

# STATE CONTRACTS INFORMATION

## DEPARTMENT OF GENERAL SERVICES

Act 266 of 1982 provides for the payment of interest penalties on certain invoices of "qualified small business concerns". The penalties apply to invoices for goods or services when payments are not made by the required payment date or within a 15 day grace period thereafter.

Act 1984-196 redefined a "qualified small business concern" as any independently owned and operated, for-profit business concern employing 100 or fewer employees. See 4 Pa. Code § 2.32. The business must include the following statement on every invoice submitted to the Commonwealth: "(name of business) is a qualified small business concern as defined in 4 Pa. Code 2.32."

A business is eligible for payments when the required payment is the latest of:

The payment date specified in the contract.

30 days after the later of the receipt of a proper invoice or receipt of goods or services.

The net payment date stated on the business' invoice.

A 15-day grace period after the required payment date is provided to the Commonwealth by the Act.

For more information: contact: Small Business Resource Center  
PA Department of Community and Economic Development  
374 Forum Building  
Harrisburg, PA 17120  
800-280-3801 or (717) 783-5700

### Reader's Guide



Legal Services & Consultation

① Service Code Identification Number

② Commodity/Supply or Contract Identification No.

**B-54137.** Consultant to provide three 2-day training sessions, covering the principles, concepts, and techniques of performance appraisal and standard setting with emphasis on performance and accountability, with a knowledge of State Government constraints.

Department: General Services  
Location: Harrisburg, Pa.  
Duration: 12/1/93-12/30/93  
Contact: Procurement Division 787-0000

③ Contract Information

④ Department

⑤ Location

⑥ Duration

⑦

(For Commodities: Contact:)  
Vendor Services Section  
717-787-2199 or 717-787-4705

### REQUIRED DATA DESCRIPTIONS

- ① Service Code Identification Number: There are currently 39 state service and contractual codes. See description of legend.
- ② Commodity/Supply or Contract Identification No.: When given, number should be referenced when inquiring of contract of Purchase Requisition. If more than one number is given, each number represents an additional contract.
- ③ Contract Information: Additional information for bid preparation may be obtained through the departmental contracting official.
- ④ Department: State Department or Agency initiating request for advertisement.
- ⑤ Location: Area where contract performance will be executed.
- ⑥ Duration: Time estimate for performance and/or execution of contract.
- ⑦ Contact: (For services) State Department or Agency where vendor inquiries are to be made.

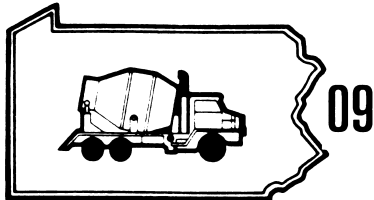
(For commodities) Vendor Services Section (717) 787-2199 or (717) 787-4705

## PA TREASURY BUSINESS OUTLET—PLUG INTO IT!

The Treasury Department's Bureau of Contracts and Public Records can help you do business with state government agencies. Our efforts focus on guiding the business community through the maze of state government offices. The bureau is, by law, the central repository for all state contracts over \$5,000. Services are free except for the cost of photocopying contracts (15 cents per page); postage; redaction, and certified copies. The bureau may assess reasonable fees for labor and other expenses necessary to comply with the request. A free brochure explains how to take advantage of available services.

Contact: **Bureau of Contracts and Public Records**  
 Pennsylvania State Treasury  
 Room 201 Finance Building  
 Harrisburg, PA 17120  
 717-787-4586  
 1-800-252-4700  
 BizOutlet@patreasury.org

BARBARA HAFER,  
*State Treasurer*



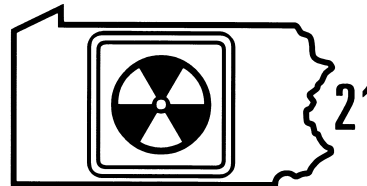
### Construction & Construction Maintenance

**KUCC-0055** Kutztown University is seeking qualified contractors for the work associated with the Renovations to the Passenger Elevator in the Rickenbach Building, DeFrancesco Building and Rohrbach Library at Kutztown University. The project shall consist of the modernization of the existing passenger elevator by overhauling and/or replacement of components to meet current code standards. The electrical work is to include the relocation and addition of electrical components in the elevator machine room and hoistway. Bid packages are available for a non refundable fee of \$75.00 from: Betty Patterson, RPA Associates Inc., 3 Park Plaza, Wyomissing, PA., 19610-2912, Phone: (610) 374-6144. Bid packages are available December 13, 2004 through Pre-Bid. A pre-bid meeting has been scheduled for December 21, 2004, at 1:30 P.M. in Room OM-26, Old Main Building. Bids are to be received no later than 3:00 P.M. on January 13, 2005 in Room 229, Office of Planning and Construction. Bids will be opened on January 13, 2005 at 3:00 PM in the conference room of the Office of Planning and Construction. Nondiscrimination and Equal Opportunity are the policies of the Commonwealth and the State System of Higher Education.

**Department:** State System of Higher Education  
**Location:** Kutztown University, Kutztown, PA 19530  
**Duration:** Construction may begin on May 9, 2005 with completion of work to be on or before August 5, 2005  
**Contact:** Barbara Barish, (610) 683-4602

**CN00012132** This contract will provide manpower, equipment and all general material for the emergency repair of approximately 5,000 linear feet of strong and/or weak post guiderail (and other guiderail components as needed) at accident damage sites located on Interstate 80, within Clearfield County. The contractor shall be responsible for the removal and disposal of damaged guiderail and installation of new guiderail at accident sites within 5 working days after notification by department personnel on an as needed basis. All requests for bid packages must be requested by fax (814) 768-0735 or telephone (814) 765-0403. Attention: Debbie Swank, Purchasing Agent. All bidders must be prequalified to bid on this contract. PA Prevailing Wage does apply.

**Department:** Transportation  
**Location:** Interstate 80, District 2-2, Clearfield County  
**Duration:** One year contract with an option of Two (1-Year) Renewals.  
**Contact:** Debbie Swank, (814) 765-0403



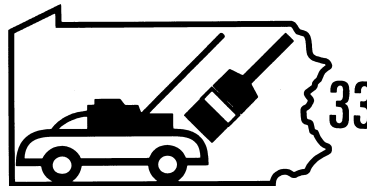
### Hazardous Material Services

**RFP BOI-2004** DEP is seeking Requests for Proposal for assistance in conducting investigations into allegations of environmental wrongdoing by providing necessary equipment and personnel skilled in operating the equipment to safely and efficiently conduct these site searches. Proposals due 12/23/04 at 4:00 p.m. A preproposal conference will be held on Wednesday, December 1, 2004 at 9:00 a.m. in the Susquehanna Conference Room on the first floor of the DEP Southcentral Regional Office Building, located at 909 Elmerton Avenue, Harrisburg, PA. Since facilities are limited, it is requested you limit your representation to two.

**Department:** Environmental Protection  
**Location:** Throughout the Commonwealth  
**Duration:** 5 years  
**Contact:** Michael Zentichko, (717) 787-0453

**020S03 Rebid** Material analysis, waste determination, removal, transport, treatment, and disposal of hazardous/residual waste. To request bid package e-mail to jamielestate.pa.us or fax to 814-765-0424 to attention of Janis Miele your company name, address, contact person, phone, and e-mail address.

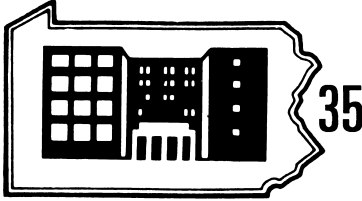
**Department:** Transportation  
**Location:** Cameron, Centre, Clearfield, Clinton, Elk, Juniata, McKean, Mifflin, and Potter Counties  
**Duration:** One-year with four separate optional one-year renewals  
**Contact:** Janis Miele, (814) 765-0404



### Property Maintenance

**RFP #2004-09** The Pennsylvania State System of Higher Education, Office of the Chancellor is soliciting proposals for general painting services on an as needed basis at the Dixon University Center located at 2986 North Second Street, Harrisburg, Pennsylvania. For a copy of RFP #2004-09, please contact the issuing office at lvenneri@passhe.edu or go to: <http://www.passhe.edu/content/?/office/finance/procurement/opportunities/2004-09>. Proposals are due at the issuing office on or before January 12, 2005 by 2:00 p.m.

**Department:** State System of Higher Education  
**Location:** Harrisburg PA  
**Duration:** March 1, 2005 - June 30, 2009.  
**Contact:** Linda Venneri, (717) 720-4135



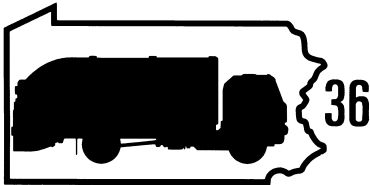
### Real Estate Services

**93782** Lease Office Space to the Commonwealth of PA. Proposals are invited to provide the Department of Public Welfare with 17,366 useable square feet of office space within the following boundaries: North: Interstate Route 80; South: Business Route 209; East: Bridge Street; West: Tanite Road, Stroudsburg, Monroe County, Pennsylvania. Downtown locations will be considered. For more information on "SFP #93782" which is due on January 31, 2005 visit [www.dgs.state.pa.us](http://www.dgs.state.pa.us) and click on "Real Estate" to download an SFP package or call (717) 787-0952.

**Department:** Public Welfare  
**Location:** 505 North Office Building, Harrisburg, PA 17125  
**Contact:** Cynthia T. Lentz, (717) 787-0952

**93783** State-Owned Real Estate for Sale - Latrobe Army. The Department of General Services will accept bids for the purchase of 0.32-acres of property and one building located at the northwest intersection of Ridge Avenue and Spring Street, City of Latrobe, Westmoreland County. Bids are due on December 29, 2004. Interested parties wishing to receive a copy of solicitation #93783 should view the Department of General Services' website at [www.dgs.state.pa.us](http://www.dgs.state.pa.us) and click on "Real Estate," or contact 717-783-0228.

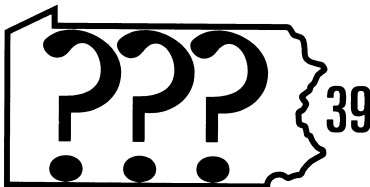
**Department:** General Services  
**Location:** 500 North Office Building, Harrisburg, PA 17125  
**Contact:** Stephen J. Squibb, (717) 783-0228



### Sanitation

**cn00012194** Refuse and trash removal services for 8 locations in Berks County. 2 different size dumpsters 6 and 8 cubic yards.

**Department:** Transportation  
**Location:** 8 Stockpiles in Berks County  
**Duration:** 3 year contract with two 1 year renewals  
**Contact:** Richard Heffner, (610) 929-0766



### Miscellaneous

**CN00012241** The Pennsylvania Commission on Crime and Delinquency (PCCD) is soliciting bids for a Contractor to coordinate with the Bureau of Training Services for the training of Pennsylvania Constables. In brief, this work includes: Review and develop a training curriculum; Research, develop and implement new technologies in training programs; Monitor and evaluate performance; Develop and write policies and procedures. Qualifications mandatory to be considered will be included in bid package. The following are not eligible to submit a bid: current contractors or subcontractors to the PCCD's Constables' Education and Training Program or their employees and/or instructors; and current Constables or Deputy Constables.

**Department:** Commission on Crime and Delinquency  
**Location:** Primary office location is at PCCD in Harrisburg; however, travel throughout the state is required.  
**Duration:** This is a two year contract with a 2 year renewal option.  
**Contact:** John Pfau, (717) 705-3693, ext. 3083

**RFA#2005-ACS-01** PENNSERVE: The Governor's Office of Citizen Service announces the availability of grant funding for operation of AMERICORPS National Service Programs by community-based and faith-based not-for profit organizations, government agencies, and educational institutions. The grants support the administration of volunteer service programs that meet locally-identified needs in the areas of education, public safety, homeland security, the environment and other human services. The Federal program requires a cash and/or in-kind match from successful applicants. Application instructions and guidelines are available on the PENNSERVE website, [www.pennserve.state.pa.us](http://www.pennserve.state.pa.us), or by calling 717-787-1971. All applications are due to PENNSERVE by 4:00 P.M., EST on Wednesday, January 12, 2005.

**Department:** Labor and Industry  
**Location:** 1306 Labor and Industry Building, 7th and Forster Streets, Harrisburg, PA 17120  
**Duration:** One year upon Award  
**Contact:** La-Verna Fountain, (717) 787-1971

**2004-2** In response to Senate Resolution 331, the Legislative Budget and Finance Committee is seeking a contractor to perform a study of the administrative operations and expenditures of the Pittsburgh School District in light of the increased spending levels despite the declining enrollment. The study is to include a performance study of the district's administrative operations and an analysis detailing past and current use of funds, past and current bond obligations, and past and current programs and program requirements of the district. Contractor is expected to participate in public hearings regarding the final report. In compiling this report, it is expected that the contractor will have access to all financial data relating to the past and current administration and operation of the district as well as access to all department heads and their employees. It is further expected that all employees that are requested by the contracted firm to meet with them will be permitted to do so in private with no interference from any supervisor or other employee of the district.

**Department:** Legislative Budget and Finance Committee  
**Location:** 400 Finance Building, P.O. Box 8737, Harrisburg, PA 17105-8737  
**Duration:** The final written report must be completed by June 10, 2005.  
**Contact:** Philip Durgin, Executive Director, (717) 783-1600

[Pa.B. Doc. No. 04-2276. Filed for public inspection December 17, 2004, 9:00 a.m.]

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## DESCRIPTION OF LEGEND

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| <p><b>1</b> Advertising, Public Relations, Promotional Materials</p> <p><b>2</b> Agricultural Services, Livestock, Equipment, Supplies &amp; Repairs: Farming Equipment Rental &amp; Repair, Crop Harvesting &amp; Dusting, Animal Feed, etc.</p> <p><b>3</b> Auctioneer Services</p> <p><b>4</b> Audio/Video, Telecommunications Services, Equipment Rental &amp; Repair</p> <p><b>5</b> Barber/Cosmetology Services &amp; Equipment</p> <p><b>6</b> Cartography Services</p> <p><b>7</b> Child Care</p> <p><b>8</b> Computer Related Services &amp; Equipment Repair: Equipment Rental/Lease, Programming, Data Entry, Payroll Services, Consulting</p> <p><b>9</b> Construction &amp; Construction Maintenance: Buildings, Highways, Roads, Asphalt Paving, Bridges, Culverts, Welding, Resurfacing, etc.</p> <p><b>10</b> Court Reporting &amp; Stenography Services</p> <p><b>11</b> Demolition—Structural Only</p> <p><b>12</b> Drafting &amp; Design Services</p> <p><b>13</b> Elevator Maintenance</p> <p><b>14</b> Engineering Services &amp; Consultation: Geologic, Civil, Mechanical, Electrical, Solar &amp; Surveying</p> <p><b>15</b> Environmental Maintenance Services: Well Drilling, Mine Reclamation, Core &amp; Exploratory Drilling, Stream Rehabilitation Projects and Installation Services</p> <p><b>16</b> Extermination Services</p> <p><b>17</b> Financial &amp; Insurance Consulting &amp; Services</p> <p><b>18</b> Firefighting Services</p> <p><b>19</b> Food</p> <p><b>20</b> Fuel Related Services, Equipment &amp; Maintenance to Include Weighing Station Equipment, Underground &amp; Above Storage Tanks</p> <p><b>21</b> Hazardous Material Services: Abatement, Disposal, Removal, Transportation &amp; Consultation</p> | <p><b>22</b> Heating, Ventilation, Air Conditioning, Electrical, Plumbing, Refrigeration Services, Equipment Rental &amp; Repair</p> <p><b>23</b> Janitorial Services &amp; Supply Rental: Interior</p> <p><b>24</b> Laboratory Services, Maintenance &amp; Consulting</p> <p><b>25</b> Laundry/Dry Cleaning &amp; Linen/Uniform Rental</p> <p><b>26</b> Legal Services &amp; Consultation</p> <p><b>27</b> Lodging/Meeting Facilities</p> <p><b>28</b> Mailing Services</p> <p><b>29</b> Medical Services, Equipment Rental and Repairs &amp; Consultation</p> <p><b>30</b> Moving Services</p> <p><b>31</b> Personnel, Temporary</p> <p><b>32</b> Photography Services (includes aerial)</p> <p><b>33</b> Property Maintenance &amp; Renovation—Interior &amp; Exterior: Painting, Restoration, Carpentry Services, Snow Removal, General Landscaping (Mowing, Tree Pruning &amp; Planting, etc.)</p> <p><b>34</b> Railroad/Airline Related Services, Equipment &amp; Repair</p> <p><b>35</b> Real Estate Services—Appraisals &amp; Rentals</p> <p><b>36</b> Sanitation—Non-Hazardous Removal, Disposal &amp; Transportation (Includes Chemical Toilets)</p> <p><b>37</b> Security Services &amp; Equipment—Armed Guards, Investigative Services &amp; Security Systems</p> <p><b>38</b> Vehicle, Heavy Equipment &amp; Powered Machinery Services, Maintenance, Rental, Repair &amp; Renovation (Includes ADA Improvements)</p> <p><b>39</b> Miscellaneous: This category is intended for listing all bids, announcements not applicable to the above categories</p> |
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DONALD T. CUNNINGHAM, Jr.  
*Secretary*