**

Electronic proposals are due at 11:00 A.M. on **September 9, 2026**

Executive Summary

The Port Authority of Allegheny County d.b.a. PRT has recently implemented eBusiness. eBusiness is a mechanism which allows contractors and vendors to electronically submit bids on PRT procurement events. It is a system of modules that provides everything from procurement to contract management and you will see advantages like these:

- Monitor Invoice Payments
- Improved Purchasing Process
- More Fluid, Automated and Single System Return Authorization
- Automated RFP/Bid Process Including Bidding, Procurement Contracts & Purchase Orders
- The Latest Technology from Workflow to E-mail Notification to Approval Process

The implementation of eBusiness represents a change in the method of the competitive bidding process; however, the PRT must continue to adhere to stringent governmental and internal procurement regulations.

Additionally this document contains the Advertisement, Specification, Insurance Requirements, Sample Copies of the Agreement, Sample Copies of Performance Bond and the Conditions and Instructions to Bidders. It is recommended that you take the time to read the attached documents – especially the “Conditions and Instructions to Bidders”.

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PORT AUTHORITY OF ALLEGHENY COUNTY d.b.a. Pittsburgh Regional Transit “PRT”

Electronic Proposals will be received online at PRT’s Ebusiness website (<http://ebusiness.rideprt.org>).

Proposals/bid submittals will be due **11:00 AM on September 9, 2026** and will be read at **11:15 AM.**, the same day, the same day, through your web browser via Microsoft Teams video conferencing, for the following:

Electronic Proposal - Ebusiness website (<http://ebusiness.rideprt.org>)

	Bid Number	Bid Name
1	B26-08-50	March Networks Video Surveillance Equipment
2	B26-08-51	Asbestos-Free Brake Blocks Assembled on Shoes
3	B26-08-52	Fastener Supply Service

No bidder may withdraw a submitted Proposal for a period of 75 days after the scheduled time for opening of the sealed bids.

To join the bid opening through Microsoft Teams meeting on your computer, mobile app or room device

Meeting ID: 266 899 694 928 045

Passcode: rR6U5uw9

Or call in (audio only)

412-927-0245

Phone Conference ID: 566 700 908#

No bidder may withdraw a submitted Proposal for a period of 75 days after the scheduled time for opening of the sealed bids.

A Pre-Bid Conference will be held for each of the above items at **10:00 AM on August 25, 2026**, through your web browser via Microsoft Teams video conferencing. Attendance at this meeting is not mandatory but is strongly encouraged.

Join on your computer, mobile app or room device

Meeting ID: 233 801 634 910 605

Passcode: A2dB26iY

Or call in (audio only)

412-927-0245

Phone Conference ID: 892 039 49#

Questions regarding any of the above bids will not be entertained by the PRT within five (5) business days of the scheduled bid opening.

These contracts may be subject to a financial assistance contract between Port Authority of Allegheny County d.b.a. PRT and the United States Department of Transportation. The Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

Contractor is responsible for expenses related to acquiring a performance bond and insurance where applicable. All items are to be FOB delivered unless otherwise specified. Costs for delivery, bond, and insurance shall be included in bidder’s proposal pricing.

Port Authority of Allegheny County d.b.a. PRT hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The Board of PRT reserves the right to reject any or all bids.

All awards made in excess of \$100,000.00 shall require a performance bond of 50% of the contract value. All performance bond expenses shall be the responsibility of the contract awardee. Bidders are advised to build the cost of the performance bond into the pricing of their bid.

Port Authority of Allegheny County
(d/b/a Pittsburgh Regional Transit)
FASTENER SUPPLY SERVICE
Specification PAT-4006-14
July 2026

1.0 GENERAL

- 1.1 Pittsburgh Regional Transit (PRT) currently has at each of its division garages, railcar maintenance facilities and main shop, bins set up to stock various fastener products. The Service Provider shall be required under this contract to maintain an adequate fastener stock at all locations.
- 1.2 The contract duration will be three (3) years from the date of “Notice to Proceed”.
- 1.3 Prices quoted must remain firm for the period covered by this contract. Prices quoted shall include the cost of obtaining a Performance Bond (for all procurements more than \$100,000), cost of obtaining insurance coverages (see Section 11.0 - Insurance Requirements), delivery costs and charges (see Section 3.0 – Service and Delivery) as well as any additional fees and surcharges (i.e., tariffs).
- 1.4 It is the purpose of these specifications to provide for the procurement and delivery of fasteners that are manufactured in the United States. Any exceptions to this shall be authorized by PRT and shall follow all Federal and State regulations. Bidders shall list in their proposal any item numbers that cannot be provided from U.S. manufacturers and the country of manufacturing for each item that cannot be procured in the U.S.
- 1.5 All items covered by this bid shall conform to applicable SAE, ASTM, ANSI, ISO and DIN standards. No counterfeit fasteners will be permitted.
- 1.6 Service Provider shall be limited to the categories as specified herein. These may be supplied without limitation except as noted under Section 3.7 of the specification.
- 1.7 Service Providers should be knowledgeable of the "Fastener Quality Act" H.R. 3000 (Public Law 101-592) and how this Act applies to this procurement.

2.0 FASTENERS

- 2.1 Steel Cap Screws, Carriage Screws, Tapping Screws, Machine Screws, Stove Bolts and Slotted Hex Screws - U.S. Standard:

- 2.1.1 Steel fasteners in sizes 1/4" nominal diameter and larger shall be Grade 8 unless otherwise specified. Steel fasteners in sizes 1/4" nominal diameter and larger supplied as Grades 2 or 5 will not be accepted.
Steel fasteners, #12 nominal diameter and smaller, shall be Grade 5 unless otherwise specified.
- 2.1.2 Material for regular steel fasteners shall be a medium carbon, fine grade steel in accordance with SAE J429. As an option, material for fasteners 7/16" nominal diameter and smaller may be SAE 1541 or SAE 1541H steel, oil quenched and tempered. Low carbon steels and low carbon martensite steels are not permitted.
- 2.1.3 Material for stainless steel fasteners shall be AISI 304 stainless steel, cold worked.
- 2.1.4 Material for brass fasteners shall be a copper-base alloy and in accordance with ASTM F-468.
- 2.1.5 All externally threaded fasteners shall comply to the applicable mechanical requirements of SAE J429.
- 2.1.6 Carbon steel fasteners shall be heat treated above their transformation temperatures, quenched and tempered in an oil medium to control grain formation to a fully martensitic state. Minimum tempering temperature shall be 425°C in accordance with SAE J429.
- 2.1.7 All threads shall be roll formed before plating. Thread length shall conform to SAE J81. Thread shall meet ANSI B1.1 UNRC or UNRF, class 2A.
- 2.1.8 Fastener heads shall be cold formed. Grade identification and the manufacturer's manufacturing logo or recognized distributor's logo shall be stamped on the head of all unslotted bolts, screws and hex head fasteners in accordance with SAE J429 for identification and shall be traceable.
- 2.1.9 All fasteners except stainless steel and brass shall be furnished in a plated condition to resist rust and corrosion and facilitate easier installation. Plating deposit shall be from a standard industrial zinc electroplating solution. The plated fasteners shall be hydrogen stress relieved in accordance with ASTM B695. After baking, a dichromate conversion coating shall be applied to enhance corrosion resistance.
- 2.2 Steel Hex Head Screws, Cheese Head Screws and Socket Head Screws - Metric:
 - 2.2.1 Carbon steel and stainless steel fasteners shall be of a property class as stated on the Proposal Form.

- 2.2.2 Property class 8.8 fasteners shall be medium carbon steel, heat treated, quenched and tempered to produce a product hardness of Rockwell C23-C34, in accordance with ASTM F568. Low carbon martensite steels are not acceptable.
- 2.2.3 Property class 10.9 fasteners shall be medium carbon alloy steel, fine grain, heat treated, quenched and tempered to produce a product hardness of Rockwell C33-C39, in accordance with ASTM F568. Low carbon martensite steels are not acceptable.
- 2.2.4 Property class 12.9 fasteners shall be alloy steel, fine grain, heat treated, quenched and tempered to produce a product hardness of Rockwell C38-C44, in accordance with ASTM F568.
- 2.2.5 Property classes 50 and 70 fasteners shall be AISI 304 stainless steel, cold worked, in accordance with ISO3506-1979, Grade A2.
- 2.2.6 Property class 80 fasteners shall be AISI 316 stainless steel, cold worked, in accordance with ISO3506-1979, Grade A4.
- 2.2.7 Brass fasteners shall be copper-base alloy and in accordance with ASTM F-468M-84b.
- 2.2.8 All externally threaded fasteners shall comply to the applicable mechanical requirements of ISO898/1-1978 and ISO3506-1979.
- 2.2.9 All carbon steel fastener threads shall be course, roll formed, before plating. Stainless steel fastener threads shall be course, roll formed, but shall not be chemically coated. Threads shall conform to the applicable DIN number as stated on the Proposal Form and be in accordance to the applicable requirements of ISO4014-1979, and ISO4017-1979, and ISO965/1-1980.
- 2.2.10 Fastener heads shall be cold formed. Property class identification and the manufacturer's manufacturing logo or recognized distributor's logo shall be stamped on the head of all fasteners in accordance with ASTM F568 for identification and shall be traceable. Fasteners M4 nominal diameter and smaller need not be marked.
- 2.2.11 Fasteners having a property class of 8.8, 10.9 and 12.9 shall be furnished in a plated condition to resist rust and corrosion and facilitate easier installation. Plating deposit shall be from a standard industrial zinc electroplating solution. The plated fasteners shall be hydrogen stress relieved in accordance with ASTM B695. After baking, a dichromate conversion coating shall be applied to enhance corrosion resistance.

2.3 Nuts – U.S. Standard:

- 2.3.1 All nuts 1/4" nominal and larger shall be Grade 8 and comply with ANSI B18.22, latest edition. Nuts 7/32" and smaller shall be Grade 5. Materials shall be as specified by SAE J995 or ASTM A563. Non-ferrous nuts shall be of a material as specified under ATMF467.
- 2.3.2 All nuts shall be heat treated, through-hardened, quenched and tempered to a hardness of 24-36 Rockwell C. Nuts shall comply to the applicable mechanical requirements of SAE J995 or ASTM A563.
- 2.3.3 All nuts except stainless steel and brass shall be furnished with an electrodeposited zinc coating, minimum 0.2 mils thick, with a dichromate conversion coating after plating.
- 2.3.4 All nuts shall be identified by markings as applicable per SAE J995 or ASTM A563.

2.4 Nuts - Metric:

- 2.4.1 Carbon steel and stainless steel nuts shall be of a property class and DIN number as stated on the Proposal Form.
- 2.4.2 Nut threads shall be in accordance with ISO 272-1982.
- 2.4.3 Nuts having a property class of 8, 10 and 12 shall be carbon steel, heat treated, quenched and tempered to achieve the applicable Rockwell hardness in accordance with ASTM A563M.
- 2.4.4 Nuts having a property class of 8 shall be finished with an electrodeposited zinc coating and a dichromate conversion coating after plating.
- 2.4.5 Nuts having a property class of 50 and 70 shall be AISI 304 stainless steel, cold worked, in accordance with ISO3506-1979, Grade A2.
- 2.4.6 Nuts having a property class of 80 shall be AISI 316 stainless steel, cold worked, in accordance with ISO3506-1979, Grade A4.
- 2.4.7 Brass nuts shall be copper-base alloy and in accordance with ASTM F467M.
- 2.4.8 All nuts shall be identified by markings as applicable per ISO892/2-1980 and ISO3506-1979.

2.5 Washers – U.S. Standard:

- 2.5.1 Regular flat washers, external tooth lock washers and helical spring lock washers shall be carbon steel or stainless steel and heat treated to achieve the applicable Rockwell hardness and mechanical requirements in accordance with ASTM F436-86, SAE J488 and SAE J489b.
- 2.5.2 Carbon steel washers shall be finished with an electrodeposited zinc coating. Washers shall be free of excess mill scale, excess coatings and foreign material on bearing surfaces.
- 2.5.3 US standard flat washers shall be marked with a symbol, or other distinguishing marks to identify the manufacturer.

2.6 Washers - Metric:

- 2.6.1 Regular flat carbon steel washers shall be Type 1, heat treated, quenched and tempered to a hardness of Rockwell C38-C45, in accordance with ASTM F436M. Washers shall be chamfered.
- 2.6.2 Oversized O.D. flat washers and construction washers shall be carbon steel, property class 10, having a hardness of Rockwell C45. Construction washers only shall be chamfered.
- 2.6.3 Lock washers shall be property class 8 and 12, spring steel, having a hardness of Rockwell C44-C51.
- 2.6.4 Safety spring washers shall be genuine Schrorr, or "Approved Equal", spring steel, having a hardness of Rockwell C43-C48.
- 2.6.5 Flat washers having a property class of 50 or 70 shall be made from AISI 304 stainless steel, cold worked. Flat washers having a property class of 80 shall be made from AISI 316 stainless steel, cold worked. All washers shall be chamfered.
- 2.6.6 Lock washers having a property class of 50 or 70 shall be made from AISI 304 stainless steel, cold worked. Lock washers having a property class of 80 shall be made from AISI 316 stainless steel, cold worked.
- 2.6.7 Tab washers having a property class of 70 shall be made from AISI 304 stainless steel, cold worked, with one tab.
- 2.6.8 All washers, except safety spring washers and stainless steel washers, shall be finished with an electrodeposited zinc coating and a dichromate conversion coating. All washers shall be free of excess mill scale, excess coatings as applicable and foreign material on bearing surfaces.

2.6.9 All flat washers, property class 10 and above, shall be marked with a symbol or other distinguishing marks, to identify metric size and the manufacturer.

2.7 Test Requirements:

Manufacturer shall maintain an in-house testing facility or use an independent testing facility with all tests and inspections using calibrated instruments, with certificates of U.S. Bureau of Standards traceability certification, capable of performing all tests accurately and with results made available to PRT upon request.

2.8 Traceability:

2.8.1 In order to comply with forthcoming Federal Regulations, all shipments shall be fully traceable for lab testing, heat treatment and steel requirements. A code shall be assigned and marked on each package, which will trace the purchase order and all assigned certifications and testing conducted and germane to products ordered.

2.8.2 The Service Provider shall, upon request by PRT, produce the manufacturer's test traceability requirements and certifications for the following:

- a) Process and lay-out inspection
- b) Heat treat lot number
- c) Plating thickness
- d) Plating baking per ASTM B695
- e) Gauging of threads
- f) Material chemistry
- g) Tensile strength, wedge angle
- h) Surface/core hardness
- i) Proof load (nuts)

3.0 **SERVICE AND DELIVERY**

- 3.1 Unless otherwise authorized by PRT management or the Purchasing and Materials Department, PRT will require visits by a Service Provider representative that will meet the frequencies listed in the table below. Special cases may arise where the immediate need for an item is required before the scheduled intervals. In these cases, the Service Provider will be notified and shall deliver the particular item within the amount of time set forth in this specification.

Visit Frequency Table					
Location					
	Manchester Main Shop Island and Preble Avenues Pittsburgh, PA 15233-1080	Collier Garage 541 Mayer Street Bridgeville, PA 15017	East Liberty Garage 6831 Fifth Avenue Pittsburgh, PA 15206	Auto Truck Shop South Hills Junction Building No. 1 611 West Warrington Ave. Pittsburgh, PA 15226	Ross Garage 4600 Perry Highway Pittsburgh, PA 15229
Visit Frequency Requested:	Once every two weeks	Once per month	Once per month	Once every two weeks	Once per month
Location					
	West Mifflin Garage 1011 Lebanon Road West Mifflin, PA 15122	South Hills Village Rail Center 1000 Village Drive Pittsburgh, PA 15241	Power Department South Hills Junction Building No. 4 611 West Warrington Ave. Pittsburgh, PA 15226	Building and Electrical Department South Hills Junction Building No. 1 611 West Warrington Ave. Pittsburgh, PA 15226	Way Department South Hills Junction Building No. 5 611 West Warrington Ave. Pittsburgh, PA 15226
Visit Frequency Requested:	Once per month	One per month	Once every two weeks	Once every two weeks	Once every two weeks

- 3.2 Visits shall be made between the hours of 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m., Monday through Friday. No visits will be permitted on PRT holidays. The purpose of this visit shall be to review stock and recommend to PRT's authorized representative, those fasteners needed to maintain an adequate stock level. It is important that stock levels be maintained at all times at all locations.

- 3.3 After taking an inventory of fastener stock on hand at the various locations, the Service Provider shall fill out order forms stating various fasteners, stock number and quantity required for re-stocking. This Order Form shall be color-coded or clearly marked. These order submittals shall include complete description, part number and the appropriate item number as referenced on the Proposal for easy reference to the catalog and price sheets.
- 3.4 These order forms shall be submitted in person by a representative of the Service Provider to PRT's authorized representative at each location, for verification and signature prior to ordering of the material. A copy of the signed Order Form shall be retained by PRT's authorized representative.
- 3.5 A Contract Release Order will be issued by PRT's authorized representative at the time the orders are approved. The Contract Release Orders will be matched against the Service Provider's orders and invoices. The Contract Release Order, issued as releases under this Contract, are for fasteners only; supplying of other materials and/or supplies is not authorized. All non-appropriate items will be deleted from orders.
- 3.6 Number of days to make delivery shall not exceed five (5) working days from date of order. Upon delivery of ordered fastener stock, the Service Provider shall present an itemized Delivery Form stating the various fasteners, part or stock number and quantities ordered and delivered. This Delivery Form shall be presented to PRT's authorized representative, for his acceptance signature. No fastener stock shall be dumped into the bins until after receiving approval from PRT's authorized representative. Any fasteners stated on the original order form and listed as on "back order" shall be reinstated on the subsequent order form.
- 3.7 Should it be determined that certain materials supplied by the Service Provider are overstocked or in excess, PRT shall require upon written notification to the Service Provider, that the material be removed, and full credit issued for same.
- 3.8 Under no circumstances shall the Service Provider take orders for or supply the following under this contract:
- Expansion plugs, plug buttons, sheet metal plugs, axle caps, anchors and push-nut fasteners.
 - Connectors, fuel line hose, vacuum hose and PVC tubing.
 - Solderless terminals, pigtail connectors, wire nuts, battery terminals and cable, wire and wire loom clips, switches, harness straps, fuses, crimping tools, wire loom, self-bonding rubber tape and automotive light bulbs.
 - Ball joint assemblies, damper control assemblies, crank arms, yoke ends, oil drain plugs and pipe plugs.
 - Copper tubing, brass fittings, grease fittings and hose barb ends.
 - Body sealers and epoxy putty.
 - Battery hold down bolts, muffler clamps, hose clamps and tubing clamps.
 - Kits, drawers, cabinets and special racks.
 - Glass shop supplies.

- Rubber "O" rings, grommets, weather strips, caps, glass setting channel hold down strips and tire valves.
- Automotive specialties.
- Tools.

4.0 BINS

All bins currently at PRT's locations are the property of PRT. Should PRT require additional bins, PRT will arrange for such purchase(s). This contract does not cover the supplying of purchased bin(s).

Each item contained in this Specification shall be stored in the individual storage bin assigned to the specific item. Combining more than one item into a single bin will not be permitted.

5.0 PITTSBURGH REGIONAL TRANSIT LOCATIONS

Locations for fastener stocking shall be as follows:

- | | |
|--|---|
| 1. Manchester Main Shop
Island and Preble Avenues
Pittsburgh, PA 15233-1080 | 2. Collier Garage
541 Mayer Street
Bridgeville, PA 15017 |
| 3. East Liberty Garage
6831 Fifth Avenue
Pittsburgh, PA 15206 | 4. Auto Truck Shop
South Hills Junction
Building No. 1
611 West Warrington Ave.
Pittsburgh, PA 15226 |
| 5. Ross Garage
4600 Perry Highway
Pittsburgh, PA 15229 | 6. West Mifflin Garage
1011 Lebanon Road
West Mifflin, PA 15122 |
| 7. South Hills Village Rail Center
1000 Village Drive
Pittsburgh, PA 15241 | 8. Power Department
South Hills Junction
Building No. 4
611 West Warrington Avenue
Pittsburgh, PA 15226 |
| 9. Building and Electrical Dept.
South Hills Junction
Building No. 1
611 West Warrington Avenue
Pittsburgh, PA 15226 | 10. Way Department
South Hills Junction
Building No. 5
611 West Warrington Avenue
Pittsburgh, PA 15226 |

5.1 Fasteners delivered to South Hills Village Rail Center shall be packaged as follows (unless otherwise specified):		
package	5.1.1 Fastener sizes 0 to 1/4" and 0 to 6 mm	25 per
package	5.1.2 Fastener sizes 5/16" to 1/2" and 7 mm to 12 mm	10 per
package	5.1.3 Fastener sizes 9/16" to 3/4" and 13 mm to 18 mm	5 per
	5.1.4 Fastener sizes greater than 3/4" and greater than 18 mm	1 each

Each package shall be labeled with PRT's Stock Number, quantity, and complete description as shown on PRT's order form.

6.0 **PERIODIC TESTING**

Random testing of the fasteners will be done twice per contract year by PRT. A variety of fasteners may be collected from various PRT locations. These fasteners may be randomly taken from the fastener boxes upon delivery before the fasteners are dumped into the bins. These fasteners will be analyzed and tested by an independent test laboratory to determine continued compliance with the contract Specifications. Additional sample tests may be taken if there is a variance from the Specification. Costs for all testing will be borne by the Service Provider, up to 20 fasteners per year.

Should the laboratory test fail, the Service Provider shall remove the product from PRT's property and replace it with a product that meets the Specification. Should the Service Provider be unable to comply with this requirement, the contract may be found in default at no penalty to PRT. All cost for removal and replacement of product(s) plus 25% of the invoiced price per product for administrative charges shall be borne by the Service Provider.

7.0 **INVENTORY CONTROL**

The Service Provider shall furnish a monthly report in an itemized format for all fasteners shipped to PRT for all locations (as specified in Section 5.0 of the Specification). This report shall include item number, quantity, size, nomenclature, unit price, extended price for the specified period, and dates of deliveries. Reports shall indicate all fasteners furnished under this contract with reference to the appropriate item number on the Proposal. These reports shall be emailed to the Manager of Vehicle Projects and the Quality Assurance - Contract Specialist no later than ten (10) days after the end of each month throughout the duration of the Contract. Contact information will be distributed at the time of Notice to Proceed. Report format shall be approved by PRT. The Service Provider's failure to furnish report(s) shall result in a temporary "stop payment" until complete report(s) are received and accepted.

8.0 WARRANTY

- 8.1 All fasteners shall be warranted to be free of defects in material or workmanship and to comply with all applicable standards and specification for a one (1) year period from acceptance of material.
- 8.2 This warranty shall provide reimbursement by the Service Provider for the cost of the defective fasteners as well as the labor required to replace the defective fasteners based on PRT's prevailing labor rate (currently \$68.67 per hour) plus all applicable fringe benefits and a 25% administrative charge.
- 8.3 This warranty is in addition to any right provided under the Uniform Commercial Code, or any other remedy provided by law.

9.0 BIDDING

- 9.1 PRT has tabulated for award purposes a representative sampling of twelve (12) months of usage for the item numbers shown on the Proposal.
- 9.2 The Service Provider shall supply all items (1 through 1019) of the proposal. All billings shall be based on the price list(s) submitted with the Proposal. The fastener manufacturer(s) as bid shall be retained throughout the duration of any resulting Contract. Any change in the manufacturer(s) of fasteners will not be permitted without prior written approval from the Purchasing and Materials Management Department.
- 9.3 The Bidder shall submit with the bid no more than 3 price lists to include the following:
 - (a) One price list for standard fasteners (Items 1 through 747),
 - (b) One price list for metric fasteners (Items 748 through 990),
 - (c) One price list for miscellaneous fasteners in the AU VE CO or "Approved Equal" category (Items 991 through 1016).

The Bidder may also submit any combination of the above or one unified price list to cover the above. These price list(s) may be a manufacturer's or a recognized distributor's price list that is not made up specifically for the purpose of this bid and can be proved to be presently used by other customers of the Bidder. The Bidder shall supply customer names and phone numbers if submitting this type price list.

- 9.4 Any fasteners supplied and billed to PRT under the miscellaneous Item Numbers (Items 1017, 1018, and 1019 of the Proposal) for which the Service Provider has not previously furnished price lists, shall be furnished upon request within five (5) working days to PRT for price verification.

- 9.5 The Service Provider shall provide to PRT fifteen (15) copies of his supply catalogs complete with price list within seven (7) calendar days from date of "Notice to Proceed".

10.0 INVOICES

- 10.1 Invoices along with the itemized delivery form, signed by an authorized PRT representative, shall be submitted to the appropriate location as specified in Section 5.0 (PRT Locations), Attention: (Authorized PRT Representative, to be designated by PRT upon "Notice to Proceed"), and shall be submitted on a monthly basis. Invoices shall indicate contract release order number, location of delivery, quantity and description of various fasteners, date of delivery, and shall be submitted as follows:
- 10.1.1 All fasteners listed shall have a complete description as shown under Section 10.2, "Sample Invoice." Quantities shall be shown in whole number, not box, carton, etc. unless appropriate as determined by the Manager of Contract Administration.
- 10.1.2 Each fastener shall be priced using the List Price provided with bid proposal. No price escalation is allowed during the term of the Contract.
- 10.1.3 Each fastener shall be listed with Item number from the core list of the Proposal.
- 10.1.4 All Item Number Net Totals shall be totaled to a Grand Total for the invoice.
- 10.1.5 A copy of the signed delivery form shall accompany the appropriate invoice. If a delivery form is not signed by an authorized PRT representative, the invoice will not be considered for payment.
- 10.1.6 Prior written approval by PRT's Purchasing and Materials Management Department will be required for any variances in the billing format.

10.2 Sample Invoice

SHIP TO LOCATION: EAST LIBERTY
CONTRACT RELEASE ORDER NO: 72621
DATE: JUNE 1, 2026

<u>Item No.</u> <u>From Bid</u> <u>Documents</u>	<u>Catalog</u> <u>or</u> <u>Part No.</u>	<u>Qty.</u>	<u>U/M</u>	<u>Description</u>	<u>Price</u>	<u>Extension</u>
5	12345	100	EA	Hex Head Cap Screw 1/4-28 x 1	0.1565	\$ 15.65
30	54721	100	EA	Hex Head Cap Screw 3/8-24 x 5-1/2	0.0755	\$ 7.55
50	45271	100	EA	Hex Head Cap Screw 5/16-24 x 3/4	0.7080	\$ 70.80
						<u>Net Total: \$94.00</u>
445	78910	100	EA	Hex Head Tapping Screw - 6 x 3/8	0.042	\$ 4.20
490	89411	100	EA	Mach. Screw 8-32 x 3/4	0.0865	\$ 8.64
						<u>Net Total: \$12.84</u>
535	67948	100	EA	Flatwasher USS Grade 8 - 1/4	0.1687	\$16.87
557	17948	100	EA	Lockwasher Grade 8 - 7/16	0.0709	\$ 7.09
						<u>Net Total: \$23.96</u>
						<u>Invoice Grand Total: \$130.80</u>

11.0 INSURANCE REQUIREMENTS

The Service Provider shall maintain Insurance in accordance with the following requirements throughout the duration of a resultant contract. A Certificate of Insurance (COI) will be required prior to award.

The Bidder shall factor the cost of obtaining these coverages into the bid pricing.

Please reference the Contract Number and Name in the "Description of Operations" field of the COI.

The Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT) must be listed as an additional insured under the General Liability and Auto policies.

The Policy must be endorsed with a waiver of subrogation clause with respect to PRT and must be reflected on the insurance certificate or related document.

Insurance

General. Contractor shall procure, and have all subcontractors procure, before the Contract Services are commenced hereunder, and maintain at its own cost and expense, during the entire period of the performance under this Agreement, the types and amounts of insurance listed in this Section with insurance companies authorized to operate in Pennsylvania and with insurance companies having a minimum A- rating as then stated by A.M. Best.. Limits shall be primary and non contributory. Evidence of coverage shall be provided on an annual basis and/or upon request of Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit.

Limits may be satisfied by any combination of primary and excess or umbrella per occurrence policies. In the event that the required limits must be satisfied by any combination of primary and excess or umbrella the policies shall provide drop down coverage and provide at least as broad of coverage as the underlying policies.

Worker's Compensation and Employer's Liability (not applicable if contractor is not entering Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit property).

(a) Workers' Compensation - Statutory Limits

(b) Employer's Liability in an amount not less than:

\$500,000 Each Accident
\$500,000 Disease - Policy Limit
\$500,000 Disease - Each Employee

Note:

- (i) Coverage shall be provided in accordance with the laws of the Commonwealth of Pennsylvania and the laws of such other jurisdictions as may apply.
- (ii) The Contractor shall require, and hereby certifies, that each of its Subcontractors maintains Workers' Compensation Insurance in accordance herewith, and shall provide to PRT written evidence of such coverage then in effect for each Subcontractor upon PRT's request.

Commercial General Liability.

In an amount not less than:

\$2,000,000 General Aggregate
\$2,000,000 Products – Completed Operations Aggregate
\$1,000,000 Each Occurrence

Notes:

- (i) Contractor shall maintain such Products and Completed Operations liability coverage for at least (1) year after final payment.

(ii) Policy shall provide that “Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit” be named as an Additional Insured for Contractor's full limits of coverage on a primary and non-contributory basis, but in no case less than the limits specified. Policy shall be endorsed with a waiver of subrogation clause with respect to PRT, and neither Contractor nor its insurer shall have any claim against PRT to the extent the claim is or should have been covered by insurance.

Business Automobile Liability (not applicable if contractor is using a common carrier for delivery).

With a Combined Single Limit not less than:

\$1,000,000 Each Accident

Notes:

(i) Policy shall cover the use of all owned, hired and non-owned vehicles.

(ii) Policy shall provide that “Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit” be named as an additional insured for Contractor’s full limits of coverage on a primary and non-contributory basis, but in no case less than the limits specified. Policy shall be endorsed with a waiver of subrogation clause with respect to PRT, and neither Contractor nor its insurer shall have any claim against PRT to the extent the claim is or should have been covered by insurance.

Approval. Contractor shall not commence work under this Agreement until it has forwarded to PRT, for review and approval, certificate(s) of the insurance required. PRT shall be given a minimum of 30 days’ notice in the event of change or cancellation of any of the insurance required. The fact that Contractor has obtained the insurance required in this Agreement shall in no manner lessen nor affect Contractor's other obligations set forth in any provision of this Agreement. The policies of insurance referenced above are not to contain any deductible or self insured retention, as applicable to PRT as an additional insured. In the event the insurance policies purchased by Contractor pursuant to the above insurance requirements contain any deductible or self insured retention provisions, Contractor shall provide PRT with disclosure of said deductible or self insurance retention prior to execution of the Contract, which will be subject to PRT approval. If PRT approves any insurance policy that includes a deductible or self insured retention, Contractor shall be responsible for payment of any and all deductibles or self insured retentions, whether owing from the named insured or PRT as an additional insured, applicable to the policies of insurance referenced above.

Indemnification. Contractor, for itself, its officers, members, employees, agents, consultants, contractors, subcontractors, and its successors and assigns, shall indemnify (including but not limited to indemnification for costs of defense), and hold harmless Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, its officers, members, employees, agents, consultants, contractors, subcontractors and its successors and assigns, from and against any losses, costs, liability or damage, and attorney's fees, including but not limited to claims for property damage, bodily injury or wrongful death, claimed against, suffered by, or incurred by Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, its officers, members, employees, agents, consultants, contractors, subcontractors and its successors and assigns, as a result of or arising in connection with and to the extent of Contractor's performance of the Project or otherwise relating to Contractor's use of Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit property pursuant to this Agreement. This indemnification provision further applies to any claims brought by any employee, subcontractor, or employee of a subcontractor of Contractor against Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, and Contractor expressly waives protections afforded under the Pennsylvania Workers' Compensation Act as is necessary to comply with its responsibilities under this indemnity provision.

Certificate Holder.

Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, 345 Sixth Avenue,
Pittsburgh, PA 15222

SAMPLE AGREEMENT

THIS AGREEMENT made this [Date], by and between PORT AUTHORITY OF ALLEGHENY COUNTY d.b.a. PRT, a body corporate and politic organized and existing under the laws of the Commonwealth of Pennsylvania and having its principal office in the City of Pittsburgh, Allegheny County, Pennsylvania, hereinafter called "Port Authority", and [Contractor's Name], with principal office at [Contractor's Address], hereinafter called "Contractor".

WHEREAS, Contractor submitted to the PRT a proposal to furnish certain item or items for the prices specified, and said proposal was accepted by PRT.

NOW, THEREFORE, Contractor and PRT agree as follows:

1. Contractor shall furnish the following when ordered at the prices shown:

[SAMPLE]

2. The Contract Documents are made a part hereof with like force and effect as though recited herein at length and are comprised of the following:

- (a) Invitation for Proposals
- (b) Proposal
- (c) Certification
- (d) Specification
- (e) Conditions and Instructions to Bidders
- (f) All addenda issued prior to the time of opening Proposals
- (g) Insurance [if required]

3. PRT, upon delivery of above equipment, parts, materials and/or supplies in accordance with this Agreement and the Contract Documents, and upon submission of invoices, shall pay the current amounts due for current deliveries under this Agreement.

PORT AUTHORITY OF ALLEGHENY COUNTY d.b.a. PRT

By _____

CONTRACTOR

(Company Name)

By _____
(Signature and Title)

SAMPLE PERFORMANCE BOND

(FOR CONTRACTS TOTALING \$100,000 AND OVER)

KNOW ALL MEN BY THESE PRESENTS, That we, _____
_____, as PRINCIPAL, and _____
_____, as SURETY, are held and firmly bound
unto Port Authority of Allegheny County d.b.a. PRT, hereinafter called PRT, in the sum of
_____ DOLLARS (\$ _____), said
sum being at least 50% of the contract price, for the payment of which sum well and truly to be made, we
bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these
presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal entered into a
certain contract, hereto attached, with PRT, dated **[Date]**, for:

[SAMPLE]

NOW, THEREFORE, if the Principal shall well and truly perform and fulfill all the undertakings,
covenants, terms, conditions and agreements of said contract during the original term of said contract and
any extensions thereof that may be granted by PRT, with or without notice to the Surety, and during the
life of any guaranty required under the contract, and shall also well and truly perform and fulfill all the
undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications
of said contract that may hereafter be made, then Principal and Surety shall have no further obligation to
PRT under the contract, otherwise this obligation shall remain in full force and effect.

IN WITNESS WHEREOF, the above bound parties have executed this instrument this
_____ day of _____, 20____, the name of each corporate party being hereto
affixed and these presents duly signed by its undersigned representatives, pursuant to authority of its
governing body.

[SAMPLE]

[SAMPLE]

[SAMPLE]

[SAMPLE]

[SAMPLE]

PRINCIPAL

(IF A SOLE PROPRIETOR)

(Name of Company)

(Handwritten Signature of Owner)

(IF A PARTNERSHIP)

(Name of Owner - TYPED)

(Name of Company)

(Handwritten Signature of General Partner)

(Name of General Partner - TYPED)

(IF A CORPORATION)

(Name of Corporation)

by _____
(Handwritten Signature)

(Name and Title - TYPED)

[SAMPLE]

[SAMPLE]

[SAMPLE]

[SAMPLE]

[SAMPLE]

SURETY

WITNESS:

(Handwritten Signature)

(Title)

(Corporate Surety Company Name)

(Business Address)

by _____
(Handwritten Signature)

(Name and Title - TYPED)