



**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF GENERAL SERVICES**

Bureau of Procurement  
Forum Place, 6<sup>th</sup> Floor  
555 Walnut Street  
Harrisburg, Pennsylvania 17101

August 14, 2012

**TO ALL INTERESTED CONTRACTORS:**

You are invited by the Commonwealth of Pennsylvania, Department of General Services (Department), to submit a proposal in response to the attached Invitation to Qualify (ITQ) for the procurement of Facility Maintenance Materials to the Commonwealth of Pennsylvania (Commonwealth). Those contractors that respond to this ITQ, if found qualified by the Department and receive an awarded contract, will be eligible to provide quotes for the supply of Facility Maintenance Materials to facilities by submitting prices in response to Requests for Quotes (RFQs).

The Department will qualify contractors for the Facility Maintenance Materials ITQ in this document. Those contractors who qualify through this ITQ process will receive a copy of the executed Contract.

Sincerely,

Lilly Mangan  
Commodity Specialist  
Bureau of Procurement  
Department of General Services

## INVITATION TO QUALIFY (ITQ)

Commonwealth of Pennsylvania  
Department of General Services

### PROCUREMENT OF FACILITY MAINTENANCE MATERIALS

#### Contract Enrollment Period:

This contract is to become effective on or after **November 14, 2012** and expire on **October 31, 2017**.

The initial enrollment period will close **September 25, 2012**.

Open Enrollment for the remainder of the contract period will start **November 30, 2012** and will continue to be accepted at the address below through **March 15, 2017**. In the event the contract is renewed, open enrollment will continue till six (6) months prior to the expiration of the ITQ.

#### Contact Person:

Lilly Mangan, Commodity Specialist, Bureau of Procurement, (717) 346-3846  
James Pinci, Associate Commodity Manager, Bureau of Procurement, (717) 346-3844

#### Response Mailing Address:

Pennsylvania Department of General Services  
Bureau of Procurement  
Bid Room  
Attn: Lilly Mangan  
555 Walnut Street, 6<sup>th</sup> Floor  
Harrisburg, PA 17101  
E-mail Address: [lmangan@pa.gov](mailto:lmangan@pa.gov)

**WHEN MAILING YOUR RESPONSE, PLEASE ALLOW FOR SUFFICIENT TIME TO PROCESS YOUR APPLICATION.**

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## PART I

### STATEMENT OF WORK

1. **Purpose:** The purpose of this Invitation to Qualify (ITQ) is to qualify responsible and responsive suppliers for the procurement of Facility Maintenance Materials for the Commonwealth of Pennsylvania for various facilities throughout the Commonwealth of Pennsylvania. This ITQ is exclusively for the procurement of material required by the Commonwealth. The list of the materials categories for ITQ are contained in Appendix A.

This ITQ will result in a contract that is the first step in a two-step procurement process. Only those contractors that respond to this ITQ and that the Department of General Services (“Department”) determines to be qualified (“Qualified Contractors”) will be eligible to participate in the second step.

The second step involves the issuance of Requests for Quotes (“RFQ”) to the Qualified Contractors. Through this two-step process, the Commonwealth will offer Qualified Contractors the opportunity to submit prices for specific requirements for Facility Maintenance Materials to be supplied to Commonwealth locations. The Department may issue RFQs either by fax, mail or email to all ITQ approved Vendors within the category of materials being procured.

This ITQ is for the procurement of Facility Maintenance Material which exceeds the threshold established by the Department of General Service for Small No Bid Procurements. The Department of General Services will issue change notices providing updated threshold amounts referenced within the ITQ. The Commonwealth may issue blanket orders covering a quantity used over a period of time.

Material Categories which are not otherwise covered under a statewide contract at the time of an RFQ being awarded include HVAC Parts, Plumbing Materials and Industrial Pipe, Electric Motor Equipment & Parts, Steam/Boiler/Furnace Parts, Pump & Compressors & Controls, Flooring Materials (excluding Carpet), Roofing Materials, Paint Materials

The Qualified Contractors selected through the RFQ process (“Selected Contractors”) for procurements will receive a Purchase Order and will supply materials necessary to meet specific requirements of the Commonwealth as indicated in the RFQ.

Additional categories that are reasonably construed to be within the scope of this ITQ may be added to the ITQ by the Department of General Services Commodity Specialist.

Suppliers may add categories for which they are qualified by submitting an updated Facility Maintenance Materials Categories Form (Appendix A) to the Department of General Services Commodity Specialist for their review and approval.

2. **Issuing Office:** This ITQ is issued for Department of General Services by the Department’s Bureau of Procurement. The Issuing Office is the sole point of contact in the Department for this ITQ. Please refer all inquiries to:

Lilly Mangan  
Bureau of Procurement  
555 Walnut Street, 6<sup>th</sup> Floor  
Harrisburg, Pennsylvania 17101

Telephone No. (717) 346-3846  
E-Mail: lmangan@pa.gov

3. **Scope:** This ITQ contains instructions for preparing and submitting a proposal, mandatory requirements to be eligible for consideration, contract terms and conditions, and a Contract Signature Page.
4. **Proposals:** To be considered, a proposal must consist of a complete response using the format provided in Part II of this ITQ. The Contract Signature Page must be included with the proposal and have an original signature of an official authorized to bind the bidder to the provisions of the proposal and ITQ. The contents of the proposal of a Qualified Contractor and this ITQ will become contractual obligations when the contract is executed. For this ITQ, the proposal, as submitted, must remain valid during the entire execution process.
5. **Bid Security:** Contractors are not required to submit bid security with their proposals. However, performance security may be required from the Selected Contractor. When performance security is required, the requirements will be set forth in the RFQ.
6. **Addenda to the ITQ:** If it becomes necessary to revise any part of this ITQ, addenda will be posted to the Department's website <http://www.emarketplace.state.pa.us> for viewing by all contractors who downloaded the original ITQ.
7. **Alternate Proposals:** The Department will not accept alternate proposals. Alternate proposals are those that are provided in a form other than that specified by the Department. The Department will not accept proposals wherein a contractor alters any of the forms provided in the application.
8. **Rejection of Proposals:** The Department reserves the right to reject any and all proposals received as a result of this ITQ.
9. **Incurring Costs:** The Department is not liable for any costs or expenses incurred in the preparation and submission of the proposals.
10. **Submission Due Date:** The initial submission deadline for this ITQ is **1:30 PM on September 25, 2012**. It is in the best interest of all contractors to submit the required information by the initial submission date in order to qualify for the full contract period.

Enrollment for the remainder of the contract period will be accepted again starting **November 30, 2012**.

To be considered for RFQ's during the initial enrollment period, all required documentation must be received at the address below no later than **1:30 PM, September 25, 2012**. Responses **MUST** be delivered or mailed to the address below:

Department of General Services  
Bureau of Procurement  
Forum Place,  
Attn: Lilly Mangan  
555 Walnut Street 6<sup>th</sup> Floor  
Harrisburg PA 17101-1914

It is the responsibility of each contractor to ensure that its proposal is received at the Proposal Receipt Location prior to the Response Date and Time regardless of medium used. If a contractor decides to mail its proposal, the contractor should allow adequate time for delivery.

The Department may solicit additional contractors to be qualified for this ITQ. In no event will a contractor be permitted to submit quotes until the contractor has been qualified through the ITQ process and has received a fully executed contract.

11. **Definitions:** The following definitions apply to the words and phrases used in this Part, unless the text or usage clearly indicates otherwise:

**Request For Quotes (RFQs):** A document that describes the required materials, and operators, if applicable, and provides interested Qualified Contractors with sufficient information to enable them to prepare and submit quotes. At the Commonwealth's discretion, RFQs may be issued through mail or facsimile or electronic mail.

**Contract:** The contract executed as a result of this ITQ.

**Contractor:** The Qualified Contractor(s) selected as a result of the RFQ to furnish Facility Maintenance Materials to meet the requirements of Commonwealth locations.

12. **Contractor Duties:** Each Contractor, subject to the terms and conditions set forth in the Contract, the RFQ, and the Purchase Order, shall furnish Facility Maintenance Materials.

a) The Contractor shall be paid only for the materials as specified in the RFQ and then awarded on the Purchase Order issued by the Commonwealth.

b) It is understood that prices quoted and awarded are at FOB Destination terms to include all delivery, shipping and handling costs, unless otherwise specified in the RFQ.

c) Materials must pass on-site receiving inspections to ensure compliance with minimum specification requirements. If a material is rejected in an inspection, the contractor shall receive no reimbursement.

13. **Term:** The Contract shall begin on or about November 14, 2012, or the date of the Contractor's receipt of the fully executed contract if later, and expire on October 31, 2017. In addition, the Contract or any part of the Contract may be renewed for one additional five-year term by mutual agreement of the Department and the contractor(s).

14. **Contractor Selection:** Qualified Contractors will be selected for receipt of an RFQ from the list of Qualified Contractors on the Invitation to Qualify Contract. Contractors who can provide the materials will be invited to submit a quote: (see #16. **Request for Quote** criteria for determining number of quotes required to be issued). The Commonwealth may issue RFQs either by fax, mail or email. It is the sole responsibility of the vendor to insure that they maintain a valid e-mail address for the ITQ on file with the Department of General Services. The Vendor must notify the Department of General Services' Commodity Specialist in writing of any changes to that e-mail address. Failure to maintain a current and valid e-mail address on the ITQ will impact the Vendor's ability to receive RFQ's.

15. **Option for Separate Competitive Bidding Procedure:** The Commonwealth reserves the right to purchase materials covered under this Contract through a separate competitive bidding procedure, whenever the Department deems it to be in the best interest of the Commonwealth.

16. **Request For Quote (RFQ):** This ITQ is for the procurement of Facility Maintenance Materials which exceed the threshold established by the Department of General Service for Small No Bid Procurements. When the material estimated costs are more than the Small No Bid procurement threshold but less than \$10,000: The Department will solicit quotes from a minimum of three (3) Vendors on the List of Awarded Vendors for the applicable material category.

When the material estimated costs are \$10,000 or more: The Department will solicit quotes from all Vendors on the List of Awarded Vendors for the materials that are needed from the applicable material category.

Requests for quotes may be issued on an as-needed basis through mail or facsimile or electronic mail.

Contractors must respond to each RFQ even with only a "NO BID." Contractors that fail to respond to five (5) successive RFQs may be removed from the ITQ.

*Small Business Procurement Initiative.* In furtherance of the Department of General Services' Small Business Procurement Initiative, using agencies may determine that a particular RFQ is appropriate to be issued to Vendors who are Department of General Services Certified Small Businesses. The thresholds for the number of quotes to be solicited will be the same as for a regular RFQ. Vendors responding to an RFQ restricted to Department of General Services Certified Small Businesses must submit their active certification with the quote. Additional information on the Small Business Procurement Initiative and the certification process can be found at [www.smallbusiness.pa.gov](http://www.smallbusiness.pa.gov).

17. **Quote:** Interested Vendors receiving an RFQ from the Department under this Contract must adhere to the following:

- a) Completed quote must be returned by the method specified on the Request for Quote. It is the responsibility of each Vendor to ensure that its quote is received at the location specified on the RFQ prior to the date and time set for the opening of quotes, regardless of medium used. If a Vendor is permitted to and decides to mail in its quote, it is advised to allow adequate time for delivery. No quote shall be considered if it arrives at the location specified on the Request for Quote after the date and time set for quote opening.
- b) Quotes submitted in response to the Request for Quote must be completed in ink or other permanent marking, except in the case of RFQs that permit receipt of quote via email or facsimile. Quotes submitted in hardcopy must be signed by an authorized signatory of the company or the quote will be rejected. Quotes submitted electronically must be submitted by an authorized signatory of the company or the quote will be rejected. It is the sole responsibility of the Vendor to insure the Commonwealth has the correct and current vendors e-mail address.
- c) Quotes must be firm. If a quote is submitted with conditions or exceptions or not in conformance with the terms and conditions referenced in the Contract and the RFQ, it shall be rejected. The quote shall also be rejected if the materials offered by the Vendor are not in conformance with the scope of specifications contained in the RFQ.

18. **Award:** Awards shall be made to the lowest responsible and responsive bidder. The Department reserves the right to re-issue the RFQ if, in its sole discretion, it deems re-issuing of the RFQ to be in the best interest of the Commonwealth. The Commonwealth will issue a Purchase Order against the Contract to obtain the materials. This order will constitute authority to furnish the material(s) and must be used when invoicing, if applicable, the county for the material(s) provided. Each RFQ and/or Purchase Order will be deemed to incorporate the terms and conditions set forth in this Contract.

- a) Purchase order: After an RFQ is solicited, and quotes are received and evaluated, the Department will issue a Purchase Order to the Vendor offering the lowest price in response to the RFQ. If only one response is received to an RFQ, the Department is under no obligation to re-issue an RFQ and may proceed to issue a Purchase Order to the single respondent to the RFQ. Vendors may not proceed to provide materials under this Contract until receipt of a Fully Executed Purchase Order from the Commonwealth. Each RFQ and Purchase Order will be deemed to incorporate the terms and conditions set forth in this Contract.

19. **Contact Person:** The Contractor must designate a dedicated Customer Service Representative that will serve as the main point of contact for this Contract. The Customer Service Representative must be available, at a minimum, Monday through Friday from 8:00 a.m. to 5:00 p.m.

20. **Protest Procedures:** The protest procedures are set forth on the Department's website at <http://www.dgs.state.pa.us/procurement>. Any protest arising from the award or non-award of a Contract by DGS as a result of this ITQ must be filed with the DGS Director for Procurement. Any protest arising from an RFQ or an award as a result of an RFQ issued by an Agency must be filed with the Secretary of that Agency.

21. **Claims:** Any claims against the Commonwealth must be filed in accordance with Paragraph 1.31 (Contract Controversies) of the Contract Terms and Conditions. If a claim results from a Purchase Order based upon an RFQ issued by a using agency, the claim must be filed with the using agency. If such a claim is filed with DGS, it will be referred to the using agency for resolution.

22. **Steel Products:** Due to the nature of the materials that will be available under this ITQ, the Steel Products Procurement Act, 73 P.S. § 1881 *et seq.*, may apply to certain materials. When issuing an RFQ, the using agency shall notify the Qualified Suppliers if the Act applies and the clause shall be incorporated in the RFQ and PO.

- a) **Steel Products Procurement Act "A":** In the performance of any contract awarded pursuant to this invitation to bid, the contractor, subcontractors, materialmen, or suppliers shall use only Steel Products, rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more of such operations, from steel made in the United States by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. Steel Products include not only Cast Iron Products but also Machinery and Equipment listed in United States Department of Commerce Standard Industrial Classification 25 (furniture and fixture), 35 (machinery, except electrical) and 37 (transportation equipment) and made of, fabricated from, or containing steel components. If a product contains both foreign and United States steel, such products shall be determined to be a United States Steel product only if at least 75% of the cost of the articles, materials and supplies have been mined, produced or manufactured, as



the case may be, in the United States. Transportation equipment shall be determined to be a United States steel product only if it complies with Section 165 of Public Law 97-424 (96 Stat. 2136).

When unidentified steel products are supplied under a contract, before any payment will be made, the contractor must provide documentation including, but not limited to, invoices, bills of lading and mill certification that the steel was melted and manufactured in the United States. If a steel product is identifiable from its face, the contractor must submit certification which satisfies the using agency that the contractor has fully complied with this provision. The Department shall not provide for or make any payment to any person who has not complied with the Act. Any such payments made to any person by the Department which should not have been made as a result of the Act shall be recoverable directly from the contractor, subcontractor, manufacturer or supplier who did not comply with the Act.

In addition to the withholding of payments, any person who willfully violates any of the provisions of the Act shall be prohibited from submitting any bids to any public agency for a period of five (5) years from the date of the determination that a violation has occurred. In the event the person who violates the provisions of the Act is a subcontractor, manufacturer or supplier, such person shall be prohibited from performing any work or supplying any materials to a public agency for a period of five (5) years from the date of the determination that a violation has occurred.

The contractor shall include the provisions of the Steel Products Procurement Act in any subcontract and supply contract, so that the provisions of the Act shall be binding upon each subcontractor and supplier.

**Prohibition Against The Use Of Certain Steel And Aluminum Products:** In accordance with the Trade Practices Act of July 23, 1968 P.L. 686 (71 P.S. Section 773.101 et seq.), the contractor cannot and shall not use or permit to be used in the work any aluminum or steel products made in a foreign country which is listed below as a foreign country which discriminates against aluminum or steel products manufactured in Pennsylvania. The countries of Brazil, South Korea, Spain and Argentina have been found to discriminate against certain products manufactured in Pennsylvania. Therefore, the purchase or use of those countries' products, as listed below, is not permitted.

1. **BRAZIL:** Welded carbon steel pipes and tubes; carbon steel wire rods; tool steel; certain steel products, including hot-rolled stainless steel bar; stainless steel wire rod and cold-formed stainless steel bar; pre-stressed concrete steel wire strand; hot-rolled carbon steel plate in coil; hot-rolled carbon steel sheet and cold-rolled carbon steel sheet.
2. **SPAIN:** Certain stainless steel products, including stainless steel wire rod, hot-rolled stainless steel bars and cold-formed stainless steel bars; pre-stressed concrete steel wire strands certain steel products, including hot-rolled steel plate, cold-rolled carbon steel plate, carbon steel structural shapes, galvanized carbon steel sheet, hot-rolled carbon steel bars and cold-formed carbon steel bars.
3. **SOUTH KOREA:** Welded carbon steel pipes and tubes; hot-rolled carbon steel plate; hot-rolled carbon steel sheet and galvanized steel sheet.
4. **ARGENTINA:** Carbon steel wire rod and cold-rolled carbon steel sheet.

Penalties for violations of this paragraph may be found in the Trade Practices Act, which penalties

include becoming ineligible for public works contracts for a period of three years.

**NOTE:**

**THIS PROVISION IN NO WAY RELIEVES THE CONTRACTOR OF ITS RESPONSIBILITY TO COMPLY WITH THOSE PROVISIONS OF THIS INVITATION TO BID WHICH PROHIBIT THE USE OF FOREIGN-MADE STEEL AND CAST IRON PRODUCTS.**

## PART II

### INSTRUCTIONS FOR COMPLETION OF PROPOSAL SUBMISSION

1. **Application Submission:** Your submitted response **must** be completed on the documents provided and **must** include the completed Contract Signature Page. **All ITQ contract documentation must be returned to the Issuing Office.** A copy of all documents should be made for your records.
2. **Completion of the Signature Page:** The contractor's signature shall be in ink. If any information is handwritten or changed in any manner, it must be referenced as shown on the Contract Signature Page and the contractor's authorized signatory must initial and date immediately following the statement.

**Except for signatures, please print legibly or type all required information.**

The contractor must initial and date any error made while completing information. **Do not alter the form.** Adding anything other than information specifically required by the Department may be interpreted as a contractor "conditioning" the ITQ (which may cause the ITQ to be rejected by the Department).

- a. **For Corporations:** Only the signature of a senior officer is required. Senior officers include Chairman, President, Vice-President, Senior Vice-President, Executive Vice-President, Assistant Vice-President, Chief Executive Officer and Chief Operating Officer.
- b. **For Limited Liability Company (LLC):** The signature of the Manager or Member is required. No other titles will be accepted unless the contractor provides proof that the signatory has been delegated signature authority.
- c. **For Sole Proprietorships:** The signature of the Owner is required. A sole proprietorship doing business as (d/b/a) or trading as (t/a) another name—should indicate such. For example:  
John Brown d/b/a or t/a  
Brown's Janitorial Service
- d. **For Partnerships:** The signature of the General Partner is required.

If signature authority has been delegated by any required principal (as cited above) to another official, (i.e., the Office Manager, the Comptroller, the Sales Manager, etc.), a copy of the resolution (for corporations) or power of attorney (for Partnerships and Sole Proprietorships) signed by the required principal delegating that signature authority to that specific individual must be provided prior to execution of the Contract. For a municipality or an authority, the delegation document must be either a resolution of the governing body or delegation provided by the organization's by-laws.

The ITQ may be rejected if not signed by an individual authorized to contractually bind the organization.

3. **Vendor Registration:** Interested bidders must register as a Vendor on the PA Supplier Portal at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) prior to Contract award. If your company is already registered in the PA Supplier Portal, registration is not necessary. Prior to registration, it is strongly encouraged that you review and print the Supplier Registration Reference Guide available through the Customer Support

Center link on the PA Supplier Portal webpage. Also available on the website is helpful overview information on SRM (Supplier Relationship Management), including its features and the benefits for your organization, as well as other help options designed to provide you with the answers you need and access to staff that can assist you. Should you have any questions or issues related to SRM and/or the registration process, please feel free to contact the SRM Customer Service Center (“CSC”) at 717-346-2676 (local) or 877-435-7363 (outside of Harrisburg).

4. **Completion of the Facility Maintenance Materials Categories Form (Appendix A):** By placing an (X) in the boxes on the Facility Maintenance Materials Categories Form, Vendors indicate which materials they chose to supply.

Vendors may add material categories for which they are qualified by submitting an updated Facility Maintenance Materials Categories Form to the Department of General Services’ Commodity Specialist for their review and approval.

Note: Additional material categories may be added to the ITQ by the Department of General Services’ Commodity Specialist.

## PART III

### INFORMATION REQUIRED FROM CONTRACTORS

1. **Statement of Qualifications:** Contractors must submit properly executed Contract Signature Page and the Facility Maintenance Materials Categories Form.
2. **Mandatory Requirements:** By executing this Contract, the contractor acknowledges the following:
  - a. You have submitted a complete response to this ITQ.
  - b. Your proposal contains the Contract Signature Page with an **ORIGINAL SIGNATURE** of an official of your company authorized to bind your company to its provisions and the provisions of this ITQ.
  - c. You agree that the contents of your proposal will become part of any Facility Maintenance Materials contract that may be entered into as a result of this ITQ and any subsequent RFQs.
  - d. You agree that your proposal will remain valid during the entire contract period.
  - e. You agree that, unless your proposal arrives by **1:30 PM on the September 25, 2012**, it may not be considered for the full contract period beginning on or about **November 14, 2012**.
  - f. If your firm is selected for receipt of the Request for Quote(s), you agree to comply with the contract terms and conditions of this ITQ and to furnish the required materials as specified in the RFQ.
  - g. You agree that you must maintain your status as an approved contractor in order to remain eligible to receive an RFQ.

**PART IV  
CRITERIA FOR QUALIFICATION**

1. **Mandatory Requirements:** The Department will review proposals to determine if each contractor complies with the Mandatory Requirements found in Part II, Paragraph 2. A contractor's non-acceptance of, or noncompliance with any of these mandatory requirements shall result in the disqualification of the proposal.
2. **Responsible and Responsive:** The Department will then evaluate proposals to determine contractor responsibility and responsiveness.
3. **Award of Contracts:** All responsible and responsive contractors that have met the Mandatory Requirements found in Part III, Paragraph 2, and which meet the above qualifications, will receive a signed Contract and are eligible to receive RFQs.
4. **Prequalification:** Bidders interested in submitting a proposal to become an Awarded Vendor must supply all materials meeting applicable standards {UL, ASTM, Original Equipment Manufacturer (OEM), Green, Energy Star, and/or etc.} that are identified within the RFQ. Bidders must be a registered Supplier within the PA Supplier Portal. Bidders who fail to meet the following eligibility requirements may result in bid rejection.

Failure to supply materials meeting the applicable standards will result in suspension of the Vendor from the ITQ for that materials category until such time as the eligibility requirements have been re-secured. Vendors will be provided 90 days to restore approval after which time the Vendor's contract may be terminated upon written notification.

Vendors may add categories for which they are qualified by submitting an updated Facility Maintenance Materials Categories Form to the Department of General Services' Commodity Specialist for their review and approval.

Those additional materials that are reasonably construed to be within the scope of ITQ may be added to the ITQ by the Department of General Services' Commodity Specialist.

5. **Qualifications of Bidders:** Bidders interested in submitting a proposal to become an Awarded Vendor must supply all materials meeting applicable standards (UL, ASTM, OEM, Green, Energy Star, and/or etc.) as defined in the ITQ/RFQ.

**COMMOWEALTH OF PENNSYLVANIA**  
**Invitation to Qualify: FACILITY MAINTENANCE MATERIALS**  
*(Complete in INK or TYPE only – DO NOT use pencil)*  
**READ ALL Directions/Instructions in Part I Before Completing This Page.**

**CONTRACTOR MUST COMPLETE ALL APPLICABLE AREAS**

<b>VENDOR NUMBER</b> All vendors must register with the Commonwealth at <a href="https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/">https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/</a> :	
<b>CONTRACTOR NAME &amp; ADDRESS:</b> If SOLE PROPRIETOR is doing business as (d/b/a) another name, see instructions in Part II, attached:	
<b>CONTRACTOR CONTACT PERSON:</b>	
<b>PHONE NUMBER:</b>	(    )
<b>FAX NUMBER:</b>	(    )
<b>E-MAIL ADDRESS:</b>	

<b>CONTRACTOR’S SIGNATURE(S), DATE AND TITLE REQUIRED (IN INK)</b>		
<b>CORPORATION: One Signature of a Senior Officer and Title Designation is Required.</b> - Chairman, President, Vice-President, Senior Vice-President, Executive Vice-President, Assistant Vice-President, Chief Executive Officer, Chief Operating Officer. Any other signature must be accompanied by a resolution authorizing the individual to contractually bid the organization.		
SIGNATURE	DATE	TITLE
<b>LIMITED LIABILITY COMPANY – Manager or Member</b>		
SIGNATURE	DATE	TITLE
<b>SOLE PROPRIETORSHIP – Owner Only</b>		
SIGNATURE	DATE	<b>OWNER</b> TITLE
<b>PARTNERSHIP – One General Partner Only</b>		
SIGNATURE	DATE	<b>GENERAL PARTNER</b> TITLE