

# 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.

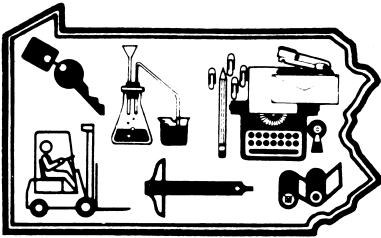
⑦ Contact: (For services) State Department or Agency where vendor inquiries are to be made.  
 (For commodities) Vendor Services Section (717) 787-2199 or (717) 787-4705

## 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 the cost of photocopying contracts or dubbing a computer diskette with a list of current contracts on the database. 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*



### Commodities

**JWSpagnoletti** 3/4", #9 - 5' x 1', Sheet Expanded Metal for A, B & D Attic Floor Coverings.

**Department:** Corrections  
**Location:** State Correctional Institution at Huntingdon, 1100 Pike Street, Huntingdon, PA 16654-1112, ATTN: Phyllis Norris  
**Duration:** 03/03/2004—06/30/2004.  
**Contact:** Phyllis Norris, (814) 643-2400, X303

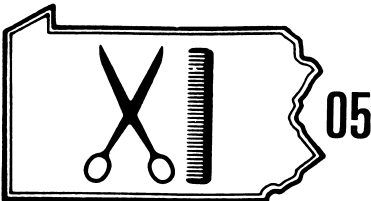
**KURFP-0066** Microcomputer Purchase. Kutztown University is seeking a firm able to furnish approximately 1,500—2,000 high quality microcomputers running the Microsoft Windows operating system, monitors and related support services. The computers must be from a leading personal computer manufacturer and backed by a nationally recognized service and support organization. Interested firms should request a Request for Proposal package(s) by number and submit that request in writing to: Barbara Reitz, Director of Purchasing, Kutztown University, Kutztown, PA 19530, ph: 610/683-4132, fax: 610/683-4674, e-mail: reitz@kutztown.edu. RFP packages will be available from February 16, 2004 through February 27, 2004. There will not be a pre-proposal meeting. Questions requiring clarification prior to proposal submission are due on/before 12:00 noon on March 1, 2004. Proposal submissions are due no later than 2 p.m. on March 15, 2004. Late submissions will not be accepted.

**Department:** State System of Higher Education  
**Location:** Kutztown University, Kutztown, PA 19530  
**Contact:** Barbara Reitz, (610) 683-4132

**HUN-FREEZER** Vendor to supply all materials for a freezer, size: 60' x 20' x 8' at the State Correctional Institution at Huntingdon. A mandatory site visit will be required by potential bidders. All labor to assemble the unit will be provided by Agency personnel.

**Department:** Corrections  
**Location:** State Correctional Institution at Huntingdon, 1100 Pike St., Huntingdon, PA 16654  
**Duration:** 3-1-04 to 8-30-04  
**Contact:** Robert Jessell, Pur. Agt., (814) 643-2400 x 304

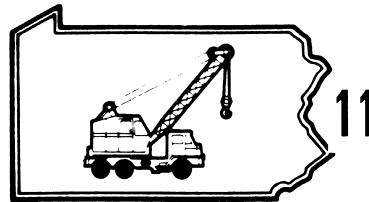
## SERVICES



### Barber Services

**CN00007133** Contractor shall provide haircutting services at the Loysville Youth Development Center and the Loysville Secure Treatment Unit.

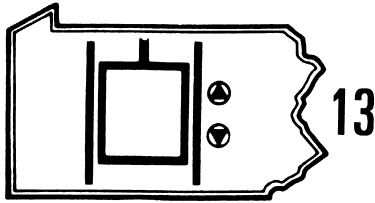
**Department:** Public Welfare  
**Location:** Loysville Youth Development Center, R. D. 2, Box 365B, Loysville, PA 17047  
**Duration:** 7/1/04—6/30/05  
**Contact:** Dee Kuhn, Purchasing Agent, (717) 789-5509



### Demolition—Structural Only

**032223** Demolition and removal of a large commercial building located in Troy Borough, Bradford County.

**Department:** Transportation  
**Location:** 101 Canton St, Troy, PA 16947  
**Duration:** Thirty (30) days  
**Contact:** Joel K. Hart, (570) 368-4237



### Elevator Maintenance

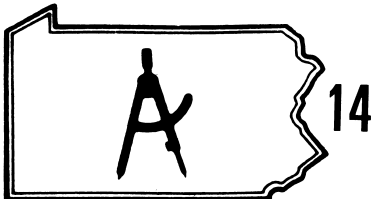
**HUN-ELEVATOR** Service and maintenance for the elevators located within the State Correctional Institution at Huntingdon.

**Department:** Corrections

**Location:** State Correctional Institution at Huntingdon, 1100 Pike St., Huntingdon, PA 66634

**Duration:** 7/01/04 to 6/30/07

**Contact:** Robert Jessell, Pur. Agt., (814) 643-2400 x 304



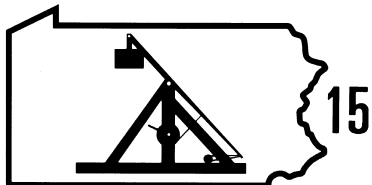
### Engineering Services

**PennDOT-ECMS** The Pennsylvania Department of Transportation has established a website advertising for the retention of engineering firms. You can view these business opportunities by going to the Department of Transportation's Engineering and Construction Management System at [www.dot2.state.pa.us](http://www.dot2.state.pa.us).

**Department:** Transportation

**Location:** Various

**Contact:** [www.dot2.state.pa.us](http://www.dot2.state.pa.us)



### Environmental Maintenance Service

**OSM 26(0151)102.1** Dunbar Township Mine Fire Control Project, Stormwater Management. The principal items of work and approximate quantities include a stormwater detention pond, 140 cubic yards of ditch excavation, 670 square yards of high velocity erosion control mulch blanket, 600 linear feet of PA DOT type 1 right-of-way fence, and 3 acres of seeding. This project issues on February 20, 2004, and bids will be opened on March 16, 2004 at 2 p.m. Payment in the amount of \$10.00 must be received before bid documents will be sent. Federal funds are available for this project from the \$24.7 million 2002 Pennsylvania AML grant.

**Department:** Environmental Protection

**Location:** Dunbar Township, Fayette County, PA

**Duration:** 150 calendar days after the official starting date.

**Contact:** Construction Contracts Section, (717) 783-7994



### Financial and Insurance Consulting

**KURFP-0068** Kutztown University is seeking proposals from qualified contractors to provide Perkins loan collection services. Service to include collection activities for delinquent Perkins loans accounts University students. Interested contractors must submit a written request to receive an RFP packet to: Kutztown University, Purchasing Department, Attn: Craig Kleinsmith, P. O. Box 730, Kutztown, PA 19530; Fax: (610) 683-4674; or e-mail to [kleinsmi@kutztown.edu](mailto:kleinsmi@kutztown.edu). RFP packets are available from February 23 to March 22, 2004. Questions prior to proposal submission must be submitted in writing no later than 12 Noon on March 25, 2004. Proposals must be received by 2 p.m. on April 1, 2004. Late submissions will be rejected.

**Department:** State System of Higher Education

**Location:** Kutztown University, Kutztown, PA 19530

**Duration:** 5 Years

**Contact:** Craig Kleinsmith, (610) 683-4774

**KURFP-0067** Kutztown University is seeking proposals from qualified contractor to provide Perkins loan billing and servicing for approximately 9,000 students. Service to include Perkins loan billing, receipt of payments, tracking delinquent accounts, and guidance to University employees. Interested contractors must submit a written request to receive an RFP packet to: Kutztown University, Purchasing Department, Attn: Craig Kleinsmith, P. O. Box 730, Kutztown, PA 19530; Fax (610) 683-4674; or e-mail to [kleinsmi@kutztown.edu](mailto:kleinsmi@kutztown.edu). RFP packets are available from February 23, to March 19, 2004. Questions prior to proposal submissions must be submitted in writing no later than 12 Noon on March 22, 2004. Proposals must be received by 2 p.m. on March 30, 2004. Late submissions will be rejected.

**Department:** State System of Higher Education

**Location:** Kutztown University, Kutztown, PA 19530

**Duration:** 5 Years

**Contact:** Craig Kleinsmith, (610) 683-4774



### Firefighting Services

**CN00007223** Contractor shall provide fire extinguisher service, hydrostatic pressure tests and ansul kitchen hood inspections, and annual preventative maintenance checks to conform with state and local fire codes on fire extinguishers. If you have any questions concerning these services, contact Philip Keller, Institutional Safety Manager at 412/761-1955, ext. 384.

**Department:** Corrections

**Location:** State Correctional Institution at Fayette, 50 Overlook Drive, LaBelle, PA 15450-1050

**Duration:** July 01, 2004 to June 30, 2007 (Three Year Contract)

**Contact:** Nancy Keller, Purchasing Agent, (412) 761-1955, EXT 378

**SP40777001** Fire Extinguisher Service. To request a Bid Package, fax your company name, address, telephone and fax numbers, Federal ID Number and PA State vendor number to 570-587-7108. Bid packages cannot be faxed.

**Department:** Public Welfare

**Location:** Clarks Summit State Hospital, 1451 Hillside Drive, Clarks Summit, PA 18411

**Duration:** July 1, 2004—June 30, 2007

**Contact:** Stanley Rygelski, PA, (570) 587-7291



### Janitorial Services

**420095** Cleaning of building which consists of 5 floors. Pick-up trash, mop, dust, strip and wax floors and other cleaning duties. In summer, grass cutting and in the winter, snow removal.

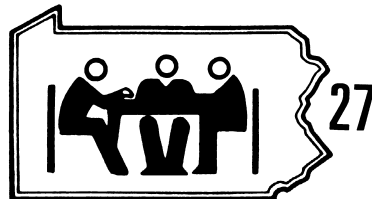
**Department:** Transportation  
**Location:** Bureau of Construction and Materials; 1118 State St., Harrisburg, PA 17120  
**Duration:** 04/01/04 through 03/31/05 with renewal clause for four 1-year renewals  
**Contact:** Cookie McWithey, (717) 783-5988



### Laboratory Services

**41141-010** Contractor shall provide dental laboratory services for the inmate population at the State Correctional Institution in Cambridge Springs, PA.

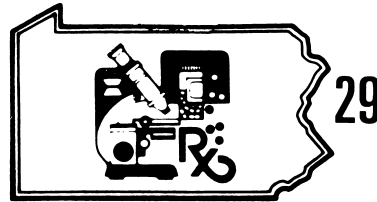
**Department:** Corrections  
**Location:** SCI Cambridge Springs, 451 Fullerton Avenue, Cambridge Springs, PA 16403  
**Duration:** 07/01/04 to 06/30/07  
**Contact:** Darla S. Spaid, (814) 398-5400



### Lodging/Meeting Facilities

**SU-03-12** Shippensburg University is seeking vendors interested in submitting bids for lodging, meeting space and food service for guests and candidates. Facility must be within one mile radius of the University so that guests may walk to the University. Facility must have a restaurant on premises for convenience of guests. Interested vendors must submit a request for bid in writing to Atten: Karen Smith at State System of Higher Education, Shippensburg University, 1871 Old Main Drive, Shippensburg, PA 17257; by FAX at (717) 477-1386 or email at kmsmit@wharf.ship.edu by March 18, 2004. Bids will be due by March 31, 2004 at 4 p.m. and opened on April 1, 2004 at 2 p.m. All responsible bidders are invited to participate, including MBE/WBE firms.

**Department:** State System of Higher Education  
**Location:** Shippensburg University, 1871 Old Main Drive, Shippensburg, PA 17257  
**Contact:** Karen Smith, (717) 477-1386



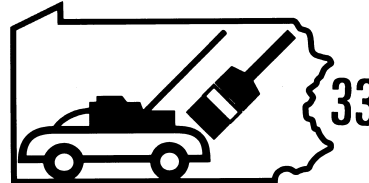
### Medical Services

**CN00007132** Contractor shall provide dental services at the North Central Secure Treatment Unit.

**Department:** Public Welfare  
**Location:** North Central Secure Treatment Unit, 210 Clinic Road, Danville, PA 17821  
**Duration:** 7/1/04—6/30/05  
**Contact:** Dee Kuhn, Purchasing Agent, (717) 789-5509

**CN00007139** Contractor shall provide dental services at the North Central Secure Treatment Unit.

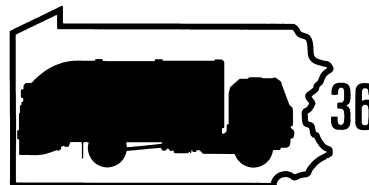
**Department:** Public Welfare  
**Location:** North Central Secure Treatment Unit, 210 Clinic Road, Danville, PA 17821  
**Duration:** 7/1/04—6/30/05  
**Contact:** Dee Kuhn, Purchasing Agent, (717) 789-5509



### Property Maintenance

**103031** Qualified Bidders needed for the complete maintenance of a PENNDOT Truck Weigh Station located off the eastbound lane of I-80 between number 54 and number 60 interchanges in Beaver Township, Clarion County. To request a bid package, please send Company Name, Company Address, Name of Contact Person, Phone Number, Fax Number and e-mail address to the attention of Bob Selker by email to RSelker@state.pa.us or by fax to 814-226-6962.

**Department:** Transportation  
**Location:** Beaver Township, Clarion County  
**Duration:** 1 year with three options to renew for 1-year periods by mutual consent of both parties.  
**Contact:** Bob Selker, (814) 226-8200



### Sanitation

**SO-293** The State Correctional Institution at Somerset will be soliciting bids for garbage removal. The contract will be for a three year period beginning 7/1/04 through 6/30/07. Interested vendors must be registered with Imagine PA and should contact the institution directly for a bid package. Bidding vendors must be located in a proximity that will allow for multiple weekly pick-ups and must use one of the landfills designated by Somerset County.

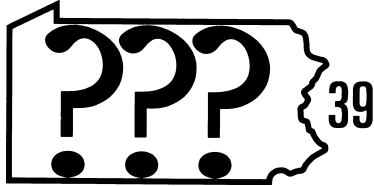
**Department:** Corrections  
**Location:** State Correctional Institution at Somerset, 1590 Walters Mill Road, Somerset, PA 15510-0001  
**Duration:** 7/1/04 through 6/30/07  
**Contact:** Theresa Solarczyk, Purchasing Agent II, (814) 443-8100

**CN00007135** Contractor shall remove garbage and trash from grounds of the Youth Forestry Camp #3, James Creek, PA.

**Department:** Public Welfare  
**Location:** Youth Forestry Camp #3, R. D. 1, Box 175, James Creek, PA 16657  
**Duration:** 7/1/04—6/30/05  
**Contact:** Dee Kuhn, Purchasing Agent, (717) 789-5509

**CN00007134** Contractor shall remove garbage and trash from grounds of the Loysville Youth Development Center and the Loysville Secure Treatment Unit.

**Department:** Public Welfare  
**Location:** Loysville Youth Development Center, R. D. 2, Box 365B, Loysville, PA 17047  
**Duration:** 7/1/04—6/30/05  
**Contact:** Dee Kuhn, Purchasing Agent, (717) 789-5509



### Miscellaneous

**REL 04-01** Contractor shall provide Protestant chaplaincy services for inmates at the State Correctional Institution, Cambridge Springs, PA.

**Department:** Corrections  
**Location:** SCI Cambridge Springs, 451 Fullerton Avenue, Cambridge Springs, PA 16403  
**Duration:** 7/01/2004 to 6/30/2007  
**Contact:** Darla S. Spaid, (814) 398-5400

**RFA 2004-ACS-1** 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 Monday, March 8, 2004.

**Department:** Labor and Industry  
**Location:** 1306 Labor and Industry Bldg., 7th and Forster Streets, Harrisburg, PA 17120  
**Duration:** One year upon award  
**Contact:** Renee Johnson, (717) 787-1971

**RFP #2004-01** The Pennsylvania State System of Higher Education, Office of the Chancellor, is soliciting proposals for Consulting and Professional Services (Program Planning, Evaluation, and/or Coordination Services including Information Technology Services). For a copy of RFP #2004-01, please contact the issuing office at [lvenneri@ergpa.org](mailto:lvenneri@ergpa.org) or go to: <http://www.keystoneu.net/departments/Finance/Procurement/bidsopen1.html>. Proposals are due at the issuing office by March 18, 2004, 2 p.m.

**Department:** State System of Higher Education  
**Location:** Harrisburg, PA  
**Contact:** Linda Venneri, (717) 720-4135

[Pa.B. Doc. No. 04-320. Filed for public inspection February 20, 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*











