

Request to Advertise Instructions

Registration Process

You must register to use this application. Go to the <http://www.emarketplace.state.pa.us> website and select the > **admin login** link to register.

PA Marketplace Supplier Service Center Bureau of Procurement PA Treasury Contract Site

> admin login e-mail

Welcome to the official site of the Pennsylvania eMarketplace portal. This is your one-stop shop for Bidding, Awards and other Contract information. Please explore our site and feel free to [contact us](#) with your questions and any suggestions you may have.

Nittany Lion Statue - Pennsylvania State University

Solicitations Solicitation Tabulations Awards Search Contracts Sole Source Procurement Emergency Procurement

ITO Upcoming Procurements

Hover over the buttons for details

PA pennsylvania STATE OF INDEPENDENCE Help

The latest version of [Adobe Acrobat Reader](#) is required to view these files. DGS Bureau of Procurement has upgraded to Microsoft Office 2007. If you have trouble reading our documents you may need to [download the free compatibility pack offered by Microsoft](#).

>Ready >Set >Buy

Select **Register Here** link if you are a new user.

PA Marketplace Supplier Service Center Bureau of Procurement

Administration Login

< Back

This login is for **Registered Pennsylvania State Employees only**.
If you are a Registered Pennsylvania State Employee, please login. If you are a Pennsylvania State Employee and not registered yet, please click "Register Here"

Log In

User ID:

Password:

Log In

[Register Here](#)

[Forgotten Password](#)

Create your own **User ID & Password**. Make sure you select **Procurement** in the Department dropdown. Complete all information and select **Submit** button.

Register User

[< Back](#)

This Registration is for
Pennsylvania State Employees only
If you are a
Pennsylvania State Employee,
please register here.

General Information

User ID: *

Password: *

Confirm Password: *

First Name: *

Last Name: *

Email: *

Confirm Email: *

Agency: *

Department: *

If approved, you will receive an email with the subject stating “CONFIDENTIAL: For XXXXXXXX Only. Request To Advertise Information” within approximately 24 hours after submitting your registration request. You can now log in and use the online **Request to Advertise Form**.

Creating an Advertisement

Go to the <http://www.emarketplace.state.pa.us> website and select the > **admin login** link.

PA Marketplace Supplier Service Center Bureau of Procurement PA Treasury Contract Site

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Solicitations Solicitation Tabulations Awards Search Contracts Sole Source Procurement Emergency Procurement

ITQ Upcoming Procurements

Hover over the buttons for details

pennsylvania STATE OF INDEPENDENCE Help

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>Ready >Set >Buy

Enter your **User ID & Password** and select the **Log In** button.

PA Marketplace Supplier Service Center Bureau of Procurement

Administration Login

< Back

This login is for **Registered Pennsylvania State Employees only.**
If you are a Registered Pennsylvania State Employee, please login. If you are a Pennsylvania State Employee and not registered yet, please click "Register Here"

User ID:

Password:

Log In

[Register Here](#)

[Forgotten Password](#)

Select the **Solicitations** tab

The screenshot shows the Pennsylvania eMarketplace website interface. At the top, there is a navigation bar with the following elements: the PA eMarketplace logo, 'Supplier Service Center', 'Bureau of Procurement', and 'PA Treasury Contract Site'. Below the navigation bar, there is a secondary bar with 'admin logout' on the left and 'e-mail' on the right. The main content area features a 'Welcome' message on the left and a large image of Fallingwater on the right. Below the image is a row of navigation buttons: 'Solicitations' (highlighted with a red border), 'Solicitation Tabulations', 'Awards', 'Search Contracts', 'Sole Source Procurement', and 'Emergency Procurement'. Below these buttons are two more buttons: 'ITQ' and 'Upcoming Procurements'. In the center of the page, there is a text prompt: 'Hover over the buttons for details'. At the bottom of the main content area, there are two buttons: 'pennsylvania STATE OF INDEPENDENCE' and 'Help'. A footer bar at the very bottom contains the text '>Ready >Set >Buy'.

PA eMarketplace Supplier Service Center Bureau of Procurement PA Treasury Contract Site

admin logout e-mail

Welcome to the official site of the Pennsylvania eMarketplace portal. This is your one-stop shop for Bidding, Awards and other Contract information. Please explore our site and feel free to [contact us](#) with your questions and any suggestions you may have.

Fallingwater - Mill Run, Pa

Solicitations Solicitation Tabulations Awards Search Contracts Sole Source Procurement Emergency Procurement

ITQ Upcoming Procurements

Hover over the buttons for details

pennsylvania STATE OF INDEPENDENCE Help

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GIS Bureau of Procurement has upgraded to Microsoft Office 2007. If you have trouble reading our documents you may need to [download the free compatibility pack offered by Microsoft](#).

>Ready >Set >Buy

Select the **New Solicitation** button to create a new advertisement.

PA Marketplace Supplier Service Center Bureau of Procurement

> [admin logout](#) Welcome, cyanderson [e-mail](#)

Solicitation Search [How to Locate and Respond to a Solicitation](#) [How to Change or Delete Your Bid in PA Supplier Portal](#)

< [Back](#) > [B&W Mode](#)

Search Solicitations

All suppliers wishing to do business with the Commonwealth must register at www.pasupplierportal.state.pa.us.
Click the [bookmark link](#) to bookmark the page. (Internet Explorer Only)

Enter Search Criteria
No fields required. The more detail you give, the fewer results will appear.

Solicitation #: Agency:

Solicitation Title or Description: County: Statewide Multiple

Solicitation Type: View Small Business Reserve Procurements (SBR)

Parent No:

Advertisement Type: Service Service & Materials Agency Construction All
 Materials PW Construction Real Estate

Bid Open Date (mm/dd/yyyy): Solicitations Posted Since (mm/dd/yyyy):

View Current Records
 View Archived Records

Search Result - Hover your mouse over the Description or Title text to get more details. (Internet Explorer Only)
Click on Solicitation Title for details

No. of records per page:

ATTENTION: Agencies under the Governor’s Jurisdiction:

If you are not using SRM to create an IFB, you **MUST** complete the waiver form for approval to bid outside of SRM (complete steps on following pages).

YOUR ADVERTISEMENT INFORMATION
(Use "sentence case" when entering data)

Agencies under the Governor's jurisdiction must use SRM to create or modify solicitations unless a waiver has been obtained through the Department of General Services. Any agency seeking a waiver should [complete the waiver form](#) and submit it to DGS, Bureau of Procurement for consideration.

General Information Help

* = Required Input

Department for this solicitation: Procurement

Date Prepared (mm/dd/yyyy): Types: *

Advertisement Type: Service Materials Service & Materials P/W Construction Agency Construction Real Estate

Complete **Justification Request** form and select **Submit**. The solicitation number is the exact number that you will use to advertise.

Justification Request

All fields required.

Solicitation #: Agency: Administration

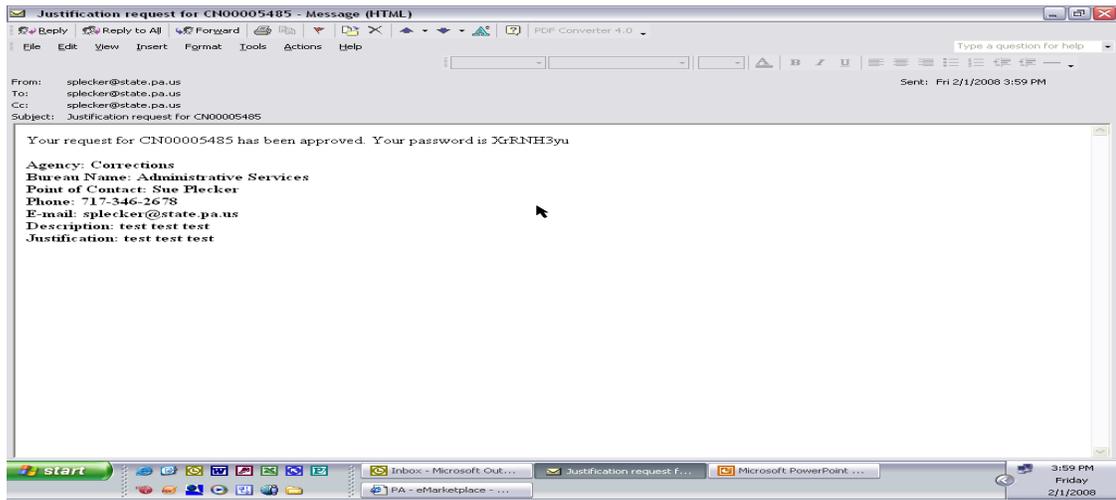
Bureau Name: Point of Contact:

Telephone Number: E-mail Address:

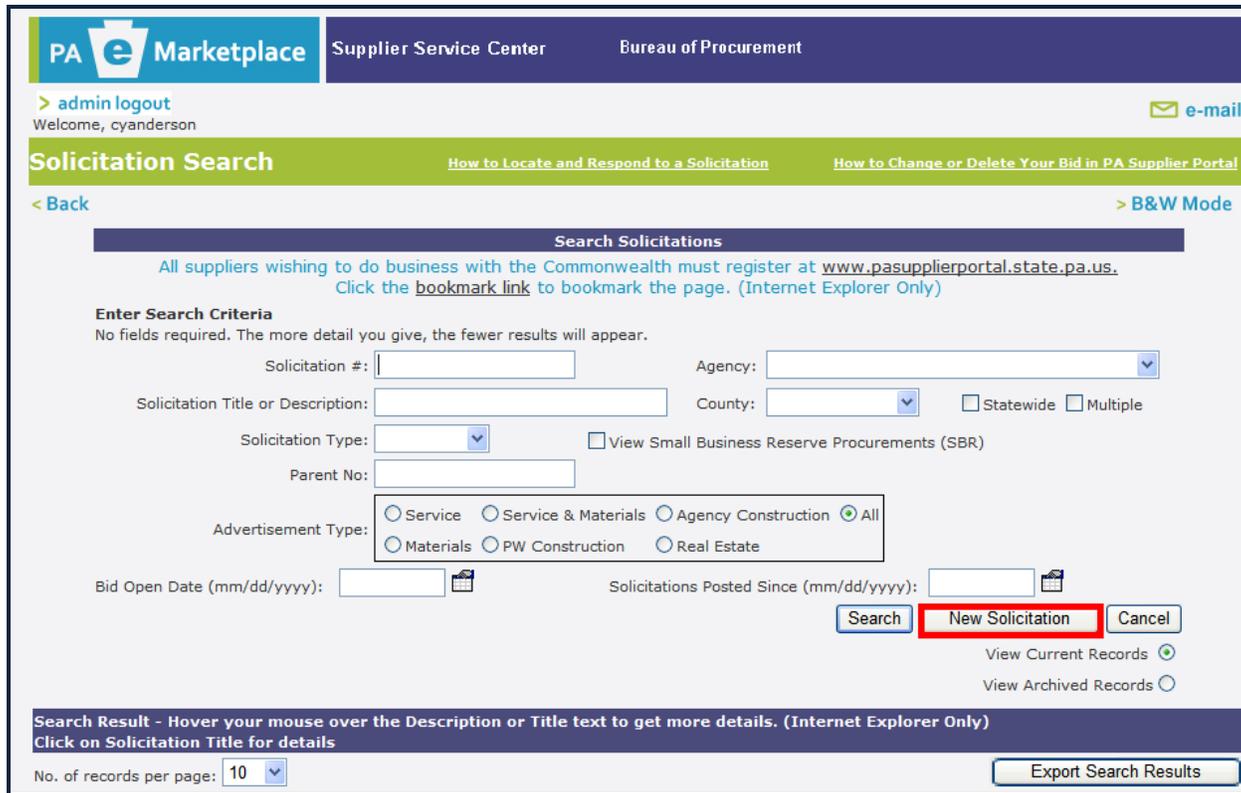
Material/Service Description: (please be brief but informational)

Justification for creation of Solicitation Outside of SRM:

You will be notified by email if this request has been approved or denied. If denied, prepare bid in SRM; if approved, follow instructions on the following pages.



If justification is approved, go to PA eMarketplace Solicitations and select **>admin login**. Continue with the solicitation process by selecting the **New Solicitation** button.



Estimated Dollar Amount should be entered for the value of the term of the initial contract without renewals. This is used for reporting purposes only; the public will not see this field.

PA Marketplace Supplier Service Center Bureau of Procurement

> admin logout Welcome, cyanderson e-mail

Solicitations

< Back

ADVERTISEMENT INFORMATION
(Use "sentence case" when entering data)

Agencies under the Governor's jurisdiction must use SRM to create or modify solicitations unless a waiver has been obtained through the Department of General Services. Any agency seeking a waiver should [complete the waiver form](#) and submit it to DGS, Bureau of Procurement for consideration.

General Information Help

* = Required Input

Department for this solicitation: Procurement

Date Prepared: (mm/dd/yyyy) * **Types:** *

Advertisement Type: Service Materials Service & Materials PW Construction Agency Construction Real Estate

Solicitation/Project#: * **Solicitation/Project Title:** *

Description: Please supply a brief description of the materials or services required. Specific data should be provided in the Solicitation document.

Estimated Dollar Amount: * Enter numeric values, no symbols.

*Note: The **Delivery Location** field is limited to 300 characters; if more than 300, you will receive an error message when trying to save the record.*

Department Information

Department/Agency: Administration * **Delivery Location: (limit of 300 characters)**

County: (if applicable) * **Duration: (ex. months, until Sept. 30)** *

Statewide Multiple

Contact Information

First Name: * Last Name: *

Phone Number: (XXX-XXX-XXXX) * Ext: Email: *

Note: **Opening Location** field is limited to 150 characters

Check box if the **Solicitation is in SRM**.

If the Solicitation is solely for **Small Diverse Businesses**, select the appropriate check box.

Solicitation Information

Bids must be received by the purchasing agency on the Solicitation Due Date no later than the Solicitation Due Time as set forth in the solicitation. Bids will be opened publicly by the purchasing agency on the Opening Date at the Opening Time. For electronic bids, any conflict between the dates and/or times contained in the SRM solicitation itself or its attachments and this advertisement shall be resolved in favor of the SRM solicitation. For bids being submitted in paper format, any conflict between the dates and/or times contained on the paper solicitation form and this advertisement shall be resolved in favor of the paper solicitation.

Solicitation Start Date: (mm/dd/yyyy)	<input type="text"/>	 *	<i>For Solicitations created before 5/31/2012, please refer to the actual bid for the exact due time.</i>	
Solicitation Due Date: (mm/dd/yyyy)	<input type="text"/>	 *		Solicitation Due Time: (hh:mm AM/PM) <input type="text"/> *
Solicitation Opening Date: (mm/dd/yyyy)	<input type="text"/>	 *		Solicitation Opening Time: (hh:mm AM/PM) <input type="text"/> *
Opening Location: <u>(Limit of 150 characters)</u>	<input type="text"/>			
No. of Addendums: (# of versions)	<input type="text"/>			

Check here if this Solicitation is in SRM

Check here if this procurement is to be set aside for bid and award to small businesses only.

Amended Date: None

The **Related Solicitation Files** section allows for the upload of original documents and flyers/addendums.

Related Solicitation Files

[Display File Uploaders](#) [Help with Uploading Documents.](#)

You must Create a Solicitation before attaching files.

Original Files
Files uploaded before 3/30/2012 will all appear under the Original Files section.

[Delete Selected Files](#)

Flyers/Addendums

[Delete Selected Files](#)

You can upload pdf, Excel, or Word files. Select whether you are uploading **original documents** or **flyer/addendum**. *Note: When necessary, protect the attached document(s) and verify in the checkbox.*

The screenshot shows an 'Upload' section with a dark blue header. Below the header is a 'Hide File Uploaders' button and a link 'Help with Uploading Documents.'. The main text instructs users to upload PDF, Microsoft Excel, and Microsoft Word files, and to select all files before clicking the 'Upload File' button once. A warning states that files selected but not yet uploaded will be lost on page refresh. A section titled 'Please select one of the following: *' contains two radio button options: 'Check if uploading original documents' (with a note that no eAlerts will go out) and 'Check if uploading flyer/addendum' (with a note that eAlerts will go out). Below this is a warning that large files take a long time to upload and that users should hit return to search after upload. There are two columns of 'Browse...' buttons for file selection. At the bottom, there is a checkbox for verifying document protection, an 'Upload File(s)' button, and a note to change the comments box if attaching a flyer/addendum.

Uploading file size is limited to 10.0 Mb; if you upload more than the permitted size limit you will receive an error message.

Upload File. Once the file(s) are uploaded and saved, they will be displayed as shown.

The screenshot shows a 'Related Solicitation Files' section with a dark blue header. Under the header, there are two sections: 'Original Files' and 'Flyers/Addendums'. The 'Original Files' section includes a note that files uploaded before 3/30/2012 will appear under this section, followed by a list of file names: 'ITQ #00005610 Truck Mix Cement Products ITQ.pdf', '00005610 Addendum #1.pdf', '00005610 Addendum #2.pdf', '5610 - Attachment A.pdf', 'Cement Materials Category Form.pdf', 'Move Schedule.xlsx', and 'oeueouIQ.doc'. The 'Flyers/Addendums' section includes a list of file names: 'snaq it inventory.xlsx' and 'eouidsnthoau.doc'.

When creating a new solicitation, there will be an added section at the bottom of the page to send **eAlerts** for that solicitation to the potential bidders. You must enter/change the **Comments** field every time you want to create a solicitation.

Comments
The following comments will be attached to the eAlert emails.

eAlert Information
Please select at least one category from the list below to send eAlerts to subscribed members. [Help with eAlerts](#)
It is not required to use the old eAlerts system as it will send duplicate emails.

Unselected eAlerts:

- Bureau of Procurement - Materials - 15000000-<u>Fuels and Fuel Additives and Lubricants and Anti corrosive Materials:</u> This segm
- Bureau of Procurement - Materials - 20000000-<u>Mining and Well Drilling Machinery and Accessories:</u> This segment includes the
- Bureau of Procurement - Materials - 21000000-<u>Farming and Fishing and Forestry and Wildlife Machinery and Accessories:</u> This
- Bureau of Procurement - Materials - 22000000-<u>Building and Construction Machinery and Accessories:</u> This segment includes th

Selected eAlerts:

To send eAlerts to the potential bidders, please choose the category from the **Unselected eAlerts** (top) box and select the **Add** button. See [Appendix A](#) to view the complete list of eAlert categories and full category description for each.

eAlert Information
Please select at least one category from the list below to send eAlerts to subscribed members. [Help with eAlerts](#)
It is not required to use the old eAlerts system as it will send duplicate emails.

Unselected eAlerts:

- Raw Materials - Raw Materials
- Bureau of Procurement - Materials - 10000000-<u>Live Plant and Animal Material and Accessories and Supplies:</u> This segment incl
- Bureau of Procurement - Materials - 11000000-<u>Mineral and Textile and Inedible Plant and Animal Materials:</u> This segment includ
- Bureau of Procurement - Materials - 12000000-<u>Chemicals including Bio Chemicals and Gas Materials:</u> This segment includes in

Selected eAlerts:

Once the **Add** button is selected, the chosen category will appear in the **Selected eAlerts** (bottom) box. The members who are subscribed to the selected category will receive the eAlert for this solicitation.

eAlert Information

Please select at least one category from the list below to send eAlerts to subscribed members. [Help with eAlerts](#)

It is not required to use the old eAlerts system as it will send duplicate emails.

Unselected eAlerts:

- Raw Materials - Raw Materials
- Bureau of Procurement - Materials - 11000000- <u>Mineral and Textile and Inedible Plant and Animal Materials:</u> This segment include
- Bureau of Procurement - Materials - 12000000- <u>Chemicals including Bio Chemicals and Gas Materials:</u> This segment includes in
- Bureau of Procurement - Materials - 13000000- <u>Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials:</u> This

Selected eAlerts:

- Bureau of Procurement - Materials - 10000000- <u>Live Plant and Animal Material and Accessories and Supplies:</u> This segment include

If you want to add another category, simply choose it from the top box and select the **Add** button. If you want to remove a category, choose the category from the bottom box and select the **Remove** button.

eAlert Information

Please select at least one category from the list below to send eAlerts.

Unselected eAlerts:

- UNSPC Codes by Group - 10000000 - <u>10000000</u> - Live Plant and Animal Material and Accessories and Supplies: This
- UNSPC Codes by Group - 20000000 - <u>20000000</u> - Mining and Well Drilling Machinery and Accessories: This segment
- UNSPC Codes by Group - 30000000 - <u>31000000</u> - Manufacturing Components and Supplies: This segment includes cc
- UNSPC Codes by Item - 10000000 - Live Plant and Animal Material and Accessories and Supplies - This segment includes live

Selected eAlerts:

- UNSPC Codes by Group - 10000000 - <u>11000000</u> - Mineral and Textile and Inedible Plant and Animal Materials: This segn
- UNSPC Codes by Group - 20000000 - <u>21000000</u> - Farming and Fishing and Forestry and Wildlife Machinery and Access
- UNSPC Codes by Group - 30000000 - <u>30000000</u> - Structures and Building and Construction and Manufacturing Compone

When ready to publish the solicitation select the **Publish Solicitation** button if you are not ready to publish at this point click on the **Save Draft** button.

If you submitted a Justification Request form for approval to do bids outside SRM and received approval, please type in the password from the email and select the **Enter Password** button. *Note: The password is only valid for the solicitation number it was requested for. Any change in the solicitation number will require a new Justification Request form be submitted to DGS.*

Solicitation Outside of SRM

As the Commonwealth's procurement system of record the IFB Solicitation being advertised should be created via SRM.

If justification has already been approved, enter the password below.

If there is justification for creation of this procurement solicitation outside of SRM please select "Request Permission" and complete the "Justification for Creation of Solicitation Outside of SRM" form.

If not, please select cancel and create the solicitation in SRM and re-advertise.

Once you select the **Publish Solicitation** button, it will ask if you want to send an eAlert to the selected categories. This feature was added in case you have to make any modifications to the solicitation and do not want to send another eAlert.

Do you want to send an eAlert to the selected categories?

Select **Send eAlert and Save** to publish the solicitation.

View of the creator.

		Supplier Service Center		Bureau of Procurement	
> admin logout > admin screen		 e-mail			
Welcome, esingh					
Solicitations					
< Back					
ADVERTISEMENT INFORMATION (Use "sentence case" when entering data)					
Agencies under the Governor's jurisdiction must use SRM to create or modify solicitations unless a waiver has been obtained through the Department of General Services. Any agency seeking a waiver should complete the waiver form and submit it to DGS, Bureau of Procurement for consideration.					
General Information Help					
* = Required Input					
Department for this solicitation: Procurement					
Date Prepared: (mm/dd/yyyy)	06/28/12  *	Types:	IFB  *		
Advertisement Type:	<input checked="" type="radio"/> Service <input type="radio"/> Materials <input type="radio"/> Service & Materials <input type="radio"/> PW Construction <input type="radio"/> Agency Construction <input type="radio"/> Real Estate				
Solicitation/Project#:	6100022642	Solicitation/Project Title:	7611Janitorial Cleaning Service *		
Description:	Please supply a brief description of the materials or services required. Specific data should be provided in the Solicitation document. Janitorial Cleaning Services for Pennsylvania Department of General Services (DGS) various Commonwealth-owned office buildings located in Harrisburg, PA 17120. *				
Estimated Dollar Amount:	300,000.00 * Enter numeric values, no symbols.				
Department Information					
Department/Agency:	General Services  *	Delivery Location: (limit of 300 characters)	Harrisburg 		
County: (if applicable)	Dauphin  *	Duration: (ex. months, until Sept. 30)	3 yrs with 2 (1) year renew *		
<input type="radio"/> Statewide <input type="radio"/> Multiple					
Contact Information					
First Name:	Danielle *	Last Name:	Bonner *		
Phone Number: (XXX-XXX-XXXX)	717-346-2674 * Ext: <input type="text"/>	Email:	dbonner@pa.gov *		
Solicitation Information					
Bids must be received by the purchasing agency on the Solicitation Due Date no later than the Solicitation Due Time as set forth in the solicitation. Bids will be opened publically by the purchasing agency on the Opening Date at the Opening Time. For electronic bids, any conflict between the dates and/or times contained in the SRM solicitation itself or its attachments and this advertisement shall be resolved in favor of the SRM solicitation. For bids being submitted in paper format, any conflict between the dates and/or times contained on the paper solicitation form and this advertisement shall be resolved in favor of the paper solicitation.					
Solicitation Start Date: (mm/dd/yyyy)	06/29/12  *	<i>For Solicitations created before 5/31/2012, please refer to the actual bid for the exact due time.</i>			
Solicitation Due Date: (mm/dd/yyyy)	07/17/12  *	Solicitation Due Time: (hh:mm AM/PM)	1:30 PM *		
Solicitation Opening Date: (mm/dd/yyyy)	07/17/12  *	Solicitation Opening Time: (hh:mm AM/PM)	1:31 PM *		
Opening Location: (Limit of 150 characters)	Electronic Bid 				
No. of Addendums: (# of versions)	0				
<input checked="" type="checkbox"/> Check if there is a Pre-proposal Conference <input type="checkbox"/> Cancel solicitation <input checked="" type="checkbox"/> Check here if this Solicitation is in SRM Responses to this bid will <u>only</u> be accepted electronically. You must go to www.pasupplierportal.state.pa.us to complete this bid. <input type="checkbox"/> Check here if this procurement is to be set aside for bid and award to small businesses only.					
Amended Date:	06/29/12				

Upload

[Help with Uploading Documents.](#)

Available Solicitation Files

Original Files
Files uploaded before 3/30/2012 will all appear under the Original Files section.

- [Cover Letter.docx](#)
- [6100022642 Terms and Conditions.pdf](#)
- [6100022642 Statement of Work.v2.pdf](#)
- [6100022642 Janitorial Tasks - Duties Schedule.pdf](#)

Comments

The following comments will be attached to the eAlert emails.

new solicitation posted

eAlert Information

Please select at least one category from the list below to send eAlerts to subscribed members. [Help with eAlerts](#)

It is not required to use the old eAlerts system as it will send duplicate emails.

Unselected eAlerts:

Raw Materials - Raw Materials
▲
Bureau of Procurement - Materials - 10000000-<u>Live Plant and Animal Material and Accessories and Supplies:</u> This segment incl
▢
Bureau of Procurement - Materials - 11000000-<u>Mineral and Textile and Inedible Plant and Animal Materials:</u> This segment includ
▢
Bureau of Procurement - Materials - 12000000-<u>Chemicals including Bio Chemicals and Gas Materials:</u> This segment includes in
▾

Selected eAlerts:

Bureau of Procurement - Services - 76000000-<u>Industrial Cleaning Services:</u> This segment includes services associated with wastew

If solicitation is not in SRM, the general public view would be as seen below:

Solicitation Information

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Solicitation Start Date:	03/18/09	<i>For Solicitations created before 5/31/2012, please refer to the actual bid for the exact due date.</i>	
Solicitation Due Date:	11/01/13	Solicitation Due Time:	0
Solicitation Opening Date:	11/01/13	Solicitation Opening Time:	1:30 PM
Opening Location:	Dgs Bureau Of Procurement Bid Room 555 Walnut Street 6Th Floor Harrisburg Pa 17101		
No. of Addendums:	2		
Amended Date:	04/30/12		

Responses to this bid will not be accepted electronically.
Please follow the instructions attached to this solicitation to complete this bid.

If solicitation is in SRM, the general public view would be as seen below:

Solicitation Information

Bids must be received by the purchasing agency on the Solicitation Due Date no later than the Solicitation Due Time as set forth in the solicitation. Bids will be opened publically by the purchasing agency on the Opening Date at the Opening Time. For electronic bids, any conflict between the dates and/or times contained in the SRM solicitation itself or its attachments and this advertisement shall be resolved in favor of the SRM solicitation. For bids being submitted in paper format, any conflict between the dates and/or times contained on the paper solicitation form and this advertisement shall be resolved in favor of the paper solicitation.

Solicitation Start Date:	03/18/09	<i>For Solicitations created before 5/31/2012, please refer to the actual bid for the exact due date.</i>	
Solicitation Due Date:	11/01/13	Solicitation Due Time:	0
Solicitation Opening Date:	11/01/13	Solicitation Opening Time:	1:30 PM
Opening Location:	Dgs Bureau Of Procurement Bid Room 555 Walnut Street 6Th Floor Harrisburg Pa 17101		
No. of Addendums:	2		
Amended Date:	06/29/12		

Responses to this bid will only be accepted electronically.
You must go to www.pasupplierportal.state.pa.us to complete this bid.

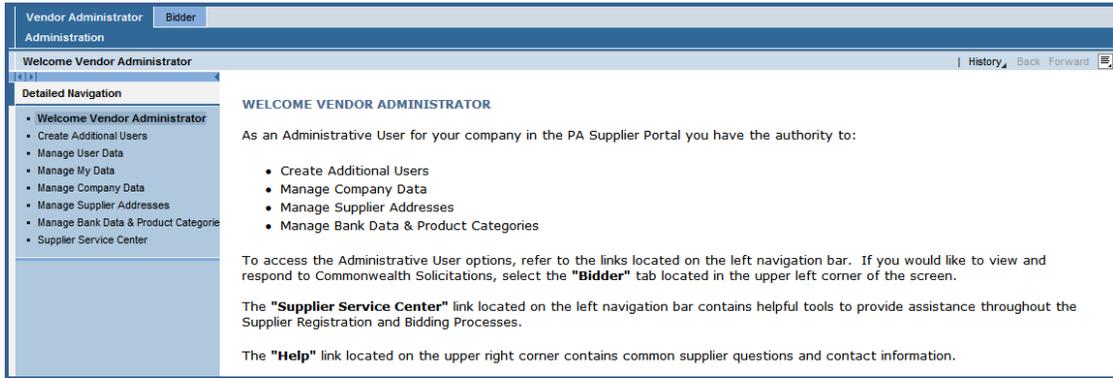
Once satisfied, select **Yes** and the advertisement will be posted on eMarketplace and an eAlert will be sent to all subscribers and to you, similar to the screenshot below:

The [redacted] has posted the following Solicitation [redacted] for [redacted] on eMarketplace.

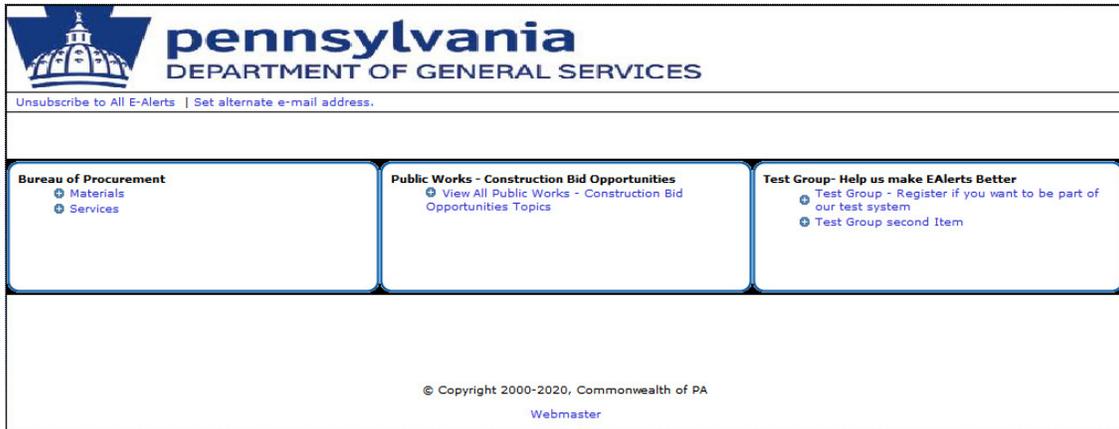
You may view the bid online at [eMarketplace](#) or by clicking [here](#). Public bid openings consist of a Commonwealth procurement representative electronically accessing or opening (if paper) timely received bids. The representative announces the suppliers whose bids were timely received and the total bid amount to those present at the bid opening except where it is deemed unreasonable to read the bid amount due to complexity or large number of line items. Suppliers are not permitted to review bids at the opening. The bid tabulation will be posted to www.eMarketplace.state.pa.us as soon as practicable after the opening. Awarded contracts are posted to eMarketplace after they become fully executed.

If you do not wish to receive eAlert emails from eMarketplace, you may: 1) manage your subscriptions from the [PA Supplier Portal](#) or the [eAlerts application](#) 2) [Unsubscribe](#) from ALL eAlerts.

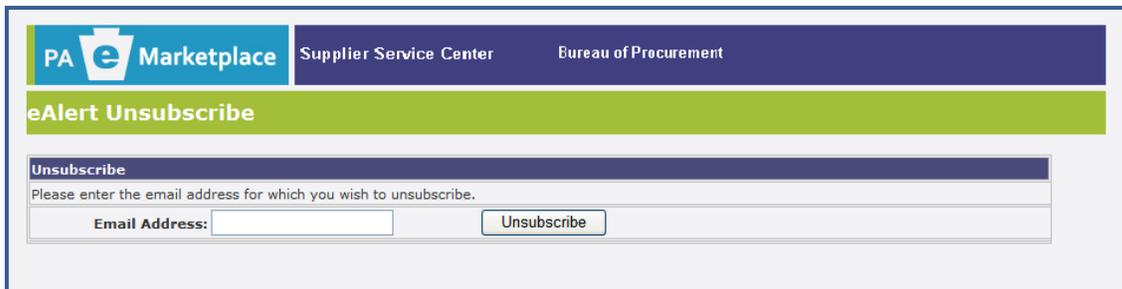
You now have the option at the bottom of the page that if you do not wish to receive eAlert emails from eMarketplace, you may either 1) manage your subscriptions from the www.pasupplierportal.state.pa.us



or the eAlerts application.

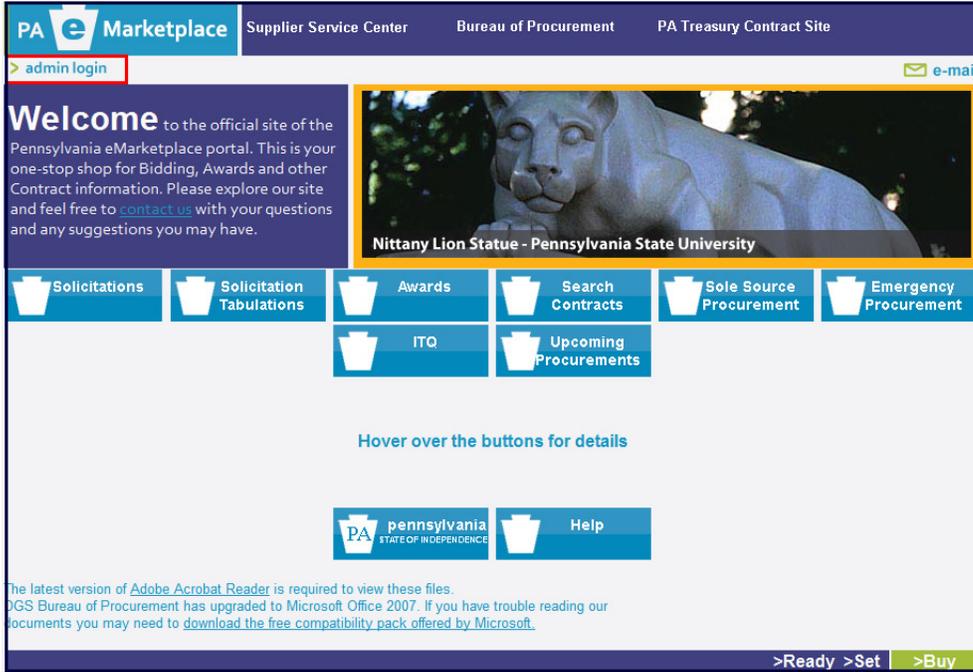


Or 2) you may Unsubscribe from ALL eAlerts.



Editing or Changing an Advertisement

Go to the <http://www.emarketplace.state.pa.us> website and select the > **admin login** link.



Enter your **User ID & Password** and select the **Log In** button.



Select the **Solicitations** tab.

PA eMarketplace Supplier Service Center Bureau of Procurement PA Treasury Contract Site

admin logout e-mail

Welcome to the official site of the Pennsylvania eMarketplace portal. This is your one-stop shop for Bidding, Awards and other Contract information. Please explore our site and feel free to [contact us](#) with your questions and any suggestions you may have.

Solicitations Solicitation Tabulations Awards Search Contracts Sole Source Procurement Emergency Procurement

ITQ Upcoming Procurements

Hover over the buttons for details

PA pennsylvania STATE OF INDEPENDENCE Help

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>Ready >Set >Buy

Input **Solicitation Number** and select **Search** button.

PA eMarketplace Supplier Service Center Bureau of Procurement

admin logout admin screen e-mail

Search Solicitations < Back > B&W Mode

Search Solicitations

All suppliers wishing to do business with the Commonwealth must register at www.pasupplierportal.state.pa.us.
Click the [bookmark link](#) to bookmark the page. (Internet Explorer Only)

Enter Search Criteria
No fields required. The more detail you give, the fewer results will appear.

Solicitation #: Agency:

Solicitation Title or Description: County: Statewide Multiple

Solicitation Type: View Small Business Reserve Procurements (SBR)

Parent No.:

Advertisement Type: Service Service & Materials Agency Construction All
 Materials PW Construction Real Estate

Bid Open Date (mm/dd/yyyy): Solicitations Posted Since (mm/dd/yyyy):

View Current Records View Archived Records

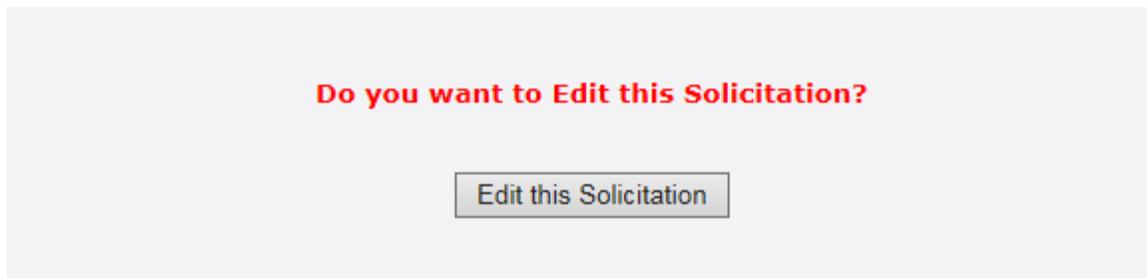
Search Result - Hover your mouse over the Description or Title text to get more details. (Internet Explorer Only)
Click on **Solicitation Title** for details

No. of records per page:

Select Solicitation Number.

Solicitation#	Types	Solicitation Title	Description	Agency	County	Amended Date	Solicitation Start Date	Solicitation End Date	Bid Opening Date	Status	Contact Person
6100008384	IFB	Punxsy PennDOT HVAC	Qualified HVAC contr...	Transportation	Jefferson	12/15/2008	1/5/2009	1/26/2009	1/26/2009 1:00:00 PM	Created	Arleen Mycka
Jan 01, 2009 thru June 30, 2009	R3-RFQ	Quarterly Bread Bid	This is a Quarterly ...	Military and Veterans Affairs	Blair	11/7/2008	1/1/2009	6/30/2009	6/30/2009 10:00:00 AM	Created	Becky Clapper
A 999-127	IFB	Install New Sewer La...	PROJECT TITLE: Insta...	Historical and Museum Commission	Lancaster	12/11/2008	12/23/2008	1/28/2009	1/28/2009 2:00:00 PM	Created	ESTHER ETTINGER
SSHE 401-BL-896	IFB	Existing Hartline Sc...	Work consists of Gen...	State System of Higher Education	Columbia	12/16/2008	12/22/2008	1/27/2009	1/27/2009 1:00:00 PM	Created	Diann Shamburg
6100007505	RFP	Business Analysis Se...	Business Analysis an...	General Services	Dauphin	12/17/2008	12/18/2008	1/28/2009	1/28/2009 1:00:00 PM	Created	Angela Corish
6100008724	IFB	Competing Vegetation...	Apply herbicide to a...	Conservation & Natural Resources	Multiple	12/15/2008	12/18/2008	1/8/2009	1/8/2009 2:00:00 PM	Created	Nancy Weibley
6100008750	IFB	WASTEWATER TREATMENT...	The Department of En...	Environmental Protection	Statewide	12/17/2008	12/18/2008	1/8/2009	1/8/2009 2:00:00 PM	Created	DAVID STILLIONS
6100007648	IFB	PHYSICAL THERAPIST	Physical Therapy Ser...	Military and Veterans Affairs	Blair	12/17/2008	12/17/2008	1/7/2009	1/7/2009 2:00:00 PM	Extended	Karen Tums
6100008418	IFB	ELEVATOR MAINT. BETH...	ONLY ELECTRONIC BID ...	State Police	Northampton	12/8/2008	12/17/2008	1/7/2009	1/7/2009 1:30:00 PM	Open	Helen Fuhman

At the top of the screen click on the **Edit this Solicitation** button to begin editing. When you hit this button the solicitation will be in a draft mode. Any changes including adding or deleting files will not be published until you press the **Publish Solicitation** button at the bottom of the screen. If your changes are not ready to be published you can save your changes by pressing the **Save Draft** button.



If you have previously saved a draft solicitation to continue editing the draft you would select the draft from the list of drafts on the solicitation search screen

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View Current Records
 View Archived Records

Your Draft Solicitations

Id	Solicitation #	Bid Title	Description	Draft Created	
159	034020141	Historical Design Services	The Pennsylvania Historical And Museum Commission Phmo Manages ...	12/18/2015 9:58:23 AM	<input type="button" value="Delete"/>

If you no longer want the draft you can select the **Delete button**

When editing the solicitation you can edit any field except for the Solicitation Number. Make necessary changes, add Addendum #, or cancel solicitation.

You can also edit your eAlerts when editing an existing solicitation. This is what you will see:

eAlert Information

Please select at least one category from the list below to send eAlerts to subscribed members. [Help with eAlerts](#)

It is not required to use the old eAlerts system as it will send duplicate emails.

Unselected eAlerts:

Bureau of Procurement - Materials - 23000000-<u>Industrial Manufacturing and Processing Machinery and Accessories:</u> This segm

Bureau of Procurement - Materials - 24000000-<u>Material Handling and Conditioning and Storage Machinery and their Accessories and

Bureau of Procurement - Materials - 25000000-<u>Commercial and Military and Private Vehicles and their Accessories and Components

Bureau of Procurement - Materials - 27000000-<u>Tools and General Machinery:</u> This segment includes hand held devices as well

Selected eAlerts:

Bureau of Procurement - Services - 72000000-<u>Building and Construction and Maintenance Services:</u> This segment includes service

Bureau of Procurement - Materials - 26000000-<u>Power Generation and Distribution Machinery and Accessories:</u> This segment includ

Bureau of Procurement - Materials - 15000000-<u>Fuels and Fuel Additives and Lubricants and Anti corrosive Materials:</u> This segment

The eAlerts categories which were selected at the time of creating the solicitation will be auto-populated in the bottom box. You can make the changes to the solicitation and select the **Publish Solicitation** button.

eAlert Information

Please select at least one category from the list below to send eAlerts to subscribed members. [Help with eAlerts](#)

It is not required to use the old eAlerts system as it will send duplicate emails.

Unselected eAlerts:

BMWBO - Unsubscribed
Bureau of Procurement - Materials - 10000000-<u>Live Plant and Animal Material and Accessories and Supplies:</u> This segment incl
Bureau of Procurement - Materials - 11000000-<u>Mineral and Textile and Inedible Plant and Animal Materials:</u> This segment includ
Bureau of Procurement - Materials - 12000000-<u>Chemicals including Bio Chemicals and Gas Materials:</u> This segment includes in

Selected eAlerts:

Bureau of Procurement - Services - 72000000-<u>Building and Construction and Maintenance Services:</u> This segment includes service
--

Once you select the **Publish Solicitation** button, it will ask you to confirm that you want to send the eAlert to the selected categories.

Do you want to send an eAlert to the selected categories?

Select **Send eAlert and Save** to publish the solicitation and send the eAlert; an eAlert will be sent to all subscribers and to you.

Example of Subscriber's Email:

The [REDACTED] has posted the following Solicitation [REDACTED] for [REDACTED] on eMarketplace.

You may view the bid online at [eMarketplace](#) or by clicking [here](#). Public bid openings consist of a Commonwealth procurement representative electronically accessing or opening (if paper) timely received bids. The representative announces the suppliers whose bids were timely received and the total bid amount to those present at the bid opening except where it is deemed unreasonable to read the bid amount due to complexity or large number of line items. Suppliers are not permitted to review bids at the opening. The bid tabulation will be posted to www.eMarketplace.state.pa.us as soon as practicable after the opening. Awarded contracts are posted to eMarketplace after they become fully executed.

If you do not wish to receive eAlert emails from eMarketplace, you may: 1) manage your subscriptions from the [PA Supplier Portal](#) or the [eAlerts application](#). 2) [Unsubscribe](#) from ALL eAlerts.

The screenshot shows an email client interface. On the left, there is a search bar with the text "Search Inbox (Ctrl+E)" and a dropdown menu for "Arrange By: Date" set to "Newest on top". Below this, a list of emails is shown, with the selected email from "RA-paealerts@pa.gov" titled "Modified Solicitation eA...". The main content area displays the email details: "Modified Solicitation eAlert for 6100035488 - Truck-Med Duty Work" from "RA-paealerts@pa.gov", sent on "Fri 9/18/2015 3:32 PM" to "GS, PA EAlerts" and "Thomas, Joslyn". The body of the email contains a list of recipient addresses: "82autowerks@gmail.com;a.morris@chemical-concepts.com;alcertify2@yahoo.com;accounting@tripletruckparts.com;adam@jdhawkssystems.com;adamj@pmcreps.com;advgreenville729@I.I.C.@HOTMAIL.COM;affordablecomfortinc@gmail.com;air455@aol.com;aistruckandtrailer@comcast.net;akaza@kazafire.com;alerts@mp".

Amended date will change automatically.

If you have any questions or concerns, please send an email to: RA-pa-emarketplace@pa.gov

Contact Information:

Department of General Services
Bureau of Procurement
555 Walnut Street, 6th Floor Forum Place
Harrisburg PA 17101

Email: RA-pa-emarketplace@pa.gov

APPENDIX A

List of eAlert Categories and Description

MATERIALS

- 10000000-**Live Plant and Animal Material and Accessories and Supplies:** This segment includes live, wild and domesticated, seeds and plants and animals. This segment also includes materials and equipment used in the care, containment and feeding of live plants and animals.
- 11000000-**Mineral and Textile and Inedible Plant and Animal Materials:** This segment includes unprocessed materials such as stone, soil and ores, refined base or precious metals, inedible plant, forestry and animal materials as well as natural or synthetic fibers and cloth, leather and animal skins, scrap and waste materials.
- 12000000-**Chemicals including Bio Chemicals and Gas Materials:** This segment includes inorganic and organic chemicals and compounds in solid, liquid or gaseous form used in an industrial or manufacturing process.
- 13000000-**Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials:** This segment includes rubber and plastic material, including elastomers that are used in manufacturing and construction.
- 14000000-**Paper Materials and Products:** This segment includes paper used for commercial printing, forms, envelopes, reprographics, and tablets as well as value-added papers which feature special surface treatments, color, chemicals, or fiber content that meet specific needs.
- 15000000-**Fuels and Fuel Additives and Lubricants and Anti corrosive Materials:** This segment includes natural occurring gases and processed materials used to produce heat or power performance enhancing additives, processed materials designed to reduce friction and wear when introduced as a film between solid surfaces. This segment also includes materials used to reduce or prevent corrosion of metallic surfaces, and petroleum- based and synthetic waxes and jellies.
- 20000000-**Mining and Well Drilling Machinery and Accessories:** This segment includes the machines and accessories necessary to burrow beneath the earth's surface or related processes for obtaining a natural element.
- 21000000-**Farming and Fishing and Forestry and Wildlife Machinery and Accessories:** This segment includes machines and accessories necessary to cultivate and preserve soil, trees, plants as well as those necessary for breeding of animals.
- 22000000-**Building and Construction Machinery and Accessories:** This segment includes the machines and accessories used in support of the construction, repair and maintenance of structures and roads.
- 23000000-**Industrial Manufacturing and Processing Machinery and Accessories:** This segment includes the machines and accessories necessary to manufacture or process products or components. This segment also includes machinery and equipment for manufacturing and processing of food and beverages, textile, leathers and fabrics and, lapidary equipment.
- 24000000-**Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies:** This segment includes the machines, accessories, and supplies necessary for material conveyance, lifting, rotating, tilting and turning and the safekeeping of goods in a depository such as a warehouse.
- 25000000-**Commercial and Military and Private Vehicles and their Accessories and Components:** This segment includes vehicles used in the conveyance of persons or materials, such as automotive vehicles, spacecraft, marine craft, powered aircraft, motorized cycles and rail bound vehicles, as well as recreational motorized and non-motorized craft. This segment also includes components, accessories and systems used in the repair, maintenance and support of these vehicles.
- 26000000-**Power Generation and Distribution Machinery and Accessories:** This segment includes machinery for converting any of various forms of energy into mechanical force or converting mechanical force into electricity. This segment also includes mechanisms used to transmit power from an engine to an actuator and systems and components used in the distribution of electrical and mechanical energy such as motors, generators, transformers and transmissions.
- 27000000-**Tools and General Machinery:** This segment includes hand held devices as well as small or multipurpose pneumatic, hydraulic, mechanical, electrical or electronically operated devices used in the manufacture, repair and maintenance of products.
- 30000000-**Structures and Building and Construction and Manufacturing Components and Supplies:** This segment includes components, materials and systems used in the construction, repair and maintenance of structures and roads. This segment also includes structural shapes, prefabricated structures, interior and exterior finishing products, electrical and plumbing fixtures as well as lumber, building components and concrete.
- 31000000-**Manufacturing Components and Supplies:** This segment includes components and supplies commonly used or consumed in manufacturing and construction processes. This segment also includes industrial goods such as castings, forgings and extrusions, fasteners, bearings, bushings, industrial wheels, sprockets, gears, gaskets, seals and springs. This segment also includes abrasives, industrial adhesives, sealants and solvents as well as paints, primers, finishes and dyes.
- 32000000-**Electronic Components and Supplies:** This segment includes electronic components used (or consumed) in the manufacturing and maintenance of electronic or electro-mechanical devices and systems. Examples of commodities found within this segment include semiconductors, integrated circuits, circuit card assemblies and light emitting diodes.
- 39000000-**Electrical Systems and Lighting and Components and Accessories and Supplies:** This segment includes lighting fixtures and electrical components and supplies.
- 40000000-**Distribution and Conditioning Systems and Equipment and Components:** This segment includes systems, devices and components used to control the movement or conditioning of air, gases or fluids. This segment also includes equipment and components used in plumbing, air cooling or heating (HVAC).
- 41000000-**Laboratory and Measuring and Observing and Testing Equipment:** This segment includes the machines, equipment and tools used in laboratories, as well as measuring, observing and testing equipment.

- 42000000-**Medical Equipment and Accessories and Supplies:** This segment includes the tools and machines, accessories and consumable supplies used by physicians or those in the practice of medicine or related fields. This segment also includes assistive and corrective devices for people with disabilities. This segment also includes medical equipment and supplies for animals.
- 43000000-**Information Technology Broadcasting and Telecommunications:** This segment includes communications and computer equipment as well as peripheral input, output and storage devices. This segment also includes networking equipment and general computer components and supplies such as printers, electronic storage media and connection cables.
- 44000000-**Office Equipment and Accessories and Supplies:** This segment includes office machines, equipment, accessories and supplies commonly used in the clerical and administrative function of a business. Examples include calculating, copying and mail handling equipment as well as drafting and stationary supplies and accessories such as writing instruments and desk organizers.
- 45000000-**Printing and Photographic and Audio and Visual Equipment and Supplies:** This segment includes photographic film, plates & paper, cameras, lenses & accessories, microfilm equipment, photographic studio equipment, photographic chemicals and supplies as well as printing industry equipment and supplies such as inks and washes.
- 46000000-**Defense and Law Enforcement and Security and Safety Equipment and Supplies:** This segment includes equipment and supplies used in defense, law enforcement and security. This segment also includes equipment and supplies for personal safety.
- 47000000-**Cleaning Equipment and Supplies:** This segment includes the equipment and supplies used in environmental protection and wastewater management as well as in the cleaning of offices and lavatories. This segment also includes commercial laundry and dry cleaning equipment.
- 48000000-**Service Industry Machinery and Equipment and Supplies:** This segment includes machinery and equipment used in a wide range of retail business service environments such as food service, banking, games and entertainment and other consumer goods and services.
- 49000000-**Sports and Recreational Equipment and Supplies and Accessories:** This Segment includes equipment, supplies and accessories used in recreational activities such as sports, camping, hobbies, recreational fishing and hunting. Playground, fitness and spa equipment are also found here, as are collectibles (such as antiques) and awards.
- 50000000-**Food Beverage and Tobacco Products:** This segment includes human food and beverages as well as condiments, colorings, flavorings and preservatives used in the preparation of food or beverages. This segment also includes plant extracts, mineral supplements and vitamins for human consumption.
- 51000000-**Drugs and Pharmaceutical Products:** This segment includes natural or synthetic materials and compounds used in the prevention or treatment of disease in humans.
- 52000000-**Domestic Appliances and Supplies and Consumer Electronic Products:** This segment includes floor coverings, bedclothes, table and kitchen linen, towels, window treatments, domestic appliances, consumer electronics and kitchenware.
- 53000000-**Apparel and Luggage and Personal Care Products:** This segment includes non-industrial clothing, garments shoes or boots and accessories as well as briefcases, suitcases, trunks and travel accessories. This segment also includes articles or preparations used in personal hygiene and personal care.
- 54000000-**Timepieces and Jewelry and Gemstone Products:** This segment includes portable and stand-alone timepieces, cosmetic and fine jewelry (often set with gems) worn for personal adornment as well as and precious, semiprecious, or synthetic stones.
- 55000000-**Published Products:** This segment includes published copyright material such as software, music, books, magazines, and newspapers, in print or electronic form.
- 56000000-**Furniture and Furnishings:** This Segment includes furniture used in domestic as well as office or business settings. Additionally, furniture of the sort often found in schools or libraries is included here. Last, institutional furniture is included here as well.
- 60000000-**Musical Instruments and Games and Toys and Arts and Crafts and Educational Equipment and Materials and Accessories and Supplies:** This Segment includes teaching aids used in both school and home settings; educational items such as decorative supplies seen in school settings; and arts and crafts equipment and supply items. Musical instruments and accessories are also in this Segment, as are puzzles, toys and games.

SERVICES

- 70000000-**Farming and Fishing and Forestry and Wildlife Contracting Services:** This segment includes services associated with the production, management and protection of plants, soil and land resources as well as those related to the breeding of animals and services related to wildlife.
- 71000000-**Mining and oil and gas services:** Services provided to the mining and oil and gas industries.
- 72000000-**Building and Construction and Maintenance Services:** This segment includes services associated with the construction and maintenance of buildings, structures and roads. This segment also includes trades such as general contractors, electricians, plumbers, carpenters, painters, and roofing, landscaping, gardening and pest control.
- 73000000-**Industrial Production and Manufacturing Services:** This segment includes contracted services associated with industrial and manufacturing processes.
- 76000000-**Industrial Cleaning Services:** This segment includes services associated with wastewater management. This segment also includes industrial cleaning services such as building site cleanup or janitorial services.
- 77000000-**Environmental Services:** This segment includes services associated with environmental protection and management as well as environmental science and technology. This segment also includes pollution control.
- 78000000-**Transportation and Storage and Mail Services:** This segment includes services associated with cargo and personal

transportation.

80000000-**Management and Business Professionals and Administrative Services:** This segment includes services associated with the management and administrative functions of an organization or business. This segment also includes business administration, human resources, marketing, management consulting, and real estate services.

80120000-**Legal Services:** This segment includes outside counsel legal services such as advising clients regarding the law; preparing documents and legal instruments of all kinds for clients which require a familiarity with legal principles; and appearing for, preparing pleadings and other documents, and managing actions and proceedings on behalf of, clients before public tribunals. The firm or individual providing legal services must be a licensed attorney admitted to practice in Pennsylvania and before any identified tribunals. Executive agencies must receive approval from the Office of General Counsel before engaging outside counsel.

81000000-**Engineering and Research and Technology Based Services:** This segment includes services associated with professional engineering, information and computer technology, economic analysis, and manufacturing production planning and control as well as cartographic, weather forecasting, and other earth science services.

82000000-**Editorial and Design and Graphic and Fine Art Services:** This segment includes services associated with print and broadcast media such as editorial, advertising and public relations as well as graphic and fine art.

83000000-**Public Utilities and Public Sector Related Services:** This segment includes services associated with the supply of power and water as well as the provision, management or enhancement of voice or data communications such as postal, telex, fax and telephone charges. This segment also includes the cable and satellite television, installation and service charges.

84000000-**Financial and Insurance Services:** This segment includes services associated with finance, banking, investing and insurance. Included in this section are escrow services.

85000000-**Healthcare Services:** This segment includes services associated with both research and delivery of healthcare. This segment also includes traditional and alternative healthcare professionals such as doctors, nurses, and therapists as well as services related to alternative medicine. This segment also includes hospitals, clinics, lab services and pharmacists.

86000000-**Education and Training Services:** This segment includes services associated with the supply of information leading to a reasoned understanding of a science, art, or technique. This segment also includes the supply of formal instruction or supervised practice especially in a skill, trade or profession.

90000000-**Travel and Food and Lodging and Entertainment Services:** This segment includes services associated with tourism, travel or entertainment. This segment also includes services provided by restaurants, hotels, movie theaters, cinemas and sporting events as well as spas, fitness and health clubs.

91000000-**Personal and Domestic Services:** This segment includes services associated with personal care and assistance such as domestic service and day and elderly care providers as well as hairdressers, manicurists, and pedicurists.

92000000-**National Defense and Public Order and Security and Safety Services:** This segment includes services associated with the maintenance of law and order as well as personal safety and property protection. This segment also includes military service and fire fighting services.

93000000-**Politics and Civic Affairs Services:** This segment includes services associated with the representation and advancement of culture, community or social interests through either public or private programs. This segment also includes refugee assistance and disaster relief.

94000000-**Organizations and Clubs:** This segment includes representation services provided by organization of persons that have a common interest normally charged for as membership or association fees. This segment also includes clubs, unions and trade associations as well as civic organizations.