

# 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.

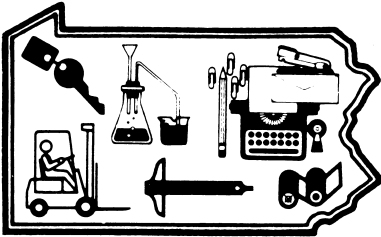
⑦ Contact: (For services) State Department or Agency where vendor inquiries are to be made.  
 (For commodities) Vendor Services Section (717) 787-2199 or (717) 787-4705

## 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

ROBERT P. CASEY, Jr.,  
*State Treasurer*

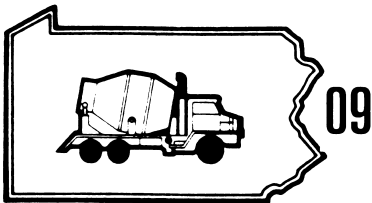


### Commodities

**SU-04-22** Shippensburg University is interested in seeking vendors to provide repairs parts, i.e., grate bar key, grate keys and skid shoes, for the boiler stokers at the university. Bidders interested in receiving bid packets should fax their request to (717) 477-1350 or send an email to kmsmit@wharf.ship.edu.

**Department:** State System of Higher Education  
**Location:** Shippensburg University, 1871 Old Main Drive, Shippensburg, PA 17257  
**Duration:** Delivery required by May 27, 2005  
**Contact:** Karen Smith, (717) 477-1386

## SERVICES



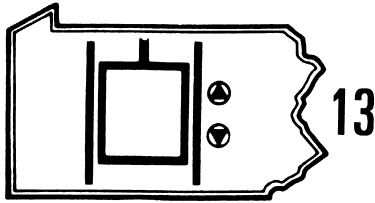
### Construction & Construction Maintenance

**SU-2005/2 INVITATION TO BID—SHIPPENSBURG UNIVERSITY SU-2005/2:** Major Concrete Renovations. Shippensburg University of the State System of Higher Education invites General Contractors to request bid documents for this project. Work includes all work necessary to make major concrete renovations. Contract will be an Open-Ended Contract for a one year period, renewable for four additional one year periods. Individual Work Orders will be issued against the open ended contract. Prospective Bidders may obtain project plans by faxing request to 717-477-4004, Attn: Deborah K. Martin, Shippensburg University, 1871 Old Main Drive, Shippensburg, PA 17257, telephone (717) 477-1121. Pre-Bid Meeting with site visit immediately to follow will be held on, April 6, 2005 at 10:00 AM in Reed Operations Center Conference Room. Bids Due: April 25, 2005 at 4:00 P.M. Old Main Room 300. Public Bid Opening: April 26, 2005 at 2:00 P.M., Old Main Room 203B. The system encourages responses from small firms, minority firms, and firms which may have not previously performed work for the System. Non-Discrimination and Equal Opportunity are the policies of the Commonwealth and of the PA State System of Higher Education.

**Department:** State System of Higher Education  
**Location:** Shippensburg University, Shippensburg, PA 17257  
**Duration:** One year open end with four (4) additional option years  
**Contact:** Deborah K. Martin, (717) 477-1121

**SU-2004/26.1 Invitation To Bid - Shippensburg University SU-2004/26.1:** Replace Cabinetry at Luhrs School, Shippensburg University of the PA State System of Higher Education invites General Contractors to request bid documents for this project. Work includes removal of temporary casework, cabinetry replacement, remove and reinstall slate countertops and rubber base, and patch paint damaged walls due to removal and reinstallation of casework. Prospective Bidders may obtain project plans for a non refundable fee of \$40.00, check made payable to Howard L. Kulp, P.C. by contacting Howard Kulp Architects, P.C., 1501 Lehigh Parkway North, Allentown, PA 18103. Tel: 610-434-6200 or FAX: 610-434-8037. Pre-Bid meeting with site visit immediately to follow will be held on April 7, 2005 at 10:00 AM in the Reed Operations Center Conference Room at Shippensburg University. Bids Due: April 25, 2005 at 4:00 PM, Old Main Room 300. Public Bid Opening: April 26, 2005 at 2:00PM, Old Main Room 203B. Contracts, MBE/WBE apply. Non-Discrimination and Equal Opportunity are the policies of the Commonwealth and of the PA State System of Higher Education.

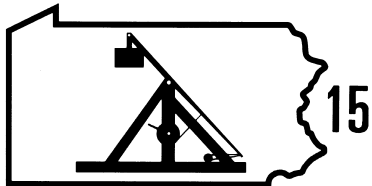
**Department:** State System of Higher Education  
**Location:** Shippensburg University, Shippensburg, PA 17257  
**Duration:** One year open end with four (4) additional option years  
**Contact:** Deborah K. Martin, (717) 477-1121



### Elevator Maintenance

**SPC-05-002** Contractor to supply total maintenance and repair on three (3) Cemco Hydraulic Passenger Elevators located at the Gino J. Merli Veterans Center. For detailed specifications please send fax request to (570) 961-4400 or e-mail request to bpartyka@state.pa.us. Please be sure to include company SAP vendor number. If your company does not have an assigned number please contact vendor services at [www.vendorregistration.state.pa.us](http://www.vendorregistration.state.pa.us) to obtain a number.

**Department:** Military Affairs  
**Location:** Gino J. Merli Veterans Center, 401 Penn Avenue, Scranton, PA 18503-1213  
**Duration:** July 1, 2005 through June 30, 2008 with 1 year renewal option.  
**Contact:** Barbara Partyka, PA-1, (570) 961-4354



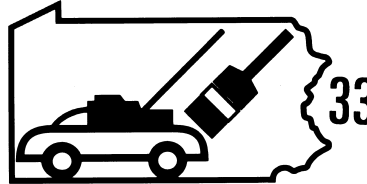
### Environmental Maintenance Service

**BOGM 10-201.1** Cleaning Out and Plugging Twelve (12) Abandoned Oil Wells, (Oil Creek State Park Property). The principal items of work include cleaning out and plugging twelve (12) abandoned oil wells, estimated to be between 800 - 1,000 feet in depth, to Department specifications, preparing and restoring well sites and mobilizing and demobilizing plugging equipment. This project issues on April 1, 2005 and bids will be opened on April 28, 2005 at 2:00 p.m. Bid documents cost \$10.00 per set and will not be mailed until payment has been received. A pre-bid conference is planned for this project but a date has not been set. Please use the contact information contained in this advertisement to find out more about the pre-bid conference.

**Department:** Environmental Protection  
**Location:** Oil Creek Township, Venango County  
**Duration:** 70 calendar days after the official starting date.  
**Contact:** Construction Contracts Section, (717) 787-7820

**BOGM 4-101.1** Cleaning Out and Plugging Eleven (11) Orphan Oil and Gas Wells, (C.H. Snyder Company and Mr. Donald Weiland Properties). The principal items of work include cleaning out and plugging eleven (11) orphan oil and gas wells, estimated to be between 1,800 - 3,215 feet each in depth, to Department specifications, preparing and restoring well sites and mobilizing and demobilizing plugging equipment. This project issues on April 1, 2005 and bids will be opened on April 28, 2005 at 2:00 p.m. Bid documents cost \$10.00 per set and will not be mailed until payment has been received. A pre-bid conference is planned for this project but a date has not been set. Please use the contact information contained in this advertisement to find out more about the pre-bid conference.

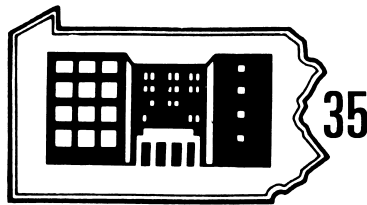
**Department:** Environmental Protection  
**Location:** Washington and Sugar Creek Townships, Armstrong County  
**Duration:** 160 calendar days after the official starting date.  
**Contact:** Construction Contracts Section, (717) 787-7820



### Property Maintenance

**RFP-CLA-PROF-2005-1** Clarion University of Pennsylvania is interested in receiving proposals from qualified professionals to provide design services, on an "as needed basis" for multiple maintenance, repair, renovation and alteration projects, some minor new construction and design review. A detailed scope of work and proposal requirements may be accessed by viewing the Request for Proposal on the university's web site, <http://www.clarion.edu/admin/facilitiesmanagement/planning/rfpopenprof.htm>. All work will be scheduled under the resulting contracts. There are no guarantees intended or implied as to the amount of work to be scheduled under the resulting contracts. It is anticipated that at least five contracts will be awarded as a result of this RFP. To have the complete RFP mailed to your firm, Contact: Judy McAninch, Contract Specialist, 218 Carrier Hall, Clarion University, Clarion, PA 16214 or e-mail [jmcaninch@clarion.edu](mailto:jmcaninch@clarion.edu). Proposals Due: 4:00 P.M., April 15, 2005. The University encourages responses from small firms, minority business enterprises and women's business enterprises capable of performing the work solicited by this RFP to submit Proposals. The University will consider joint ventures which will enable these firms to participate. Non-discrimination and equal opportunity are the policies of the Commonwealth, Clarion University and the State System of Higher Education.

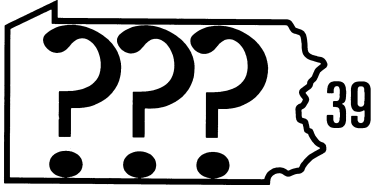
**Department:** State System of Higher Education  
**Location:** Clarion University, Clarion, PA  
**Contact:** Judy McAninch, Contract Specialist, (814) 393-2240



### Real Estate Services

**93821** Lease Office Space to the Commonwealth of PA. Proposals are invited to provide the Department of Labor and Industry with 2,850 useable square feet of Office space in Allegheny County, PA. with a minimum parking for five ADA vehicles, in McKeesport, Allegheny County, PA. Downtown locations will be considered. For more information on SFP #93821 which is due on May 23, 2005, visit [www.dgs.state.pa.us](http://www.dgs.state.pa.us) and click on Real Estate to download an SFP document or call (717) 787-7412.

**Department:** Labor and Industry  
**Location:** 505 North Office Building Harrisburg, PA 17125  
**Contact:** Jennings Ward, (717) 787-7412



## Miscellaneous

**KURFP-0083** Project Management Services, KURFP-0083: Kutztown University is seeking a qualified firm(s) to provide project management services. Kutztown University requires, from time to time, the expertise and services of experienced firms to assist the Facilities Office of Planning and Construction in the oversight, management, administration and quality assurance functions normally associated with the execution of facility related construction and renovations, both capital and non-capital. The purpose of this RFP is to procure project management services, as required, for future projects. Proposals Must Be Received On Or Before May 12, 2005 AT 3:00 P.M. in Old Main, I-Wing, Room 229, Office of Planning and Construction, Kutztown University, Kutztown, PA 19530. No exceptions will be made for proposals received after the time specified. A mandatory pre-proposal meeting has been set for April 26, 2005 at 1:30 PM in the Facilities Plan Room, Maintenance Building. To request an RFP packet, and any communications concerning this RFP, must be submitted in writing to: Craig Kleinsmith, Contract Specialist, Kutztown University, Office of Planning and Construction, P.O. Box 730, 15200 Kutztown Road, Kutztown, PA., 19530 or phone (610) 683-4602, fax (610) 683-1553 or E-mail: kleinsmi@kutztown.edu. RFP packets are available from April 4, 2005 through April 26, 2005. There is a non-refundable fee of \$10.00 to obtain this RFP. Cash and check will be accepted and checks should be made payable to "Kutztown University" and sent to Craig Kleinsmith, Contract Specialist, Facilities Office of Planning and Construction, P.O. Box 730, Kutztown University, Kutztown, PA 19530. No RFP can be issued prior to receipt of the fee. Any questions requiring clarification prior to your proposal submission must be submitted in writing and received not later than 4:00 PM on MAY 2, 2005.

**Department:** State System of Higher Education  
**Location:** Kutztown University, Kutztown, PA Date:  
**Duration:** One (1) year after issuance of a Notice to Proceed  
**Contact:** Craig Kleinsmith, (610) 683-4602

**00013981** Residual waste removal from Penna. Dept. of Trans. maintenance shed, 340 York Avenue, Towanda, PA. 1. Monthly rental for one 30 cubic yard roll off container. 2. Fee charged to empty 30 c.y. roll off container on as needed basis. Department will notify vendor at least 2 days prior to service needed. Department does not guarantee number of pickups for this purchase order period. 3. Fee charged by landfill used by vendor will be reimbursed to vendor the exact amount charged, provided a separate invoice is attached to vendors invoice. This purchase order only applies to residual waste; not steel or scrap tires. STD272(sap) Terms and Conditions; STD203 General Conditions and Instructions; and STD168 MBE/WBE Subcontractor and Supplier Solicitation and Commitment Form are made part of the purchase order.

**Department:** Transportation  
**Location:** Dept. of Trans., 340 York Avenue, Towanda PA 18848  
**Duration:** May 2, 2005 to June 30, 2006 with (4) one year renewals.  
**Contact:** Debbie Hunt, (570) 265-2181

[Pa.B. Doc. No. 05-643. Filed for public inspection April 1, 2005, 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*