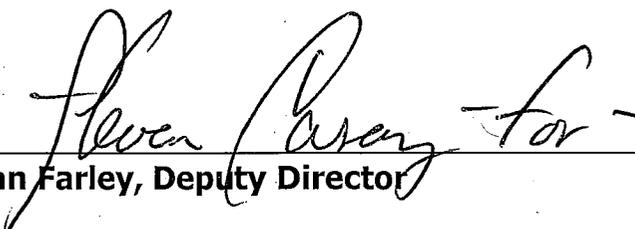




Department of General Services  
Procurement Division  
707 Third Street, 2<sup>nd</sup> Floor  
West Sacramento, CA 95605-2811

State of California  
**CONTRACT NOTIFICATION**  
\*\*\*\*MANDATORY\*\*\*\*

CONTRACT NUMBER:	1-08-55-10-D
DESCRIPTION:	Wood Posts (Guardrail Posts and Blocks)
CONTRACTOR(S):	American Timber & Steel Corp.
CONTRACT TERM:	2/1/2008 through 1/31/2010
DISTRIBUTION LIST:	DOT Posted Electronically on <a href="http://www.pd.dgs.ca.gov/contracts/55-10.htm">http://www.pd.dgs.ca.gov/contracts/55-10.htm</a>
STATE CONTRACT ADMINISTRATOR:	Terry Muñoz (916) 375-4495 <a href="mailto:terry.munoz@dgs.ca.gov">terry.munoz@dgs.ca.gov</a>

  
Adrian Farley, Deputy Director

Date: **2/1/2008**

**Contract (Mandatory) 1-08-55-10-D**  
**Contract Notification and User Guide**

**1. SCOPE**

The State's contract with American Timber and Steel Corp. (contractor), provides wood posts at contracted pricing to the State of California Department of Transportation in accordance with the requirements of Contract # 1-08-55-10-D. The contractor shall supply the entire portfolio of products as identified in the contract and will be the primary point of contact for data collection, reporting, and distribution of wood posts to the State.

The contract term is for two (2) years with an option to extend the contract for one (1) additional one (1) year period or portion thereof. The terms, conditions, and prices for the contract extension option shall be by mutual agreement between the contractor and the State. A request for price increase may be considered during an extension option period, to the extent that the price is determined to be "fair and reasonable".

**2. CONTRACT PRICING STRUCTURE**

All pricing is listed on Attachment A, Contract Pricing.

All contract items are mandatory, there will be no exceptions.

**3. CONTRACT USAGE/RULES**

- A. The use of this contract is mandatory for the Department of Transportation. Other State departments, branches of government, constitutional officers, and local governmental agencies such as California State Universities are not eligible to utilize the contract.
- B. Ordering State departments must adhere to all applicable State laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, Code of Regulations, State Administrative Manual, Management Memos, and State Contract Manual Volume 2 and 3, as applicable.
- C. Prior to placing orders against this contract, State departments must have been granted purchasing authority by the Department of General Services, Procurement Division (DGS/PD) for the use of the State's contracts. The department's current purchasing authority number must be entered in the appropriate location on each purchase document. Departments that have not been granted purchasing authority by DGS/PD for the use of the State's contracts may access the Purchasing Authority Application at <http://www.pd.dgs.ca.gov/deleg/pamanual.htm> or may contact DGS/PD's Purchasing Authority Management Section by e-mail at [pams@dgs.ca.gov](mailto:pams@dgs.ca.gov).
- D. State departments are required to have a Department of General Services (DGS) agency billing code prior to using this contract. DGS agency billing codes may be obtained by contacting the DGS billing code contact and providing the following:
  - State Department Name
  - Contact name
  - Telephone number
  - Mailing address
  - Facsimile number and e-mail address

Email the required information to the following DGS billing code contacts:

- [Marilyn.ebert@dgs.ca.gov](mailto:Marilyn.ebert@dgs.ca.gov) and
- [Wilson.lee@dgs.ca.gov](mailto:Wilson.lee@dgs.ca.gov)

**Contract (Mandatory) 1-08-55-10-D**  
**Contract Notification and User Guide**

**4. DGS ADMINISTRATIVE FEES**

The DGS will bill the Department of Transportation an administrative fee for use of this contract. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS. (You may click on "DGS Price Book" at: <http://www.ofs.dgs.ca.gov/Price+Book/P/Purchasing.htm> for current fees.)

**5. CONTRACT ADMINISTRATION**

Both the State and the contractor(s) have assigned contract administrators as the single points of contact for problem resolution and related contract issues.

State Contract Administrator:	Terry Muñoz
Address:	DGS/Procurement Division 707 Third Street, 2 <sup>nd</sup> Floor West Sacramento, CA 95605
Telephone:	(916) 375-4495
Facsimile:	(916) 375-4613
E-Mail:	<a href="mailto:terry.munoz@dgs.ca.gov">terry.munoz@dgs.ca.gov</a>

Contractor Name:	American Timber & Steel Corp.
Contract Administrator:	Ron Stephens
Address:	4832 Plank Road Norwalk, OH 44857
Telephone:	(707) 649-9008
Facsimile:	(240) 376-2266
E-mail:	<a href="mailto:ron@amtim.com">ron@amtim.com</a>

**6. PROBLEM RESOLUTION**

The Department of Transportation and/or contractors shall inform the State's contract administrator of any technical or contractual difficulties encountered during contract performance in a timely manner. This includes and is not limited to informal disputes, supplier performance, outstanding deliveries, etc.

**7. PURCHASE EXECUTION**

A. State departments must use the Purchasing Authority Purchase Order (Std. 65). An electronic version of the Std. 65 is available at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms). All Purchasing Authority Purchase Orders (Std. 65) must contain the following:

1. Agency Order Number (Purchase Order Number)
2. Agency Billing Code
3. Purchasing Authority Number
4. Leveraged Procurement Number (Contract Number)
5. Ordering Agency Name
6. Supplier Information (Address, Contact Name, Phone Number, Fax Number, E-mail)
7. Line Item number
8. Quantity
9. Unit of Measure
10. Commodity Code Number

**Contract (Mandatory) 1-08-55-10-D**  
**Contract Notification and User Guide**

11. Product Description

12. Unit Price

13. Extension Price

B. All State Departments will submit a copy of executed purchase documents to:

DGS - Procurement Division (IMS# Z-1)

Attn: Data Entry Unit

707 Third Street, 2<sup>nd</sup> Floor North

West Sacramento, CA 95605-2811

**8. ORDERING PROCEDURE:**

State departments must submit a Purchasing Authority Purchase Order (Std. 65) directly to the contractor.

There are three ordering methods available on this contract:

- U.S. Mail
- Facsimile
- Email

When using any of the three ordering methods, all State departments must conform to proper State procedures.

The ordering information for each contractor is listed below:

Company Name: American Timber & Steel Corp.

Contact: Sandee Harness

Address: 4832 Plank Road  
Norwalk, OH 44857

Facsimile: (419) 663-1077

Email: [sandee@amtim.com](mailto:sandee@amtim.com)

**9. ORDER LIMITS**

There is no minimum order for this contract.

**10. ORDER ACKNOWLEDGEMENT**

The contractor will provide the ordering agencies with an order receipt acknowledgement containing a unique order number either via e-mail or facsimile within 48 hours of receipt of order.

The acknowledgement will include:

- Ordering Agency Name
- Agency Order Number (Purchase Order Number)
- Purchase Order Total Cost
- Delivery Completion Date

**Contract (Mandatory) 1-08-55-10-D**  
**Contract Notification and User Guide**

**11. DELIVERY SCHEDULES**

Delivery is to be completed in full within ninety (90) calendar days after receipt of order (ARO).

All deliveries against this contract shall be shipped to:

Department of Transportation  
Sacramento Distribution Warehouse  
2001 Evergreen Street  
Sacramento, CA 95815

The contractor shall contact the Sacramento Distribution Warehouse by telephone at (916) 324-1190 or by fax at (916) 322-7016 at least two (2) working days in advance to schedule a delivery time. Unscheduled deliveries are subject to rejection. The warehouse accepts deliveries from 7:00 AM to 12:00 PM and from 12:30 PM to 3:00 PM Monday - Friday, except for State holidays.

**12. FREIGHT ON BOARD (F.O.B.) DESTINATION**

All prices are F.O.B. destination; freight prepaid by the contractor, to the ordering organization's receiving point. Responsibility and liability for loss or damage for all orders will remain with the contractor until final inspection and acceptance, when all responsibility will pass to the ordering organization, except the responsibility for latent defects, fraud, and the warranty obligations.

**13. EMERGENCY/EXPEDITED ORDERS**

Not applicable.

**14. SHIPPED ORDERS**

All delivered products must be handled, stored, bundled, strapped, palletized, and delivered according to the instructions in the attached Department of Transportation Bid Specifications for Wood Guardrail Posts and Blocks, dated July 2007 (Attachment B).

All pallets must comply with the attached State of California Specification 3990-01A-01, dated January 2001 (Attachment C). All pallets employed in the delivery of the product shall be of sturdy construction and adequate condition to assure delivery without damage to the product and to insure prevention of safety hazards.

Each delivery shall be appropriately marked as described in the specifications.

**15. QUALITY ASSURANCE**

All wood products offered must conform to the attached Department of Transportation Bid Specifications for Wood Guardrail Posts and Blocks, dated July 2007 (Attachment B).

Posts delivered will be inspected by the Department of Transportation. Delivered products not meeting all specified requirements due to excess moisture content and treatment residue, warping, improper bundling, etc. will be deemed non-compliant to specifications and will be returned at the contractor's expense. The contractor shall replace all rejected/non-compliant products with fully compliant new stock, at no cost to the State.

**Contract (Mandatory) 1-08-55-10-D**  
**Contract Notification and User Guide**

**16. INVOICING**

Ordering agencies may require separate invoicing, as specified by each ordering organization. Invoices will contain the following information:

- Contractor's name, address and telephone number
- Leveraged Procurement Number (Contract Number)
- Agency Order Number (Purchase Order Number)
- Item and commodity code number
- Quantity purchased
- Contract unit price and extension
- State sales and/or use tax
- Prompt payment discounts/cash discounts, if applicable
- Totals for each order

**17. PAYMENT**

Payment terms for this contract are net forty-five (45) days. Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 etc. seq. Unless expressly exempted by statute, the Act requires State departments to pay properly submitted, undisputed invoices not more than forty-five (45) days after the date of acceptance of goods, performance of services, or receipt of an undisputed invoice, whichever is later.

**18. PAYEE DATA RECORD**

Each State accounting office must have a copy of the Payee Data Record (Std. 204) in order to process payments. Agencies should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed. Ordering agencies should contact the appropriate contractor(s) for copies of the Payee Data Record.

**19. CALIFORNIA SELLER'S PERMIT**

The California seller permit numbers for each of the contractors is listed below. Agencies can verify that the permits are currently valid at the following website: [www.boe.ca.gov](http://www.boe.ca.gov). State departments must adhere to the file documentation required identified in the State Contract Manual Volume 2 and Volume 3, as applicable.

Contract Number	Contractor Name	Seller Permit #
1-08-55-10-D	American Timber & Steel	99-868767

**20. RECYCLED CONTENT**

There is no recycled content for this contract.

Contract (Mandatory) 1-08-55-10-D  
Contract Notification and User Guide

**21. SMALL BUSINESS/DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION**

The small business (SB) and disabled veteran business enterprise (DVBE) certifications and percentages for each contractor are listed below. Agencies can verify that the certifications are currently valid at the following website: <http://www.pd.dgs.ca.gov/smbus/default.htm>.

Contract Number	Contractor Name	OSDS Certification #	SB Percent (%)	DVBE Percent (%)
1-08-55-10-D	American Timber & Steel	N/A	0%	0%

**ATTACHMENTS**

Attachment A – Contract Pricing

Attachment B – Specification, Wood Guardrail Posts and Blocks

Attachment C – Wooden Pallet Specification, 3990-01A-01

Group 2 - Wood Guardrail Posts and Blocks					
Line Item	Unit	Commodity #	Descriptions	CalTrans (CT) Number	Unit Price
16	EA	5510-600-0155-1	Post Wood Guardrail, 6" x 8" x 6', Drilled For "Thrie Beam" Guardrail, 40 Posts Per Bundle	5510-0152-8	\$19.5200
17	EA	5510-600-0155-1	Post Wood Guardrail, 6" x 8" x 6', Drilled For "W Beam" Guardrail, 40 Posts Per Bundle	5510-0155-5	\$19.5200
18	EA	5510-600-0155-1	Post Wood Guardrail, 8" x 8" x 7', Drilled For "W Beam" Guardrail, 30 Posts Per Bundle	5510-0170-6	\$40.5700
19	EA	5510-600-0155-1	Post Wood Guardrail, 10" x 10" x 8', Drilled For "W Beam" Guardrail, 20 Posts Per Bundle	5510-0390-2	\$66.4600
20	EA	5510-133-2156-9	Block Wood Guardrail, 6" x 8" x 14", Drilled For "W Beam" Guardrail, 50 Blocks Per Bundle	5510-0175-7	\$4.0400
21	EA	5510-133-2156-9	Block Wood Guardrail, 8" x 8" x 14", Drilled For "W Beam" Guardrail, 50 Blocks Per Bundle	5510-0180-7	\$5.5400
22	EA	5510-133-2156-9	Block Wood Guardrail, 6" x 8" x 1' - 10", Drilled For "Thrie Beam" Guardrail, 50 Blocks Per Bundle	5510-0185-8	\$6.1900

JULY 2007

STATE OF CALIFORNIA  
 DEPARTMENT OF TRANSPORTATION  
 DIVISION OF PROCUREMENT AND CONTRACTS  
 1727 30th STREET  
 SACRAMENTO, CA 95816

SPECIFICATIONS FOR  
 WOOD GUARDRAIL POSTS AND BLOCKS FOR  
 BLOCKED OUT METAL BEAM BARRIER AND THRIE BEAM BARRIER

CALTRANS STOCK NUMBER (CT #)

5510-0152-8	5510-0175-7	5510-0390-2
5510-0155-5	5510-0180-7	5510-0157-9
5510-0170-6	5510-0185-8	5510-2810-7

**I.0 GENERAL**

Wood posts and blocks shall be nominal size, rough or Surfaced Four (4) Sides (S4S), No. 1 Grade (WWPA) or No. 1 Structural Grade (WCLB) Douglas Fir, No. 1 Grade Southern Yellow Pine of several species recognized by the Southern Pine Inspection Bureau, or five-ply glue laminated Ponderosa Pine. The size tolerance of rough sawn blocks in the direction of the bolt-hole shall not be more than  $\pm 1/4$  inch. All posts and blocks shall be square cut on both ends.

**Posts and Blocks for W-Beam Guardrail shall be drilled per the drawing A77C1 in the California Department of Transportation (DOT), Standard Plans dated May, 2006. Post and Blocks for "Thrie" Beam Guardrail shall be drilled per the drawing A78C2 in the California Department of Transportation (DOT), Standard Plans dated May, 2006.**

Posts and blocks shall be graded in accordance with the provisions in Section 57-2, "Structural Timber" of the Department of Transportation (DOT) Standard Specifications, dated May 2006. A certified grading report shall be furnished.

Wood posts and blocks shall be pressure treated after fabrication as provided in section 58 of the Department of Transportation Standard Specifications, dated May 2006, "Preservative Treatment of Lumber, Timber and Piling," and in accordance with American Wood-Preserver's Association, Use Category System 4A.

It is recommended that supplier contact DOT contact person (noted on the purchase order) after receipt of purchase order to discuss specific requirements such as reports, certifications and imprinting as this may help minimize any delays in the inspection and payment process.

The treating plant shall imprint legible symbols in the end of all lumber and timber treated indicating the name of treatment company and the type and year of treatment in accordance with AWPA Standards M1 and M6.

## 2.0 FIXATION REQUIREMENT

Wood Treatment Plant must allow the treated posts and blocks to fixate for a minimum of ten (10) days to thirty (30) days before delivery to the Caltrans Sacramento Warehouse. Fixated Posts and Blocks shall have moisture content of not more than 25% prior to shipment from the treatment facility. A certification of moisture content compliance shall be required with each shipment. Excessive moisture content or treatment residue on surface will be subject to rejection. Any freight costs associated with return of the rejected load will be the responsibility of the supplier.

## 3.0 INSPECTION

Delivered posts shall be inspected by the Department of Transportation. Material not meeting specification due to excess moisture content and treatment residue, warping, improper bundling, etc. will be rejected and returned to the treatment facility at the contract holders expense.

**For each truckload of posts and blocks delivered, it is the responsibility of the supplier (holder of the purchase order) to ensure that all of the below listed reports/certifications are provided prior to, or at time of delivery to DOT. All reports/certifications must be complete and legible.**

- 1). Certificate of Treatment to include product name, size and quantity of posts
- 2). Certified Treatment/Charge Report
- 3). Assay Report
- 4). Certified Grading Reports
- 5). Certificate of Compliance (refer to current issue of DOT Standard Specifications Section 6-1.07)
- 6). Certificate of Moisture Content
- 7). Material Safety Data Sheet (MSDS)

The DOT Purchase Order number must be shown on all reports/certifications. For each truckload, the **"Certified Treatment/Charge Report"** must display the **shipping number (taken from "Straight Bill of Lading")** next to each quantity/size of posts being delivered. Any truckload not in compliance with these requirements will be subject to rejection and be returned freight collect.

Time required for inspection shall not exceed thirty (30) days.

## 4.0 DELIVERY

Posts shall be delivered on a flat bed truck in such a manner that they can be readily unloaded by means of a forklift. Bundling and palletizing shall conform to the attached drawing.

**Figure 1**

**Bundling of Guardrail Posts 6" x 8" x 6'**

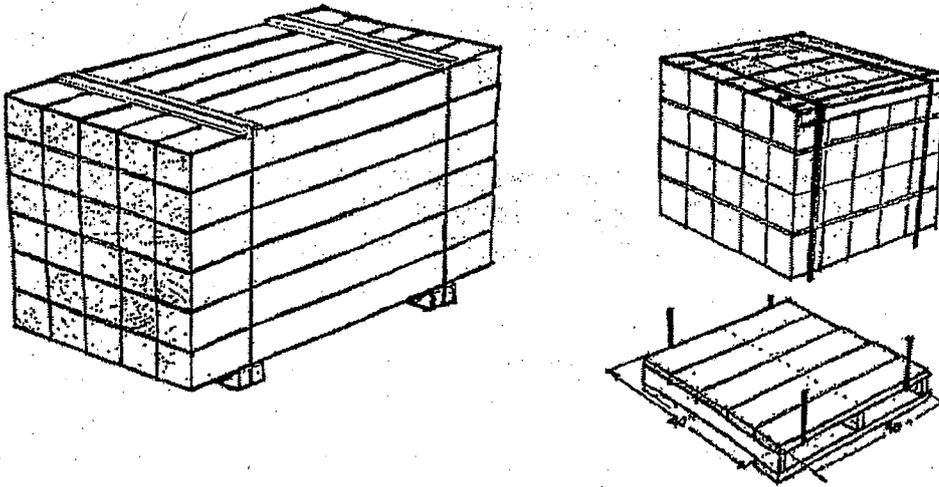
Bundle 40 posts 8 layers high. Separate layers with wood lath or suitable wood strips of similar thickness. Secure bundle with 3/4" x .020 steel strapping to two 1" x 4" x 40" top boards and two 4" x 6" x 41" bottom boards. Use metal or plastic cover protectors on ends of top boards. The four wood members shall be utility grade D.F., White Fir, Hemlock or Redwood. Place these pieces in from ends of layers approximately 6 inches.

**Bundling of Guardrail Posts 8" x 8" x 7'**

Bundle 30 posts 6 layers high. Strapping detail is same as above.

**Bundling of Guardrail Posts 10" x 10" x 8'**

Bundle 20 posts 5 layers high. Strapping details is same as above.



**Figure 2**

**Palletizing 8" x 8" x 14" Blocks and 6" x 8" x 1' - 10" Blocks**

50 blocks per pallet, 2 tiers high, bundle and strap as shown.

Pallet Material:

Planking: 1" x 8" unsurfaced fir or pine

Center & Sides: 2" x 4", S4S fir or pine

Assemble with stronghold or screw type nails.

## STATE OF CALIFORNIA SPECIFICATION PALLETS, WOODEN

### 1 SCOPE

This specification covers pallets intended for use with low lift pallet trucks or forklift trucks.

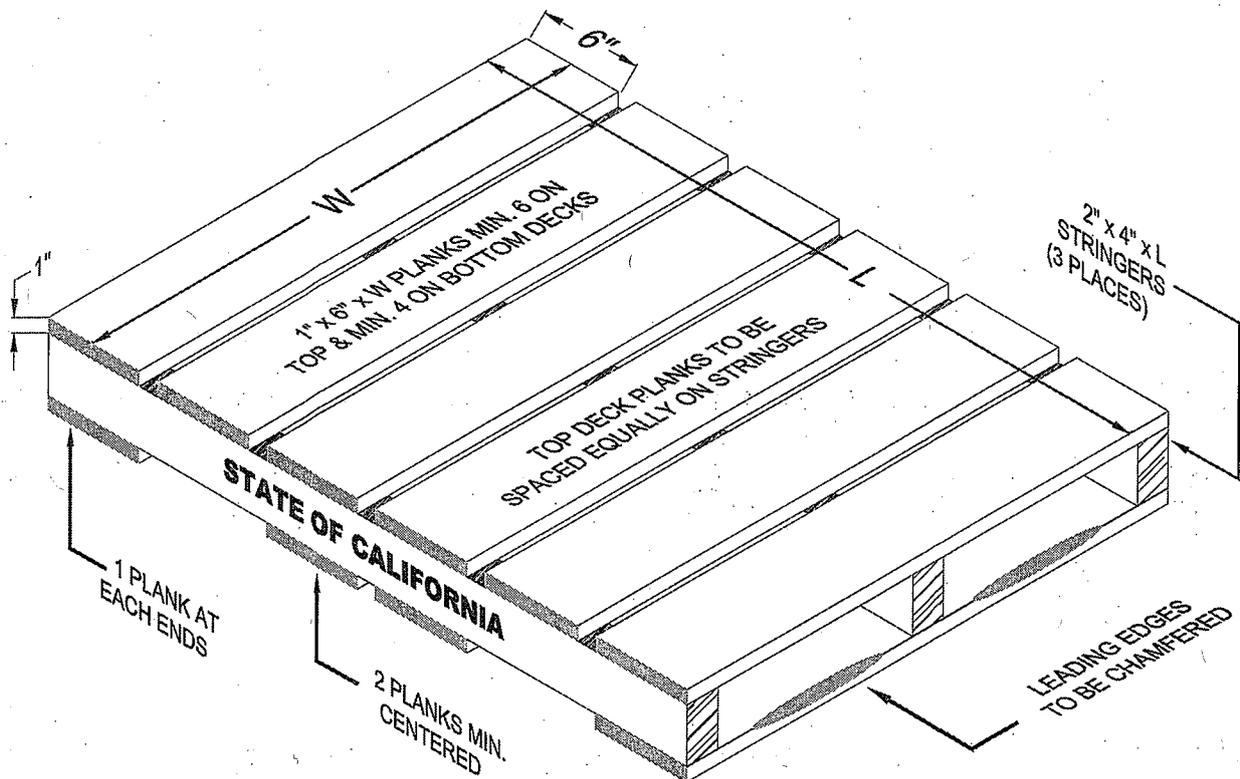
### 2 SPECIFICATION AND STANDARDS

Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.

### 3 REQUIREMENTS

#### 3.1 Material

The pallets shall be constructed from nominal size standard or better (West Coast Lumber Inspection Bureau, Standard Grading Rules for West Coast Lumber) grade Douglas Fir, Hemlock, Larch or Hem-Fir. The stringers shall be S4S and the decking S4S or S1S2E (re-



**FIG. 1 - TYPE 2  
WOODEN PALLET**

sawed) with no edge knots. Sawed side is to be assembled to the inside of the pallets. Fastening shall be accomplished with  $2\frac{1}{4}$  inch ( $+1/16$  inch) 7 penny flat head drive screws (helical threaded nail) or  $2\frac{1}{4}$  ( $+1/16$  inch) #10 wire gauge annular ring nails as recommended in Specifications and Grades for Warehouse. Permanent or Returnable Pallets of West Coast Woods as published by the National Wooden Pallet and Container Association (Specifications and Grades, NWPCA).

### 3.2 Non-Standard Duty-Cycle Pallets

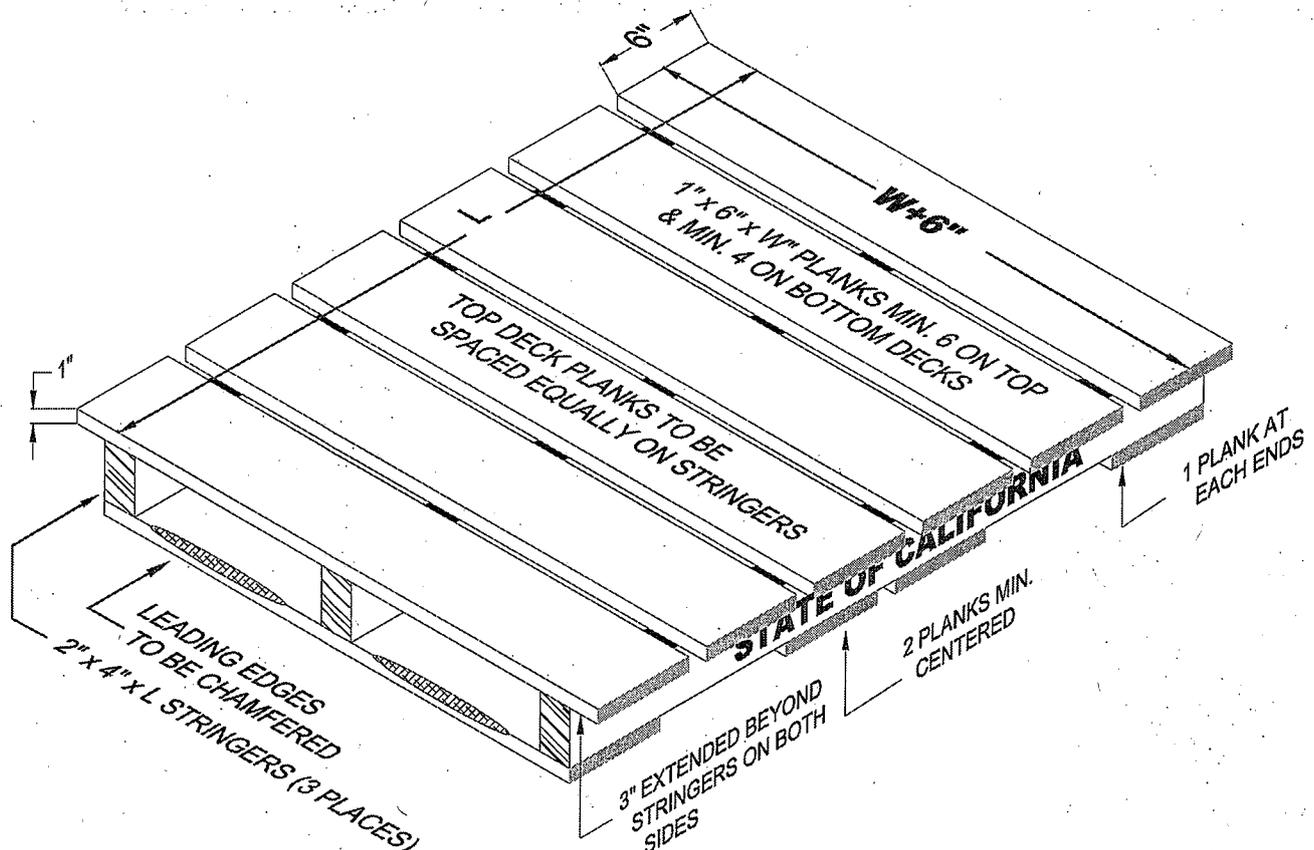
When specifically requested by the user, pallets may be manufactured using pine, oak or ash woods.

### 3.3 Construction

Pallet type and construction shall comply with Specifications and Grades, NWPCA. The pallets shall be Grade "Quality" (QAL).

The decking shall be secured with 3 nails or screws at each surface of contact with the stringer. Nails shall not be within  $\frac{1}{2}$  inch of deck-board edges or another nails.

All leading and outside edges of the bottom deck shall be chamfered. The chamfers shall be at least 12 inches long and shall be cut on an approximate 35 degree angle to the face so as to leave an edge adjacent to the chamfer not less than  $\frac{1}{4}$  inch nor more than  $\frac{1}{2}$  inch from the outer



**FIG. 2 - TYPE 4  
SINGLE WING WOODEN PALLET**

edge of the deck-board. The chamfer shall extend to within 3 inches of the stringers. Pallet configuration shall comply with illustration A.

COMMONLY USED PALLET TYPES & SIZE			
SIZE	TYPE	TOP DECK	BOTTOM DECK
1	2 (Fig. 1)	42"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width	42"L x 36"W Min. Four 1" x 6" x 36" boards: One placed each end of the stringers Two at center of the stringers
2	2 (Fig. 1)	42"L x 42"W Six 1" x 6" x 42" deck-boards, spaced evenly along the pallet width	42"L x 42"W Min. Four 1" x 6" x 42" boards. One placed each end of the stringers Two at center of the stringers
3	2 (Fig. 1)	44"L x 44"W Six 1" x 6" x 44" deck-boards, spaced evenly along the pallet width	44"L x 44"W Min. Four 1" x 6" x 44" boards. One placed each end of the stringers Two at center of the stringers(Fig. 1)
4	2 (Fig. 1)	45"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width	45"L x 36"W Min. Four 1" x 6" x 36" boards. One placed each end of the stringers Two at center of the stringers
5	2 (Fig. 1)	46"L x 44"W Six 1" x 6" x 44" deck-boards, spaced evenly along the pallet width	46"L x 44"W Min. Four 1" x 6" x 44" boards. One placed each end of the stringers Two at center of the stringers
6	2 (Fig. 1)	48"L x 48"W Six 1" x 6" x 48" deck-boards, spaced evenly along the pallet width	48"L x 48"W Min. Four 1" x 6" x 48" boards. One placed each end of the stringers Two at center of the stringers
<b>Note:</b> SIZE 1, TYPE 4 - has a single wing applied to top deck.			
1	4 (Fig. 2)	42"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width with 3" wings extending beyond the stringers outboard faces	42"L x 30"W Min. Four 1" x 6" x 36" boards. One placed each end of the stringers, Two at center of the stringers

#### 4 SAMPLING AND INSPECTION

This commodity will be sampled and inspected for compliance to this specification as deemed necessary. Sampling and inspection by attributes will be in accordance with ANSI/ASQ Z1.4 1993, Sampling Procedures and Tables for Inspection by Attributes. An inspection lot is defined as one delivery to one agency at one time.

##### 4.1 Workmanship

The pallets shall be free from defects as outlined under Grade "Quality" (QAL) in the "Specifications and Grades", NWPCA.

#### 5 MARKING

Each pallet shall be marked (two places), "STATE OF CALIFORNIA". Marking shall be easily readable, in black letters and on outboard faces of stringers.