

# 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.

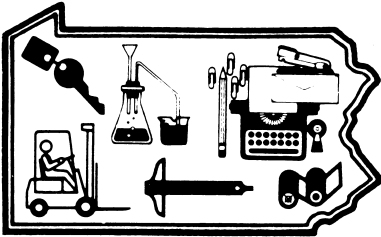
(For commodities) Vendor Services Section (717) 787-2199 or (717) 787-4705

## 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*

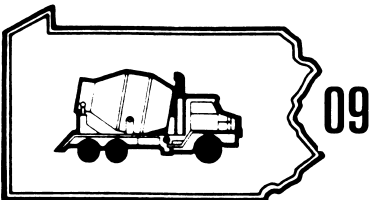


### Commodities

**ADV-229** Indiana University of Pennsylvania (IUP) is seeking bids for Tribaloy Intake and Exhaust Valves for Cooper-Bessemer Engines Model LSVB-20-GDT at S. W. Jack Cogeneration Plant. Requests for copies of bid package should be made in writing referencing Advertisement #ADV-229 and directed to Mrs. Roxie M. Johnson, Purchasing Agent, IUP, Purchasing Services, Robertshaw Building, 650 S. 13th Street, Indiana, PA 15705; Fax: 724.357.2670; or Email: rmjohnsn@iup.edu. Requests for bid package will be accepted until November 3, 2004. The University encourages responses from small and disadvantaged, minority and woman-owned firms.

**Department:** State System of Higher Education  
**Location:** Indiana University of Pennsylvania, Indiana, PA 15705  
**Contact:** Mrs. Roxie M. Johnson, (724) 357-3077

## SERVICES



### Construction & Construction Maintenance

**MI-893** Millersville University of Pennsylvania of the State System of Higher Education is issuing a Request for Bid for Project MI-893 Renovations to the Gordinier Dining and Kitchen. The project consists of the renovations of the dining area, kitchen, offices, and other minor renovations. All General, HVAC, Plumbing, and Electrical work as required. Food Service equipment will be purchased independently by the University and the General Contractor. Food service equipment hook-ups will be by Prime Contractors as indicated. A prebid conference will be held, 10/27/04 at 10 AM, in Gordinier Dining Hall. While not mandatory for bidding purposes, attendance at the pre-bid conference and the accompanying job site visit is highly encouraged. Bidding Documents are available from STV Architects for a cost of \$145.00 non-refundable deposit, payable to STV Architects. To procure a complete set of bidding documents contact: STV Architects, 205 West Welsh Drive, Douglassville, PA 19518, ATTN: Karen Mauger (610-385-8481). A bid bond, certified check or cashier's check drawn to the order of the System University indemnifying the University in an amount not less than 5 percent is required. Sealed proposals will be officially accepted until 2:00 p.m., 11/16/04 in the Construction Contracting Office, Room 202B Dilworth Hall. A public bid opening will be held in Room 203 Dilworth Hall. Contracts are awarded to the lowest responsive bidder. Nondiscrimination and Equal Employment Opportunity are the policies of the Commonwealth and the State System of Higher Education.

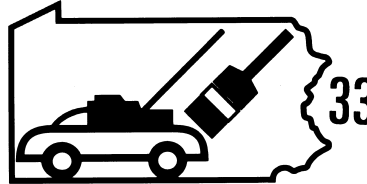
**Department:** State System of Higher Education  
**Location:** Millersville University, Millersville Borough  
**Duration:** Anticipated start date is around 05/09/05 with a completion date of 08/05/05.  
**Contact:** Karen Mauger, (610) 385-8481



### Financial and Insurance Consulting

**KURFP-0079** Kutztown University is seeking proposals from qualified contractors to provide student payment plan and other services. 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. RFP packets are available from October 25, 2004 to November 12, 2004. Questions prior to proposal submission must be submitted in writing no later than 12 Noon on November 15, 2004. Proposals must be received by 2 PM on November 30, 2004. Late submissions will be rejected.

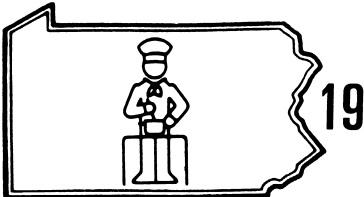
**Department:** State System of Higher Education  
**Location:** Kutztown University, Kutztown, PA 19530  
**Duration:** 5 Years  
**Contact:** Craig Kleinsmith, (610) 683-4774



### Property Maintenance

**FM 8861** Furnish all labor, materials and equipment for snow removal services from sidewalks, driveways and parking areas as required at the PA State Police, Franklin Aviation Patrol Unit. Totals are based on estimated snow removal and granular urea in hours/tons. Detailed Work Schedule and Request for Quote must be obtained from Facility Management Division, 717-705-5951.

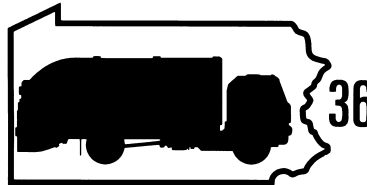
**Department:** State Police  
**Location:** Franklin Aviation Patrol Unit, 1526 Airport Road, Franklin, PA 16323, Phone # 814-437-3424  
**Duration:** 11/01/04 to 06/30/07  
**Contact:** Sandy Wolfe, (717) 705-5951



### Food

**CN00011282** Milk and Cream Products: Fax to 814-255-8370 or e-mail to kzakraysek@state.pa.us, the company name, address, telephone number, and PA State Vendor Number to receive Request for Quote package.

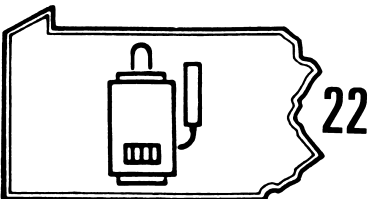
**Department:** Labor and Industry  
**Location:** OVR - Hiram G. Andrews Center, 727 Goucher Street Johnstown, PA 15905  
**Duration:** 01-01-05 through 12-31-05  
**Contact:** Ken Zakraysek, Purchasing Agent, (814) 255-8210



### Sanitation

**00011273** One (1) cubic yard trash container for Philadelphia PennDOT, Blaine and Ruffner Street to be emptied once a week.

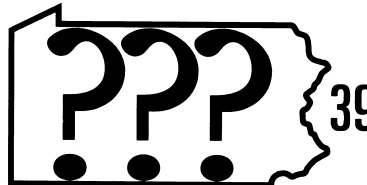
**Department:** Transportation  
**Location:** Blaine and Ruffner Street Philadelphia, PA. One (1) 20 cu. yd. container at maintenance yard.  
**Duration:** One year contract  
**Contact:** Suleica Vazquez, (215) 225-1415



### HVAC Services

**CN00011258** Automatic Temperature Control Services (Heating). To request a bid package, please fax your request to 570-587-7108 and include your name, address, telephone and fax numbers, Federal ID number and PA State Vendor number.

**Department:** Public Welfare  
**Location:** Clarks Summit State Hospital, 1451 Hillside Drive, Clarks Summit, PA 18411-9505  
**Duration:** Nov. 1, 2004 through June 30, 2009  
**Contact:** Stanley Rygelski, PA, (570) 587-7291



### Miscellaneous

**ADV-230** Indiana University of Pennsylvania (IUP), a member of PA State System of Higher Education, is seeking bids for Water Treatment Chemicals and Services for S. W. Jack Cogeneration Plant and IUP Auxiliary Steam Plant. Requests for copies of bid package should be made in writing referencing Advertisement #ADV-230 and directed to Mrs. Roxie M. Johnson, Purchasing Agent, IUP, Purchasing Services, Robertshaw Building, 650 S. 13th Street, Indiana, PA 15705; Fax: 724.357.2670; or Email: rmjohnsn@iup.edu. Requests for bid package will be accepted until November 5, 2004. The University encourages responses from small and disadvantaged, minority and woman-owned firms.

**Department:** State System of Higher Education  
**Location:** Indiana University of Pennsylvania, Indiana, PA 15705  
**Duration:** Two (2) Year Contract w/option to extend.  
**Contact:** Mrs. Roxie M. Johnson, (724) 357-3077

**RFP 7039204-101** The Pennsylvania Commission on Crime and Delinquency (PCCD) seeks a vendor to conduct a statewide survey of student risk and protective factors in Pennsylvania similar to assessments conducted in 1989, 1991, 1993, 1995, 1997, 2001, and 2003. The 2005 survey will be administered to approximately 60,000 students in grades 6, 8, 10 and 12 during the 2005-06 school year. Participating schools and students must be selected to form a representative statewide sample. The survey must collect information on: students' use of alcohol, tobacco, and other drugs; behaviors and attitudes concerning factors relating to substance use; knowledge about risks of substance use; physical fighting and weapons carrying; the presence of gangs in school; risks associated with vehicles such as driving under the influence; and other information deemed important. Survey must be confidential and anonymous in order to protect the identity of the respondents, and be capable of being completed in one standard classroom period. Contractor will be responsible for: constructing the statewide sample and recruiting schools to participate in the survey; furnishing an adequate supply of surveys and instructions to participating schools and arranging for the return of completed surveys; making an electronic deployment of the survey possible; analyzing the survey results and producing a report of the findings similar in format to the 2003 report; and providing participating schools with a basic report of the survey findings for their students. The PCCD is an equal opportunity employer.

**Department:** Commission on Crime and Delinquency  
**Location:** Center for Research, Evaluation, and Statistical Analysis, Pennsylvania Commission on Crime and Delinquency, 3101 North Front Street, Harrisburg, PA 17108  
**Duration:** Two years; renewable  
**Contact:** Ray Moneta, (717) 787-5152, Ext. 3103

[Pa.B. Doc. No. 04-1946. Filed for public inspection October 22, 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*

