



ELECTRONIC BIDDING SUPPLIER SITE

Instructions

The COSTARS (Commonwealth of Pennsylvania's cooperative purchasing program) Electronic Bidding Supplier site allows suppliers to view and bid on contract opportunities.



COSTARS Program Electronic Bidding Supplier Guide

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COSTARS Program Electronic Bidding Supplier Guide

Introduction

The COSTARS (Commonwealth of Pennsylvania's cooperative purchasing program) Electronic Bidding Supplier site allows suppliers to view and bid on contract opportunities.

The site's design presents suppliers with a sequence of pages that leads them through a series of well-defined steps to complete all the information required to submit a bid. The site allows suppliers to stop the bid creation at any step and later return to where they left off by merely following the same steps used to create the bid.

Electronic Bidding Supplier Site Layout

The layout of each **Electronic Bidding Supplier** site page is similar, making the bid process user-friendly.

<p>Page Title: This is the subject of the page. Match this to the Contents of this document to see additional details.</p>	
<p>Contract Number: Quickly see that the correct contract was selected.</p>	
<p>Step Number: See how many steps remain to complete the bid.</p>	
<p>Help: Select to open this document at any time.</p>	
<p>Page Instructions: Guidance on how to complete the page.</p>	
<p>Back: Select to navigate to the previous step. Any data not saved before clicking Back button will be lost.</p>	
<p>Forward Navigation: Based on the page, the button to proceed may be Continue, I Acknowledge, or Save & Continue.</p>	
<p>Required Fields: When selecting Save or Save & Continue, if all required bid details are not complete, an error message appears near the incomplete fields.</p>	



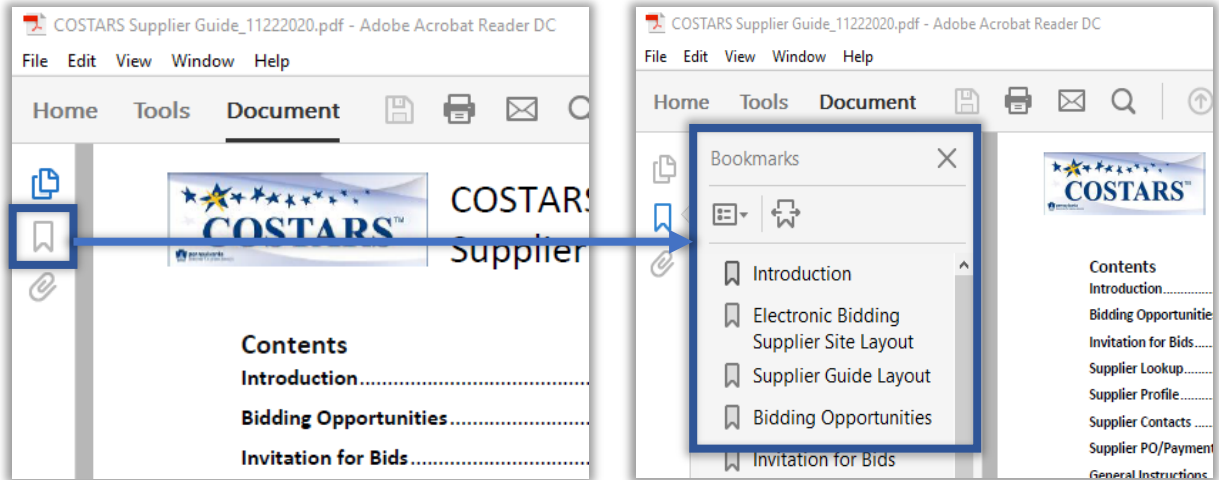
COSTARS Program Electronic Bidding Supplier Guide

Supplier Guide Layout

This document, the **COSTARS Program Electronic Bidding Supplier Guide**, explains each page that may appear when creating a bid in page order.

Note: The information required to complete a bid differs based on the contract subject. Not all pages, data fields, and questions in this document display for every contract.

When viewing this document in current Adobe Readers, select the **Bookmark** icon typically located toward the left of the screen to expand the navigation bar to jump between different sections quickly.



Bidding Opportunities

The **Bidding Opportunities** page lists all the current COSTARS contract opportunities.

COSTARS Bidding Opportunities

The Department of General Services (“DGS”) establishes COSTARS Contracts for the exclusive use of local public procurement units and state affiliated entities in accordance with the Commonwealth Procurement Code, 62 Pa.C.S. § 1902.

Bids will be accepted on any given Commonwealth business day. Any bid received after the Bid Opening time will be opened on the next Commonwealth business day. Please check back on a regular basis as more bids may be added to this list.

Contract Number	Title
COSTARS-1	Copiers, Document Imaging & Multifunction Devices
COSTARS-3	IT Hardware
COSTARS-40	Security and Surveillance Systems and Fire Alarm Systems, Equipment, Products, and Services

Previous 1 Next



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Select a **Contract Number** to learn more about the contract and to begin the bidding process. After bid submission, suppliers can return to this page at any time to download any of the documents referenced in the bid.

Invitation for Bids

The **Invitation for Bids** page provides details about the selected COSTARS contract.

Invitation for Bids for COSTARS-1

Title: Copiers, Document Imaging & Multifunction Devices

Contract Scope: For the purposes of this contract, "Copiers, Document Imaging and Multifunction Devices" are defined as follows:

- Single-function Copiers, Printers, Scanners and Fax Machines
- Multifunction Devices (MFDs)
- 3-D Copiers/Printers
- Accessories and/or Optional Features – Including but not limited to hole punch unit, additional paper drawers, mailboxes, saddle-stitch finisher, fax board, scan system, wireless LAN and antenna, coin controller, software and software maintenance/upgrades.
- Consumable Supplies – Including but not limited to staples, fuser, developer, toner and/or cartridges (new and recycled).
- Uninterruptible Power Supply

Solicitation Start Date: 1/13/2010

Bid Opening Date: Bids will be accepted on any given Commonwealth business day. Any bid received after the Bid Opening Time will be opened on the next Commonwealth business day.

Bid Opening Time: 1:30 PM

Commodity Specialist: Kathy Lewis kalewis@pa.gov

Contract Reference Documents:

- [General Instructions](#)
- [Specifications](#)
- [Reciprocal Limitations Act Requirements](#)
- [Addendum 1](#)
- [Addendum 2](#)
- [Addendum 3](#)
- [Addendum 4](#)
- [Addendum 5](#)
- [Addendum 6](#)
- [Addendum 7](#)
- [Software License Agreement](#)
- [Equipment Rental Agreement](#)
- [Terms and Conditions](#)

The Department of General Services (DGS) invites you to submit a response to this INVITATION FOR BIDS (IFB). DGS will award contracts to all responsive and responsible bidders to provide supplies and/or services as described in the IFB to local public procurement units and state-affiliated entities (together, "Purchasers") registered as members with the COSTARS Program. A complete list of currently registered COSTARS members, as well as more information about the program, can be found on the **Supplier Information** page of the DGS COSTARS website at www.dgs.pa.gov/COSTARS. Please note that all contractors are required to pay the appropriate Administrative Fee in each contract period.

DGS will accept written questions and comments concerning this procurement via email to kalewis@pa.gov.

If you would like to bid on this Contract click Bid Now below. You can quit and return to the bid through this screen at any time to complete it.

Back to List Bid Now

Select the **Back to List** button at the bottom of the screen to return to the **Bidding Opportunities** page or select **Bid Now** to begin the bid submission.



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Supplier Lookup

The **Supplier Lookup** page ensures that supplier details are linked correctly between Commonwealth systems.

Supplier Lookup COSTARS-1 Step 1 of 23 Help

Participation in COSTARS Electronic Bidding program requires your business to complete the Commonwealth's PA Supplier Portal registration to receive a PA SAP Vendor Number. On the [Commonwealth's Supplier Service Center](#) site, you can find instructions on how to complete this process (see the New Vendor Registration Guide), additional opportunities that may be available for your business, and contact information for the PA Supplier Portal Help Desk

You can access instructions for completing the application at any time by clicking on the Help button located in the top right of each page. Details like what documents and data are required to complete the application are in the document.

Tax ID (FEIN) *
Do not include any spaces or hyphens

SAP Vendor Number *

Find My Company

Cancel Continue

Enter the supplier's **Tax ID (FEIN)**, Pennsylvania **SAP Vendor Number**, and select **Find My Company**.

- If found, select **Continue** to begin a bid or to continue entering a bid.

Welcome **KBI SYSTEMS LLC**

Please click Continue below to begin the application.

Cancel Continue

- If not found, check the information entered; if it appears to be correct, contact the PA Supplier Help Desk to verify the supplier's account details.

Find My Company

We were unable to find your PA Supplier Profile.
Verify you entered the correct Tax ID and PA SAP Vendor Number above.
If you continue to get this message contact the PA Supplier Help Desk
toll free: (877) 435-7363 (option 1) or
email ra-psc_supplier_requests@pa.gov.

Cancel Continue



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Supplier Profile

The **Supplier Profile** page pre-populates address and contact data from Pennsylvania's SAP system.

Supplier Profile COSTARS-1 Step 2 of 24 [Help](#)

PA Vendor (SAP) # 536029

Company Name EZK SERVICES LLC

Headquarters' Physical Street Address

Address 1* 123 Main St Address 2

City* Data City State* PENNSYLVANIA

Zip Code* 55555 County* Allegheny

Web URL

Primary Contact

First Name* Jon Last Name* Doe

Phone Number* 717-555-5555 Extension

Fax Number Email Address* jondoe@mail.com

[Save](#) [Save & Continue](#)

1. Review, correct (if needed), and complete the required fields.
2. Select **Save & Continue** to move to the next step.



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Supplier Contacts

The **Supplier Contacts** page captures the names, phone numbers, and email addresses of various supplier contacts. The **Primary Contact** from the previous page is pre-populated here to eliminate duplicate data entry.

Supplier Contacts COSTARS-1 Step 3 of 24 [Help](#)

Each of the contacts added below may receive emails and phone calls from a COSTARS representative(s) concerning your bid submission status and other essential updates.

[Add New](#)

Show entries

	First Name	Last Name	Phone Number	Phone Extension	Fax Number	Email Address	Contact Type
Edit	JON	DOE	717-555-5555			JONDOE@MAIL.COM	Primary

Showing 1 to 1 of 1 entries

[Back](#) [Previous](#) [1](#) [Next](#) [Continue](#)

Select **Add New** to enter additional contacts or **Edit** to update a contact.

First Name*
Last Name*

Phone Number*
Phone Extension

Fax Number
Email Address*

Contact Type*

[Delete](#)
[Cancel](#)
[Save](#)

- **Contact Type** values for communications from COSTARS program representative(s):
 - Primary Contact
 - Emergency-Disaster Representative
 - Secondary Contact
 - Sales Reporting Contact
 - Account Payable Representative



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Supplier PO/Payment Details

The **Supplier Contacts** page captures billing information.

Supplier PO/Payment Details COSTARS-1 Step 4 of 23 [Help](#)

Please enter your billing information here.

[Copy](#) Click the Copy button to populate the information below with the Primary Contact information

Select **Copy** to pre-populate the fields with the data from the previous pages to eliminate duplicate data entry.

SEND PURCHASE ORDER(S) TO NAME:

D/B/A name, if applicable:

Address 1* Address 2

City* State*

Zip Code* County Located In*

Hours of Operation:*

Point of Contact:*
(regarding purchase orders)

Phone Number:*

Fax Number:

Email Address:*

SEND PAYMENT(S) TO NAME:

D/B/A name, if applicable:

Address 1* Address 2

City* State*

Zip Code*

Point of Contact:*
(regarding payments)

Phone Number:*

Fax Number:

Email Address:*

[Back](#) [Save](#) [Save & Continue](#)



COSTARS Program Electronic Bidding Supplier Guide

General Instructions

The **General Instructions** page contains the document, *Instructions to Bidders for COSTARS Contracts*. The Bidder must read and acknowledge these general instructions.

General Instructions COSTARS-1 Step 5 of 24 [Help](#)

Read the document details below. After completing the review of the document, click the Acknowledge button at the bottom of the page to continue with the bid submission.

Version: 1

Department of General Services
COSTARS IB REV 01/17/2017 (Version A)

**INSTRUCTIONS TO BIDDERS
FOR COSTARS CONTRACTS**

1. BID SUBMISSION:

The Department of General Services (DGS) requests bids for the services or item(s) described in the Invitation for Bids, the Invitation for Bids Summary Sheet, the COSTARS Bid/Contract form, these Instructions To Bidders For COSTARS Contracts, the COSTARS Contract Standard Terms and Conditions ("Standard Terms and Conditions"), the COSTARS Contract Special Terms and Conditions ("Special Terms and Conditions") and all the documents referenced on these forms will be referred to collectively as the IFB, and the COSTARS Contract that may be awarded as a result of this IFB will be referred to as the "Contract" in this document.

- The Bidder must complete the COSTARS Bid/Contract form with the information relevant to the bid, including the Bidder's name and address; federal identification number or social security number; contact person name, telephone and fax numbers, and e-mail and web addresses; prompt payment discount (if any); and number of days required for delivery following receipt of any purchase order ("PO") issued under the Contract.
- The individual(s) signing the Bid must be authorized to sign for and to bind the Bidder to provide the item(s) at the price(s) and in accordance with the terms and conditions set forth in the Bidder's Bid and in the IFB.
- The Bidder must sign the Bid in ink. DGS will reject any bid priced or signed in pencil.
- The Bidder shall submit its Bid, consisting of the completed and signed COSTARS Bid/Contract form and all other documents required by the IFB, in a sealed envelope clearly

If the above box is empty, please click Download to open the PDF on your computer.

[Download](#)

The document can be reviewed online by scrolling up or down within the viewer box or viewed and saved by selecting the **Download** button.



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Administrative Fees

The **Administrative Fees** page shows the fee required for contract award.

A fee is pre-selected on this page based on the supplier's current certifications with Pennsylvania's Bureau of Diversity, Inclusion, and Small Business Opportunities. If the supplier's certification status changes before bid submission approval, the supplier is responsible for paying the associated value.

Once the supplier's bid submission has been reviewed and approved by COSTARS representative(s), the supplier will receive a remittance notice from the COSTARS program providing payment instructions.

Administrative Fees
COSTARS-1
Step 6 of 24 Help

DGS will award COSTARS Contracts to Bidders for the sole benefit of the third party Purchasers. Contractors are required to pay the appropriate Administrative Fee in each contract period, including a nonexclusive license to use the COSTARS Brand as more fully described in the COSTARS Contract Standard Terms and Conditions, and according to the following criteria:

Primary Certification	Bidder Classifications	Required Administrative Fees
	Department of General Services Verified Small Diverse Business (click to learn more)	\$166
	Department of General Services Verified Veteran-owned Business Enterprise (click to learn more)	\$166
	Department of General Services Self-Certified Small Business (click to learn more)	\$500
✓	All Other Bidders	\$1,500

If Current Enrollment is incorrect...

If the bidder is a Department of General Services Self-Certified Small Business, Department of General Services-verified Small Diverse Business, or a Department of General Services-verified Veteran owned Business Enterprise, the bidder must submit a copy of its active Small Business Contracting Program certificate with its bid.

- a. The Bidder must pay the appropriate fee upon request to receive a Contract award. DGS may reject as nonresponsive any Bid where the fee is not submitted within 15 calendar days of request.
- b. Unless terminated in accordance with the provisions of Subsection 3.c. of the COSTARS Contract Standard Terms and Conditions, the Contract will renew automatically on the anniversary of the Effective Date,
 1. provided that the Contractor has submitted a check for the renewal fee made payable to "Commonwealth of PA" for the appropriate amount prior to the renewal date;
 2. either party provides the other party with written notice that it does not intend to renew; or
 3. the Contract was earlier terminated in accordance with the provisions of Section 24 of the Standard Terms and Conditions.

After the Department of General Services reviews and approves your bid submission, you will be contacted to submit payment.

Back
I Acknowledge



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Specifications

The **Specifications** page shows the specifications to which a COSTARS supplier is bound if awarded the contract.

Specifications COSTARS-1 Step 7 of 24 [Help](#)

Please read the document details below carefully. These are the Specifications to which a COSTARS supplier will be bound if awarded a contract. Click the Acknowledge button at the end of the page to indicate that you have read and agree with these Specifications. You must acknowledge to continue with the bid submission.

Version: 2

COSTARS 1 Rebid_Solicitation_0 (10).pdf 1 / 6

Department of General Services
COSTARS Sp/SCs REV 12/10/2009

**COSTARS CONTRACT
SPECIAL TERMS AND CONDITIONS**
REVISED 01/07/2016

These COSTARS Contract Special Terms and Conditions ("Special Terms and Conditions") shall be part of the contract for the supply and delivery of **Copiers, Document Imaging and Multifunction Devices** between the Commonwealth of Pennsylvania, acting through the Department of General Services ("DGS"), and the successful bidder ("Contractor").

1. Order of Precedence. These Special Terms and Conditions supplement the COSTARS Contract Standard Terms and Conditions ("Standard Terms and Conditions") for this procurement. Should any discrepancy occur, the order of precedence shall be that these Special Terms and Conditions shall prevail over all other Contract documents, the Standard Terms and Conditions shall prevail over the Instructions to Bidders for COSTARS Contracts ("ITB") and the bidder's bid submission, and the ITB shall prevail over the bidder's bid submission.

2. Contract Scope. For the purposes of this contract, "**Copiers, Document Imaging and Multifunction Devices**" are defined as follows:

• Single-function Copiers, Printers, Scanners and Fax Machines
• Multifunction Devices (MFDs)
• 3-D Copiers/Printers

If the above box is empty, please click Download to open the PDF on your computer.

[Download](#)

[Back](#) [I Acknowledge](#)



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Reciprocal Limitations Act Requirements

The document on this page details the **Reciprocal Limitations Act Requirements**. The Bidder must read and acknowledge these requirements.

Reciprocal Limitations Act Requirements COSTARS-1 Step 8 of 24 [Help](#)

Read the document details below. After completing the review of the document, click the Acknowledge button at the bottom of the page to continue with the bid submission.

Version: B

Department of General Services
GSPUR-89 Rev. 11/06/12

RECIPROCAL LIMITATIONS ACT REQUIREMENTS

Please Complete Applicable Portion of Pages 3 & 4 and Return with Bid.

NOTE: These Requirements Do Not Apply To Bids Under \$10,000.00

I. REQUIREMENTS

A. The Reciprocal Limitations Act requires the Commonwealth to give preference to those bidders offering supplies produced, manufactured, mined or grown in Pennsylvania as against those bidders offering supplies produced, manufactured, mined or grown in any state that gives or requires a preference to supplies produced, manufactured, mined or grown in that state. The amount of the preference shall be equal to the amount of the preference applied by the other state for that particular supply.

The following is a list of states which have been found by the Department of General Services to have applied a preference for in-state supplies and the amount of the preference:

STATE	PREFERENCE
1. Alaska	7% (applies only to timber, lumber, and manufactured lumber products originating in the state)
2. Arizona	5% (construction materials produced or manufactured in the state only)
3. Hawaii	10%
4. Illinois	10% for coal only
5. Iowa	5% for coal only
6. Louisiana	4% meat and meat products
	4% catfish

If the above box is empty, please click Download to open the PDF on your computer.

[Download](#)

[Back](#) [I Acknowledge](#)



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Bidder's Residency

As part of the **Reciprocal Limitations Act Requirements**, only those suppliers whose **Headquarters' Physical Street Address** is in Pennsylvania must complete the **Bidder's Residency** page.

Bidder's Residency COSTARS-1 Step 10 of 25 [Help](#)

In order to claim the preference provided under Section I.B., Pennsylvania resident bidders must complete the following or have such information on file with the Issuing Office.

Address of bidder's bona fide establishment in Pennsylvania at which it was transacting business on the date when bids for this contract/requisition were first solicited:

[Copy](#) Click the Copy button to populate the address with the same address used for the Supplier's profile

Address 1* **Address 2**

City* **Zip Code***

Bidder is...*

[Back](#) [Save](#) [Save & Continue](#)

1. Select **Copy** to pre-populate the fields with the data from the previous pages to eliminate duplicate data entry.
2. Select the appropriate value from the **Bidder is...** drop-down to see additional data fields.
 - **Bidder is...** values
 - Corporation
 - Partnership
 - Individual



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Offered Manufacturer(s)

The **Offered Manufacturer(s)** page captures the product categories the supplier offers within the contract's scope. Suppliers may bid product lines from any number of manufacturers who have authorized the supplier to sell their products.

Offered Manufacturer(s) COSTARS-1 Step 10 of 25 [Help](#)

The bidder is free to offer any type or number of items, from any number of manufacturers, in its bid, so long as the items are within the scope of the Contract. Bidders may bid product lines from any number of manufacturers who have authorized the bidders to sell their products.

After Contract award, a Contractor may offer, either on its own initiative or at a Purchaser's request, additional discounts, reduced mark-ups, customized lists, or discounted prices for any purchase within the scope of the Contract, even if such discounts, mark-ups, or discounted prices were not included in the bid prices.

[Add New](#)

Show entries

Manufacturer	Categories	State/Country
No manufacturers found.		

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

[Back](#) [Continue](#)

1. Select **Add New** to enter an unlimited number of manufacturers and their respective categories.

To add new manufacturer record, type in the name partially and check if it appears in the list below the box. If it appears, select name from the list and if it does not, type in the name.

Manufacturer*

Category*

- 3-D Copiers/Printers
- Accessories and/or Optional Features
- Consumable Supplies
- Copier Accessories and/or Optional Features - including but not li
- Copier Lease
- Maintenance and Repair

(Hold down the Ctrl key to select multiple services)

The bidder may offer any type of discount, mark-up, or other pricing structure such as multiple discounts for different lines of products, or different price lists, or different classes of Purchasers, or different prices for different quantities of products. Please reference the Pricing section of Specifications for further guidance.



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2. Complete remaining fields for each manufacturer entered. Select Save to continue.

Pricing Standard*

Do you offer quantity discounts?*

If Yes, please explain

Catalog or Price List Name*

Effective Date*

Class Of Purchaser*

Manufacture State*
(Specify foreign country)

Manufacturer Authorization Letter No file chosen



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Questions

The **Questions** page captures additional details required for the bid to be accepted as responsible and responsive.

Questions COSTARS-1 Step 11 of 25 [Help](#)

All questions below must be answered for your bid to be accepted as a responsible and responsive bid. When answering Yes, please explain using the text box provided to the right of each question.

1) Does the Bidder-Contractor have any minimum order requirements? If yes, please explain Yes No

2) Is the Bidder-Contractor quoting shipping costs as a separate line item? Yes No

3) If no, is the Bidder-Contractor including shipping costs in its pricing? Yes No

4) Does the Bidder-Contractor offer any pricing incentive(s) such as for Internet ordering? If yes, please explain. Yes No

5) Does the Bidder-Contractor offer any prompt payment discount(s)? If yes, please explain. Yes No

6) Does the Bidder-Contractor accept credit card(s) as a method of payment from any Purchaser? If yes, please specify the particular type(s) of card(s) accepted: Yes No

7) If yes, does the Bidder-Contractor charge any fee(s) to the Purchaser for payment(s) made by credit card? If yes, please explain. Yes No

8) Does the Bidder-Contractor charge any late fee(s) to the Purchaser for payment not made in accordance with Section 11 of the Standard Terms and Conditions? If yes, please explain. Yes No

9) After notification of contract award, is the Bidder-Contractor willing to further negotiate pricing with COSTARS member Yes No

10) If the Bidder is a manufacturer bidding directly, does the Bidder wish to offer contract items via its dealer network? If yes, please complete LIST OF AUTHORIZED DEALERS sheet of this workbook including supplier information and stating any dealer's territory breakdown (such as counties, municipalities, or regions). Also, indicate on the Bidder-Contractor Data Sheet a representative for Purchasers to contact regarding POs and payment. Yes No

11) Is the Bidder-Contractor going to provide a dedicated COSTARS website for Purchasers (see Section 9 of the Standard Terms and Conditions)? If yes, and if known, please provide URL address? Yes No

[Back](#) [Save](#) [Save & Continue](#)



COSTARS Program Electronic Bidding Supplier Guide

Service Area Counties

The **Service Area Counties** page captures the Pennsylvania counties where the supplier provides product(s) and or service(s).

Service Area Counties COSTARS-1 Step 12 of 25 [Help](#)

Select the counties below that you will provide offered product(s) and/or service(s).

<input type="checkbox"/> Adams	<input type="checkbox"/> Allegheny	<input type="checkbox"/> Armstrong	<input type="checkbox"/> Beaver	<input type="checkbox"/> Bedford
<input type="checkbox"/> Berks	<input type="checkbox"/> Blair	<input type="checkbox"/> Bradford	<input type="checkbox"/> Bucks	<input type="checkbox"/> Butler
<input type="checkbox"/> Cambria	<input type="checkbox"/> Cameron	<input type="checkbox"/> Carbon	<input type="checkbox"/> Centre	<input type="checkbox"/> Chester
<input type="checkbox"/> Clarion	<input type="checkbox"/> Clearfield	<input type="checkbox"/> Clinton	<input type="checkbox"/> Columbia	<input type="checkbox"/> Crawford
<input type="checkbox"/> Cumberland	<input type="checkbox"/> Dauphin	<input type="checkbox"/> Delaware	<input type="checkbox"/> Elk	<input type="checkbox"/> Erie
<input type="checkbox"/> Fayette	<input type="checkbox"/> Forest	<input type="checkbox"/> Franklin	<input type="checkbox"/> Fulton	<input type="checkbox"/> Greene
<input type="checkbox"/> Huntingdon	<input type="checkbox"/> Indiana	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Juniata	<input type="checkbox"/> Lackawanna
<input type="checkbox"/> Lancaster	<input type="checkbox"/> Lawrence	<input type="checkbox"/> Lebanon	<input type="checkbox"/> Lehigh	<input type="checkbox"/> Luzerne
<input type="checkbox"/> Lycoming	<input type="checkbox"/> McKean	<input type="checkbox"/> Mercer	<input type="checkbox"/> Mifflin	<input type="checkbox"/> Monroe
<input type="checkbox"/> Montgomery	<input type="checkbox"/> Montour	<input type="checkbox"/> Northampton	<input type="checkbox"/> Northumberland	<input type="checkbox"/> Perry
<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Pike	<input type="checkbox"/> Potter	<input type="checkbox"/> Schuylkill	<input type="checkbox"/> Snyder
<input type="checkbox"/> Somerset	<input type="checkbox"/> Sullivan	<input type="checkbox"/> Susquehanna	<input type="checkbox"/> Tioga	<input type="checkbox"/> Union
<input type="checkbox"/> Venango	<input type="checkbox"/> Warren	<input type="checkbox"/> Washington	<input type="checkbox"/> Wayne	<input type="checkbox"/> Westmoreland
<input type="checkbox"/> Wyoming	<input type="checkbox"/> York			

[Select All](#) [Clear All](#)

[Back](#) [Save](#) [Save & Continue](#)

Ancillary Services

The **Ancillary Services** page captures the list of ancillary services and prices the supplier proposes to offer in conjunction with offered products.

Ancillary Services COSTARS-1 Step 13 of 25 [Help](#)

A Contractor may choose to offer ancillary services in conjunction with the products it provides to the Purchaser. However, any ancillary services offered must be: (1) expressly authorized in the original IFB/Contract, (2) directly related to the delivery, installation or normal use of the product or component parts rented, (3) limited to the actual product or component parts rented, and (4) initiated/ordered at the time of product rental. Stand-alone services and services for products not rented from this supply Contract, including existing equipment for which component parts from this contract are rented, are not within the scope of this supply Contract. The Department of General Services reserves the right to determine which ancillary services shall be included in any contract.

The Bidder may submit the list of ancillary services and prices it proposes to offer. If it is not possible to submit pricing, as may be the case with certain installation services, the Bidder shall simply note that it is offering the service and that the actual price will be negotiated between it and the COSTARS participant and annotated on the purchase order at time of order.

[Add New](#)

Show entries

Service	Pricing	Attachment
No Services found.		

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

[Back](#) [Continue](#)



COSTARS Program Electronic Bidding Supplier Guide

Select **Add New** to enter each applicable ancillary service and its respective pricing if known.

- **Services** values may include but are not limited to the following. Please refer to contract Specifications for guidance.
 - Extended Warranty
 - Special Delivery Arrangements (these may include, without limitation, fuel surcharges, added charges for multiple delivery locations or staged deliveries (multiple dates). Such terms shall not alter the requirements of Subsection 10.b. of the COSTARS Contract Standard Terms and Conditions, requiring in pertinent part that the pricing include standard FOB destination delivery.)
 - Training

Authorized Manufacturer's Dealers

If the Bidder is a manufacturer, the **Authorized Manufacturer's Dealers** page allows the supplier to list dealers from their dealer network included in their bid submission.

1. Select **Add New** to enter any number of authorized dealers



COSTARS Program Electronic Bidding Supplier Guide

To add new dealer record, type the name partially and check if it appears in the list below the box. If it appears, select name from the list and if it does not, type in the name completely and click save.

Dealer*	<input type="text"/>		
D/B/A Name	<input type="text"/>		
Address 1*	<input type="text"/>	Address 2	<input type="text"/>
City*	<input type="text"/>	State*	<input type="text" value="-- Select one --"/>
Zip Code*	<input type="text"/>	County Located In*	<input type="text" value="-- Select one --"/>
Hours of Operation:*	<input type="text"/>		
Point of Contact:* <small>(regarding purchase orders)</small>	<input type="text"/>		

Phone Number:*	<input type="text"/>
Fax Number:	<input type="text"/>
Email Address:*	<input type="text"/>



COSTARS Program Electronic Bidding Supplier Guide

Addendums

Pennsylvania defines a solicitation "Addendum" as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids). This page identifies addenda for the selected contract. The Bidder may view or download any or all addenda for reference. Select Continue button to proceed with bid submission.

Addendums COSTARS-1 Step 15 of 25 Help

The Commonwealth of Pennsylvania defines a solicitation "Addendum" as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids). Except as clarified and amended by the following addenda, the instructions, terms, and conditions of the Invitation for Bids remain as originally written.

- 1) COSTARS 1, Addendum 1 (04/21/2011)
- 2) COSTARS 1, Addendum 2 (05/09/2011)
- 3) COSTARS 1, Addendum 3 (10/20/2011)
- 4) COSTARS 1, Addendum 4 (12/03/2012)
- 5) COSTARS 1, Addendum 5 (04/08/2014)
- 6) COSTARS 1, Addendum 6 (01/07/2016)
- 7) COSTARS 1, Addendum 7 (03/07/2017)

Back Continue



COSTARS Program Electronic Bidding Supplier Guide

Software License Agreement

If applicable to the selected contract, the license agreement available for viewing and downloading on the **Software License Agreement** page is in a form that is generally acceptable to the COSTARS members and is provided as an example or for use as a template if needed.

Software License Agreement COSTARS-1 Step 16 of 25 [Help](#)

The following license agreement is in a form that is generally acceptable to the COSTARS members and is provided as an example or for your use as a template if needed.

DisplaySoftwareLicenseAgreementPDF 1 / 11

---SAMPLE---

Attachment C SOFTWARE LICENSE AGREEMENT

THIS SOFTWARE LICENSE AGREEMENT (the "Agreement") is made on [insert date] (the "Execution Date"), by and between _____, a _____, with its principal offices authorized to do business in _____, with its principal offices located at _____ ("Licensor"), and _____ [COSTARS MEMBER] _____ ("Licensee"): TERMS AND CONDITIONS A. Definitions. All capitalized terms used in this Agreement or in Attachments or Appendixes to this Agreement shall have the respective meanings ascribed to them in this Agreement or in the glossary set forth in Paragraph N. All capitalized terms used in this Agreement, unless indicated otherwise, include all derivative forms and variations of the terms. B. Grant and Scope of License 1. The parties agree that more than one agency of Licensee may license products under this Agreement, provided that any use of products by any agency must be made pursuant to one or more executed purchase orders or purchase documents submitted by each applicable agency seeking to use the Licensed Product. The parties agree that the terms and conditions of this Agreement apply to any purchase of products made by Licensee, when the purchase document issued by Licensee includes a reference to this Agreement, and that the terms and conditions of this

If the above box is empty, please click Download to open the PDF on your computer.

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COSTARS Program Electronic Bidding Supplier Guide

Equipment Rental Agreement

If applicable to the selected contract, the rental agreement available for viewing and downloading on the **Equipment Rental Agreement** page is in a form that is generally acceptable to the COSTARS members and is provided as an example or for use as a template if needed.

Equipment Rental Agreement COSTARS-1 Step 17 of 25 [Help](#)

The following rental agreement is in a form that is generally acceptable to the COSTARS members and is provided as an example or for your use as a template if needed.

DisplayEquipmentRentalAgreementPDF 1 / 3

---SAMPLE---

Attachment B EQUIPMENT RENTAL AGREEMENT

This Equipment Rental Agreement ("Agreement") is effective as of the date of last signature ("Effective Date"), and is made between [INSERT COMPANY NAME], a [INSERT TYPE OF COMPANY I.E. CORPORATION] organized under the laws of [INSERT STATE/COUNTRY], with offices at [INSERT ADDRESS] ("Owner"), and [INSERT INDIVIDUAL NAME] and [INSERT INDIVIDUAL NAME OR DELETE IF ONLY ONE] ("Renter"). Owner and Renter are hereinafter collectively referred to as "Parties". Owner rents to Renter and Renter rents from Owner, subject to the terms and conditions of this Agreement: 1. Term. This Agreement shall commence on the Effective Date and remain in full force and effect until Equipment is returned to Owner. Renter shall return the Equipment on _____, unless terminated earlier consistent with the terms herein. 2. Payment. Renter shall pay the following: \$ _____ per day/week/month for _____ \$ _____ per day/week/month for _____ \$ _____ per day/week/month for _____ \$ _____ per day/week/month for _____. Renter may authorize Owner to charge the debit card or credit card on file with Owner an amount equal to all payments and fees due under this Agreement. Renter shall also pay other charges in accordance with this Agreement due upon return of Equipment, to the fullest extent allowed by law, including but not limited to: a) charges for

If the above box is empty, please click Download to open the PDF on your computer.

[Download](#)

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COSTARS Program Electronic Bidding Supplier Guide

Anti-Sweatshop Certification

If applicable to the selected contract, the **Anti-Sweatshop Certification** page allows for the download of the current certification document required by Executive Order 2004-4 Anti-Sweatshop Procurement Policy and the template for the List of Manufacturing/Laundrying Facilities. The completed and signed certification must be uploaded back to the page.

Anti-Sweatshop Certification COSTARS-1 Step 18 of 25 [Help](#)

Please download, complete, and upload the Anti-Sweatshop Procurement Certification and List of Manufacturing/Laundrying Facilities.

Download the current Certification document required by Executive Order 2004-4 Anti-Sweatshop Procurement Policy along with the template for the List of Manufacturing/Laundrying Facilities. Then upload the completed and signed certification and list below.

Download the current Certification required by Executive Order 2004-4 Anti-Sweatshop Procurement Policy. Then upload the completed and signed certification below.

[Certification](#)

Certification No file chosen Current File:

[Back](#) [Save](#) [Save & Continue](#)

License Required

If applicable to the selected bid, the **License Required** page allows the supplier to upload the required documents per the bid **Specifications**.

Dealers License COSTARS-1 Step 19 of 25 [Help](#)

The Bidder must have secured a license as required by Act No. 84 of 1983, known as the Board of Vehicles Act. Before a contract is awarded, the Bidder must hold or secure an appropriate license issued by the State Board of Vehicle Manufacturers, Dealers and Salespersons. Refer to the Specifications for further guidance.

Attach a copy of your license here.

[Add New](#)

Show entries

Dealer Name
No licenses found.

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

[Back](#) [Continue](#)

Select **Add New** to enter any required license(s).

Dealer Name*

License* No file chosen Current File:

[Delete](#) [Cancel](#) [Save](#)



COSTARS Program Electronic Bidding Supplier Guide

Trade-Ins

If applicable to the selected contract, the **Trade-Ins** page allows the supplier to submit a formal trade-in schedule or a trade-in policy statement with the bid submission.

Trade-Ins COSTARS-1 Step 20 of 25 [Help](#)

If a Contractor wishes to accept used Vehicles in trade for Vehicles purchased under the Contract, the Contractor should submit a formal trade-in schedule or a statement of trade-in policy with its bid submission as part of the options offered. Refer to Specifications for further guidance. Attach a copy of your schedule or policy here.

Schedule or Policy No file chosen Current File:

Experience and References

If applicable to the selected contract, the Experience and References page captures the supplier's references and evidence of required number of years of experience.

Experiences and References COSTARS-1 Step 21 of 25 [Help](#)

Provide three (3) references from clients for whom you have provided services within the last two years. (Bidder will complete the provided fields for reference name, organization, address, phone and email. Need fields provided to accommodate at least 3 references.)

Provide evidence of three (3) years of experience in providing the services offered.

Refer to Specifications for further guidance.

Show 10 entries

Company Name	First Name	Last Name	Phone Number	Fax Number	Email Address
No records found. Please enter at least three references.					

Showing 0 to 0 of 0 entries

1. Select the first **Add New** button to enter each reference.



COSTARS Program Electronic Bidding Supplier Guide

2. Complete remaining fields for each reference entered. Select Save to continue.

Company Name*

First Name* Last Name*

Phone Number* Phone Extension

Fax Number Email Address*

3. Select the second **Add New** button to enter experience documents.

Show entries

Experience Document Name
No experience documents found.

Showing 0 to 0 of 0 entries

4. Complete Experience Name field and upload document. Select Save to continue.

Experience Name*

Experience Document* No file chosen Current File:



COSTARS Program Electronic Bidding Supplier Guide

Terms and Conditions

This page defines the terms and conditions to which a COSTARS supplier is bound if awarded the contract. The Bidder must read and acknowledge the Terms and Conditions document.

Terms and Conditions COSTARS-1 Step 23 of 25 [Help](#)

Please read the document details below carefully. These are the Terms and Conditions to which a COSTARS supplier will be bound if awarded a contract. Click the Acknowledge button at the end of the page to indicate that you have read and agree with these Terms and Conditions. You must acknowledge to continue with the bid submission.

Version: 1

Department of General Services
COSTARS STD REV 01/17/2017

COSTARS CONTRACT STANDARD TERMS AND CONDITIONS

1. PURPOSE OF CONTRACT
The Department of General Services ("DGS") is establishing this COSTARS Contract ("Contract") for the exclusive use of local public procurement units and state affiliated entities in accordance with the requirements of Act 77 of 2004, amending Section 1902 of the Commonwealth Procurement Code, 62 Pa.C.S. § 1902.

2. PURCHASERS UNDER THE CONTRACT
a. The Contractor understands that it will not be providing any services or items (Collectively referred to as "Contract Items") directly to DGS or any other Commonwealth agency under the Contract. DGS is acting as a facilitator for local public procurement units and state-affiliated entities (together, "Purchasers") who may wish to purchase supplies under the Contract. A "local public procurement unit" is:

- Any political subdivision;
- Any public authority;
- Any tax exempt, nonprofit educational or public health institution or organization;
- Any nonprofit fire, rescue, or ambulance company; and
- To the extent provided by law, any other entity, including a council of governments or an area government that expends public funds for the procurement of supplies, services, and construction.

A state-affiliated entity is a Commonwealth authority or other Commonwealth entity that is not a Commonwealth agency. The term includes the Pennsylvania Turnpike Commission, the Pennsylvania Housing Finance Agency, the Pennsylvania Municipal Retirement System, the Pennsylvania Infrastructure Investment Authority, the State Public School Building Authority, the

If the above box is empty, please click Download to open the PDF on your computer.

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[Back](#) [I Acknowledge](#)



COSTARS Program Electronic Bidding Supplier Guide

Sign and Submit

The **Sign and Submit** page allows the supplier to submit the bid for review. Once submitted, no changes can be made to the bid while the assigned COSTARS representative is reviewing it.

Sign and Submit COSTARS-1 Step 23 of 24 [Help](#)

Please type your Name and Title in the boxes below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current.

By clicking the Submit button, you represent that you are authorized to submit the information on behalf of the person or entity identified and all of the information submitted is true and correct to the best of your knowledge, information, and belief. Any false statements made by you are subject to the penalties of 18 Pa. C. S. §4904 (relating to unsworn falsification to authorities).

Submitted By*

Submitted By Title*

Optional Notes to the Reviewer:

[Back](#) [Submit](#)

Submission Confirmation

The **Submission Confirmation** page confirms the bid was submitted successfully. Please allow 4-6 weeks for completion of the review.

Submission Confirmation COSTARS-1 Step 24 of 24 [Help](#)

Thank you for submitting a bid to become a COSTARS supplier. Your bid will be reviewed by the Commodity Specialist assigned to this contract. Please allow 4-6 weeks for completion of review. After which, you will be notified regarding next step(s).

If you have any questions concerning your bid submission, contact Kathy Lewis, kalewis@pa.gov.



COSTARS Program Electronic Bidding Supplier Guide

Correcting Supplier Details on Returned Bids

As a bid submission is being reviewed, it may be returned to you for corrections and updates. You will receive an email if this occurs that will include notes from the person reviewing it.

To make corrections, follow the same steps you did to submit the original bid. All the information you entered will be saved, so you just need to make the updates noted in the email.

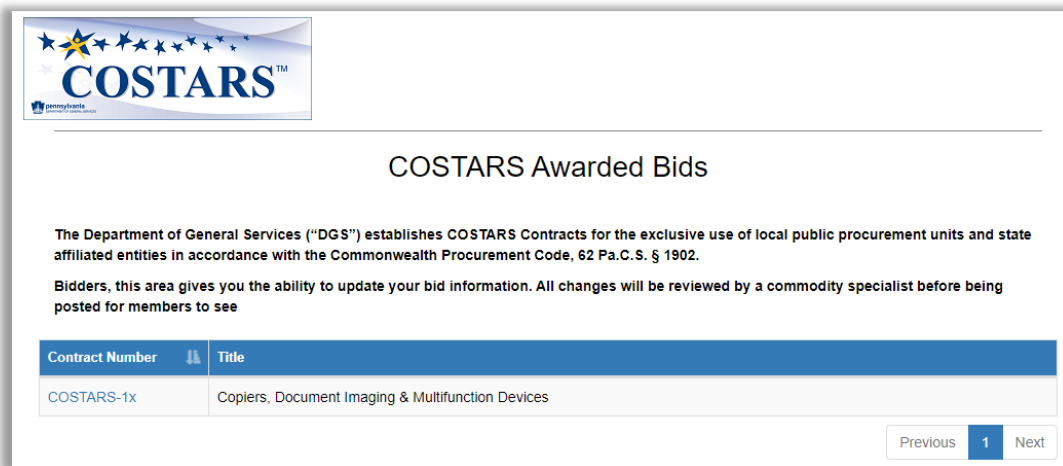
Updating Supplier Details on Awarded Bids

After a bid submission has been reviewed and awarded, suppliers can access their electronic bid to update key sections. The update process begins by logging into your COSTARS profile through the **PA Supplier Portal**: <https://www.pasupplierportal.state.pa.us>

From the COSTARS landing page, select **Electronic Awarded Bids** on the left navigation menu.



You will be redirected to the COSTARS Electronic Bid site where you can select the awarded bid to update.



After opening the bid, use the **Supplier Bid** menu to navigate to the pages that can be updated.



COSTARS Program Electronic Bidding Supplier Guide

Supplier Profile		COSTARS-1x		Supplier Bid -		Help
PA Vendor (SAP) #				Profile		
Company Name				Contacts		
Headquarters' Physical Street Address				Supplier PO/Payment		
				Offered Manufacturer(s)		
				Service Area County		
				Ancillary Services		
				Authorized Manufacturer's Dealers		