

# 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
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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.

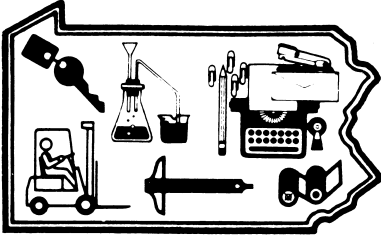
⑦ Contact: (For services) State Department or Agency where vendor inquiries are to be made.  
 (For commodities) Vendor Services Section (717) 787-2199 or (717) 787-4705

## 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

**12936-04** Exterior and Interior Doors for New Construction Project located at SCI-Muncy. All doors must be Security Hollow Metal to meet HHMA specifications #863. Obtain copy of Invitation to Bid before going to site visit. A site visit is required for bidding. Site Visit is scheduled for January 27th, 2005, at 9:00 A.M. Vendor must call Institution two days prior before site visit so proper clearances can be done. Please call: Rob Harding, 570-546-3171, ext: 350 for scheduling.

**Department:** Corrections  
**Location:** State Correctional Institution at Muncy, Route 405, P. O. Box 180, Muncy, PA 17756  
**Duration:** 4-6 months  
**Contact:** Cindy Lyons, (570) 546-3171, ext. 373

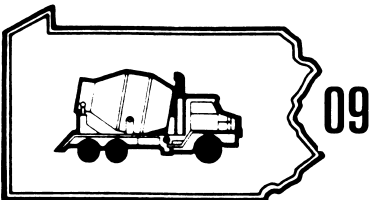
**ADV-233** Indiana University of Pennsylvania (IUP), a member of PA State System of Higher Education, will be seeking bids for an Altec Model AT37G Bucket Truck, or Approved Equal, for our Grounds Dept. Requests for copies of bid packages should be made in writing referencing Advertisement #ADV-233 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, Email: rmjohnsn@iup.edu. Requests for bid packages will be accepted until January 31, 2005. The University encourages responses from small and disadvantaged, minority, and women-owned firms.

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

**1605** Scotchman Hydraulic Ironworker #6509-24M, 208 volt, 3 phase, with work light (no substitutes) 026274-Rod shear (up to 1" square or 1 1/4") (no substitutes). Economy fabricated package, 24" press brake, 48" material back gauge, oversized miter table for shear station, tool table extension with punch and die storage rack and 14 sets of #40 and #82 round punches and dies: 11/32; 13/32; 15/32; 17/32; 19/32; 11/16; 3/4; 13/16; 7/8; 15/16; 1; 1 1/16; 1 1/8; and 1 1/4. Installation of machine and training of employees, minimum of 4 hours.

**Department:** Transportation  
**Location:** 1712 Lehigh Street, Allentown, PA 18103  
**Contact:** Nancy Zauck, (610) 798-4280, ext. 112

## SERVICES



### Construction & Construction Maintenance

**SU-2004/5** Invitation To Bid - Shippensburg University SU-2004/5: Lackhove & Kieffer Bathroom Renovations. Shippensburg University of the PA State System of Higher Education invites General, HVAC, Plumbing and Electrical Contractors to request bid documents for this project. Work includes all work necessary to renovate bathrooms to include shower upgrades, ceiling replacement, door replacement, painting, room renovations, kitchenette replacement, unit ventilator and rooftop exhaust fan, plumbing upgrades, VCT replacement, electrical upgrades and light fixtures replacement. Prospective Bidders may obtain project plans for a non refundable fee of \$75.00, check made payable to Borton-Lawson Architecture, 613 Baltimore Drive, Suite 300, Wilkes-Barre, PA 18702-7903, ATTN: Jane Thomas at Tel: 570-821-1999. Pre-Bid meeting with site visit immediately to follow will be held on February 1, 2005 at 10:00 a.m. in the Reed Operations Center Conference Room at Shippensburg University. Bids Due: February 16, 2005 at 4:00 p.m., Old Main Room 300. Public Bid Opening: February 17, 2005 at 2:00 p.m., Old Main Room 203A. 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:** Work shall be completed by August 5, 2005  
**Contact:** Deborah K. Martin, (717) 477-1121

**MI-947 Palmer/Bishop Parking Lot** PROJECT TITLE: MI-947 Palmer / Bishop Parking Lot. BRIEF Remove existing asphalt, stone base, sod, topsoil, concrete curb, etc. Provide new asphalt paving, concrete pad, walks, curbs, steps, and ramp; below grade storm sewer and below grade sanitary sewer connection to existing manhole. ESTIMATED RANGE: \$100,000 TO \$500,000. Paving Construction. PRE-BID/SITE VISIT: 1/26/05, 10:00 a.m. Palmer Building, Conference Room. OPENING: 2/15/05, 11:00 a.m. Room 203 Dilworth. BIDDING DOCUMENTS: Request bid packets on-line at: [http://muweb.millersville.edu/~purchase/current\\_bid\\_opportunities.html](http://muweb.millersville.edu/~purchase/current_bid_opportunities.html).

**Department:** State System of Higher Education  
**Location:** <http://muweb.millersville.edu/muonline/direction.html>  
**Duration:** 90 Calendar days from the date of the Notice to Proceed  
**Contact:** Jill M. Coleman, (717) 872-3730

**SU-2004/10** Invitation To Bid - Shippensburg University SU-2004/10: Harley/Kieffer Quad Walkway Lighting. Shippensburg University of the PA State System of Higher Education invites Electrical Contractors to request bid documents for this project. Work includes all work necessary to provide walkway lighting luminaries and incidental related construction. Prospective Bidders may obtain project plans for a non refundable fee of \$50.00, check made payable to Entech Engineering, 4 South Fourth Street, P. O. Box 32, Reading, PA 19603-0032 at Tel: 610-373-6667 or FAX 610-373-7537. Pre-Bid meeting with site visit immediately to follow will be held on February 8, 2005 at 10:00 a.m. in the Reed Operations Center Conference Room at Shippensburg University. Bids Due: February 23, 2005 at 4:00 p.m., Old Main Room 300. Public Bid Opening: February 24, 2005 at 2:00 p.m., Old Main Room 203A. 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:** Work shall be completed by August 5, 2005  
**Contact:** Deborah K. Martin, (717) 477-1121



### Firefighting Services

**09931** The contractor will provide testing, preventative maintenance, inspection and cleaning to the institution's network fire alarm system.

**Department:** Corrections  
**Location:** State Correctional Institution at Forest, P. O. Box 307, One Woodland Drive, Marienville, PA 16239-0307  
**Duration:** Date contract is fully executed till 6/30/2006 with a two-year option.  
**Contact:** Carol Schaeffer/Purchasing Agent, (412) 732-2115



### Medical Services

**CN00012619** Contractor to provide Ambulance Service for Warren State Hospital.

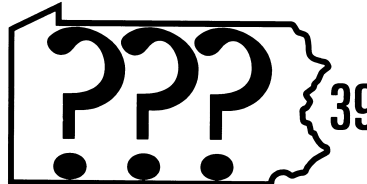
**Department:** Public Welfare  
**Location:** Warren State Hospital, 33 Main Dr., N. Warren, PA 16365-5099  
**Duration:** 7/01/05 - 6/30/06  
**Contact:** B. Muntz, PA III, (814) 726-4496



### Personnel, Temporary

**ITQ #2005-01** The Pennsylvania State System of Higher Education, Office of the Chancellor (PASSHE) is soliciting proposals from temporary staffing agencies to provide temporary staff for a range of clerical, administrative, and general labor positions on an as needed basis at the Dixon University Center and at SyTEC, PASSHE's System Technology Consortium center. This ITQ will result in a multiple participation award contract, which is the first step in a two-step procurement process. Successful placement on the award list provides eligible agencies with the ability to provide services on an as needed basis only. Award is not a guarantee that PASSHE will request the agency to provide the services. Agencies currently in contract with PASSHE are required to re-submit proposals if interested in re-qualifying to continue to provide temporary personnel services. For a copy of ITQ #2005-01, please contact the issuing office at [lveneri@passhe.edu](mailto:lveneri@passhe.edu) or go to: <http://www.passhe.edu/content/?/office/finance/procurement/opportunities/2005-01>. Proposals are due at the issuing office by 2:00 p.m. on March 2, 2005.

**Department:** State System of Higher Education  
**Duration:** 3 Years  
**Contact:** Linda Venneri, (717) 720-4135



### Miscellaneous

**RFP 06-04** The Office of Administration, Bureau of Financial Operations, Third Party Liability Division is seeking proposals for services relating to supplemental data exchanges, recovery actions and third party coverage verifications required for administering Pennsylvania's Medicaid Program, known as the Medical Assistance Program. Prospective vendors must register with the Integrated Enterprise System (IES) at: [www.vendorregistration.state.pa.us](http://www.vendorregistration.state.pa.us). Proposals must be received no later than February 15, 2005 at 2 p.m. Please check back often to this site. Updates will be posted as they occur.

**Department:** Public Welfare  
**Location:** Harrisburg Area - This RFP requires the contractor to provide on site staff. The TPL Division will provide work space for the contractor's staff. Location of contractor systems/service staff will be dependent on the award.  
**Duration:** Anticipated June 1, 2005 through May 31, 2007 with possibility of renewal for three additional 12 month periods.  
**Contact:** Gloria Wilbur, (717) 214-7529

[Pa.B. Doc. No. 05-186. Filed for public inspection January 21, 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*





