DATE: February 2, 2022

DEPARTMENT OF GENERAL SERVICES
BUREAU OF CAPITAL PROJECT DESIGN MANAGEMENT
1800 HERR STREETS
HARRISBURG, PENNSYLVANIA

ADDENDUM NO. 4

on

PROJECT NO. DGS C-0572-0027 PHASE 001
PROJECT TITLE - SCI Huntingdon - Replace Condensate
PROFESSIONAL:
Corrections
1920 Technology Parkway
Mechanicsburg, PA, 17050

If you submitted a bid through e-Builder prior to this Addendum being issued, your bid has been discarded and you must re-submit your bid(s) through e-Builder prior to the bid opening date and time. Please see Section 4.C. of the Instruction to Bidder

GENERAL CHANGES – ALL CONTRACTS

Item 1 - As was previously noted by addendum, the BDISBO presentation will be held Thursday 2-3-22 at 10:00 AM. That previous addendum provided the access information for it. We are now attaching a slide deck of information to be discussed tomorrow.
Thank you.

SPECIFICATION CHANGES – ALL CONTRACTS

Item 1 -

DRAWING CHANGES – ALL CONTRACTS

Item 1 -

Pre-Bid Meeting
BDISBO Presentation

C-0572-0027 DBC
Phase 1 REBID
SCI Huntingdon

Issuing Officer –
Toni Dolan – tdolan@pa.gov

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BUREAU OF DIVERSITY, INCLUSION
AND SMALL BUSINESS OPPORTUNITIES

January 3, 2022, 10:00 AM

What's the Point?

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SDB and VBE Classification

Vendors must self-certify as a Small Business (SB) prior to SDB/VBE validation.

SB Eligibility Requirements

- The business must be a for-profit, United States business.
- The business must be independently owned.
- The business may not be dominant in its field of operation.
- The business may not employ more than 100 full-time equivalent employees.
- The business may not exceed three-year average gross revenues of $38.5 Million, regardless of business type (effective 11/1/2018).

Small Diverse Business (SDB)

Goal oriented

- Minority Business Enterprise (MBE)
- Woman Business Enterprise (WBE)
- Service-Disabled Veteran Business Enterprise (SDVBE)
- LGBT Business Enterprise (LGBTBE)
- Disability-Owned Business Enterprise (DOBE)

Veteran Business Enterprise (VBE)

Goal oriented

- Veteran Business Enterprise (VBE)
- Service-Disabled Veteran Business Enterprise (SDVBE)

SDBs and VBEs must be certified/valid as of bid close due date and time.

Solicitation Specific Goals

C-0572-0027 DBC Phase 1	SDB	VBE
.1 Design Build Contractor – ALL Base Bids #1	**8%**	**3%**

- Available subcontracting opportunities across the entire state for applicable services,
- Availability of DGS-verified SDB/VBEs to perform commercially useful functions, and
- Historical analysis of similar projects within the last 3 years.

A Bidder/Offeror's failure to meet the SDB participation goal in full and the VBE participation goal in full, or their failure to receive an approved Good Faith Efforts waiver for any unmet portion of either the SDB or VBE participation goal will result in the rejection of the Bid or Proposal as nonresponsive

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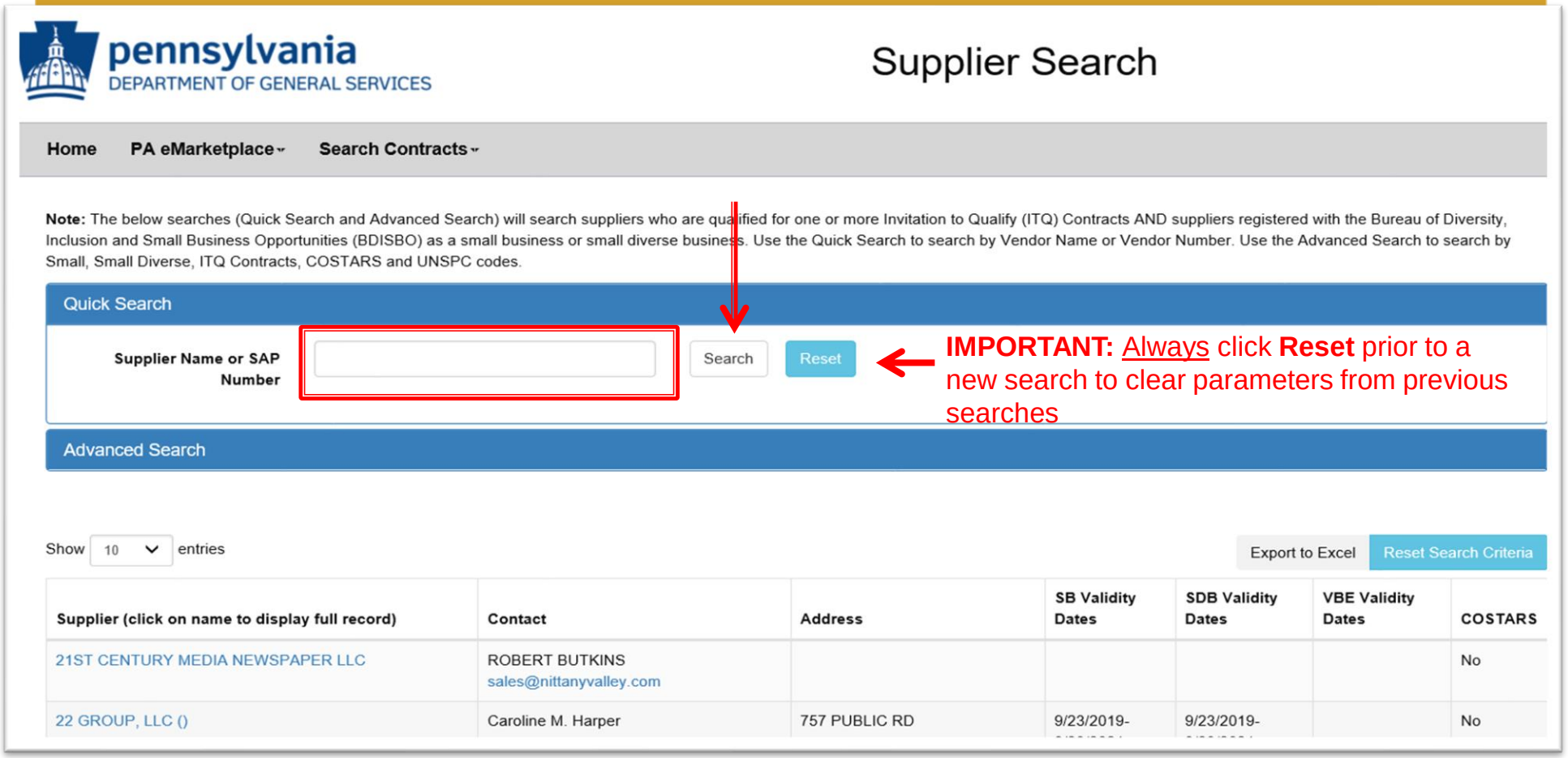
Quick Search



http://www.dgs.internet.state.pa.us/suppliersearch

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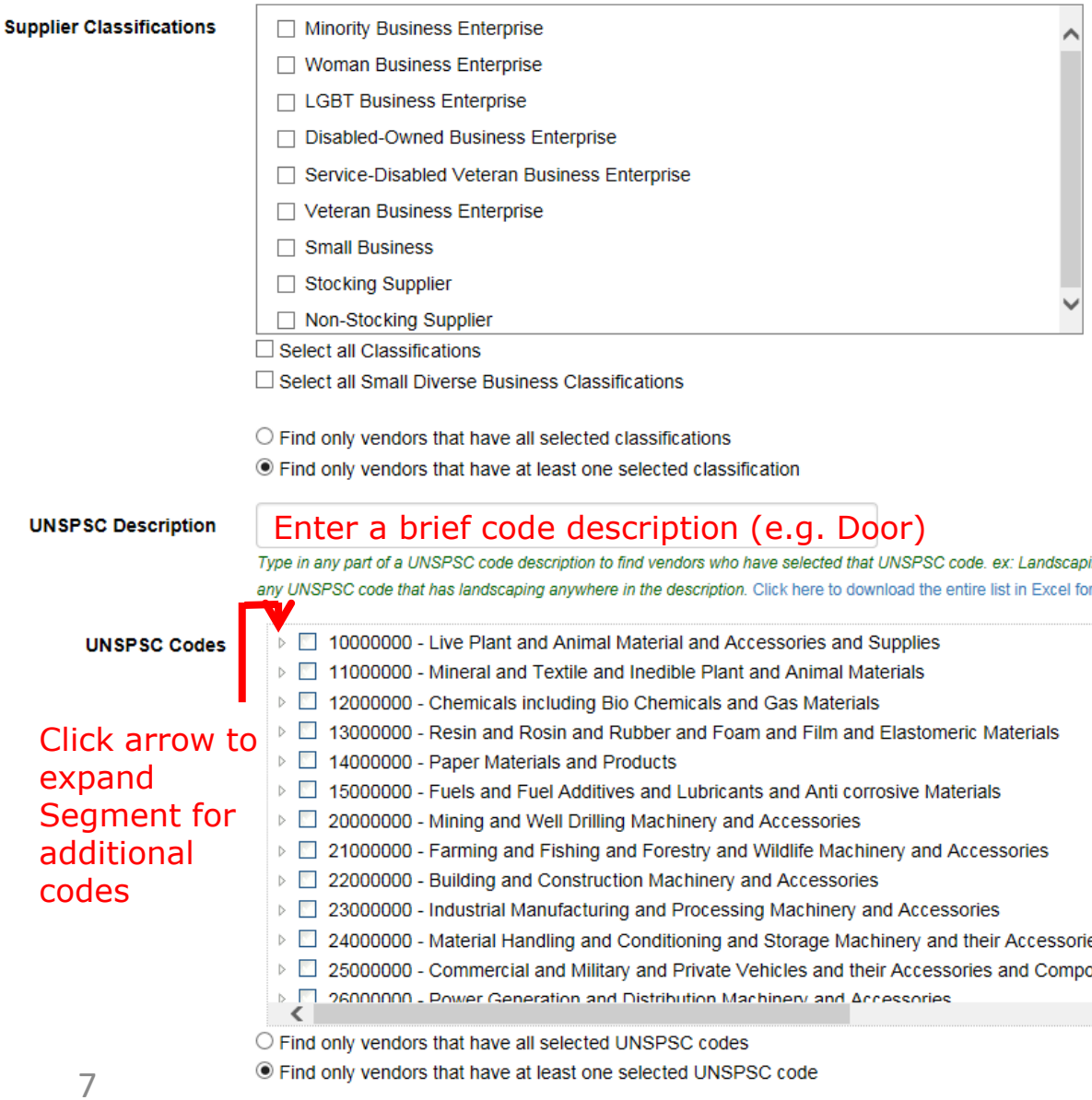
Finding SDB/VBE vendors

- http://www.dgs.internet.state.pa.us/suppliersearch
- Access Search Guide - https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Documents/Finding%20SBs%20and%20SDBs.pdf
- Supplier Search assistance available from Issuing Officer or Bureau of Diversity Procurement Liaison

Advanced Search



Select one or more classifications. To pull only SDBs, check "*Select all Small Diverse Business Classifications*" below. To Include SBs, check "*Small Business*".

OR

Click arrow to expand Segment for additional codes

Browse and select one or more codes. Don't know the codes you want? Download the entire list in Excel.

See slide 13 to understand the UNSPSC code hierarchy.

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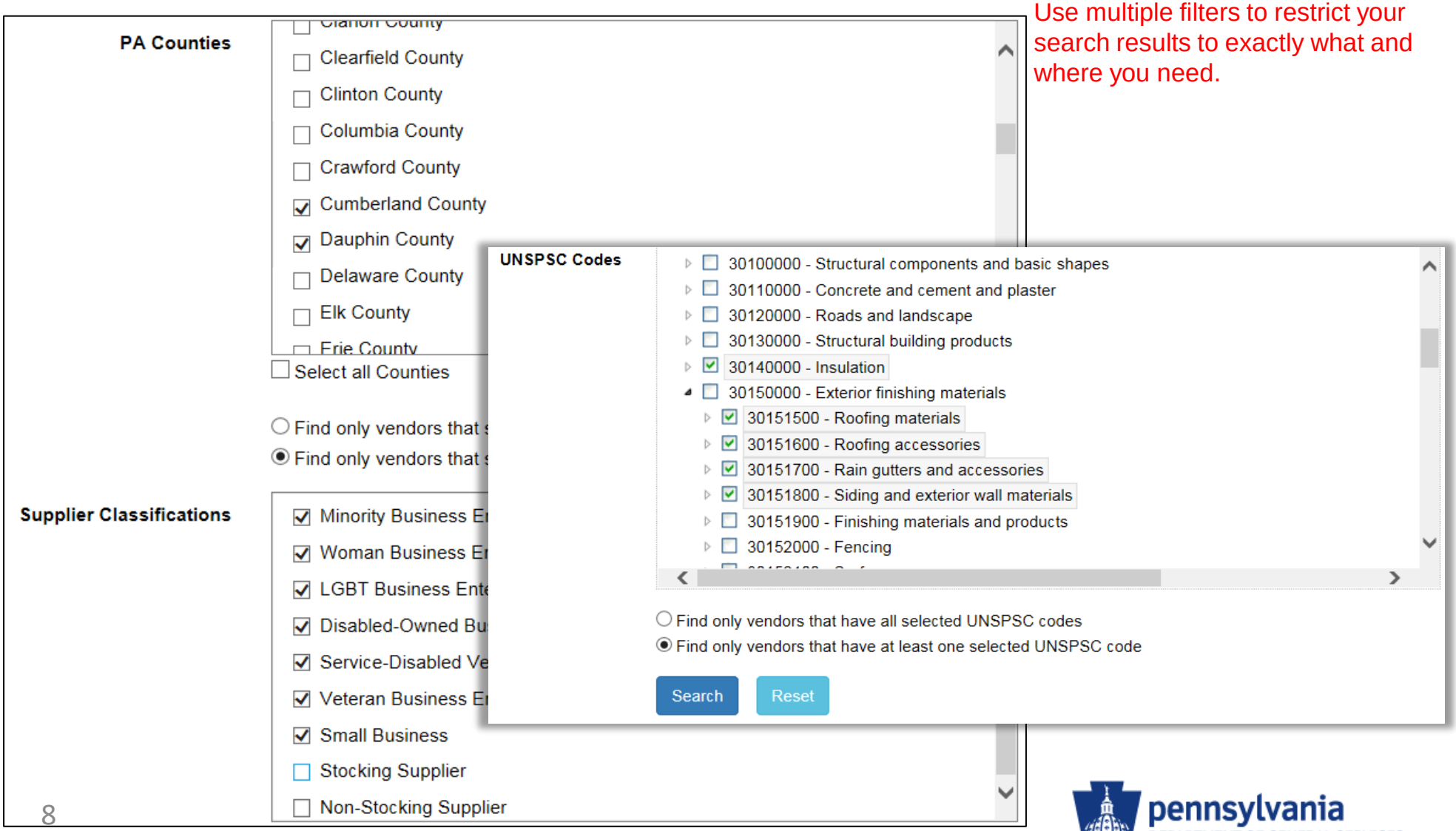
Advanced Search

Use multiple filters to restrict your search results to exactly what and where you need.



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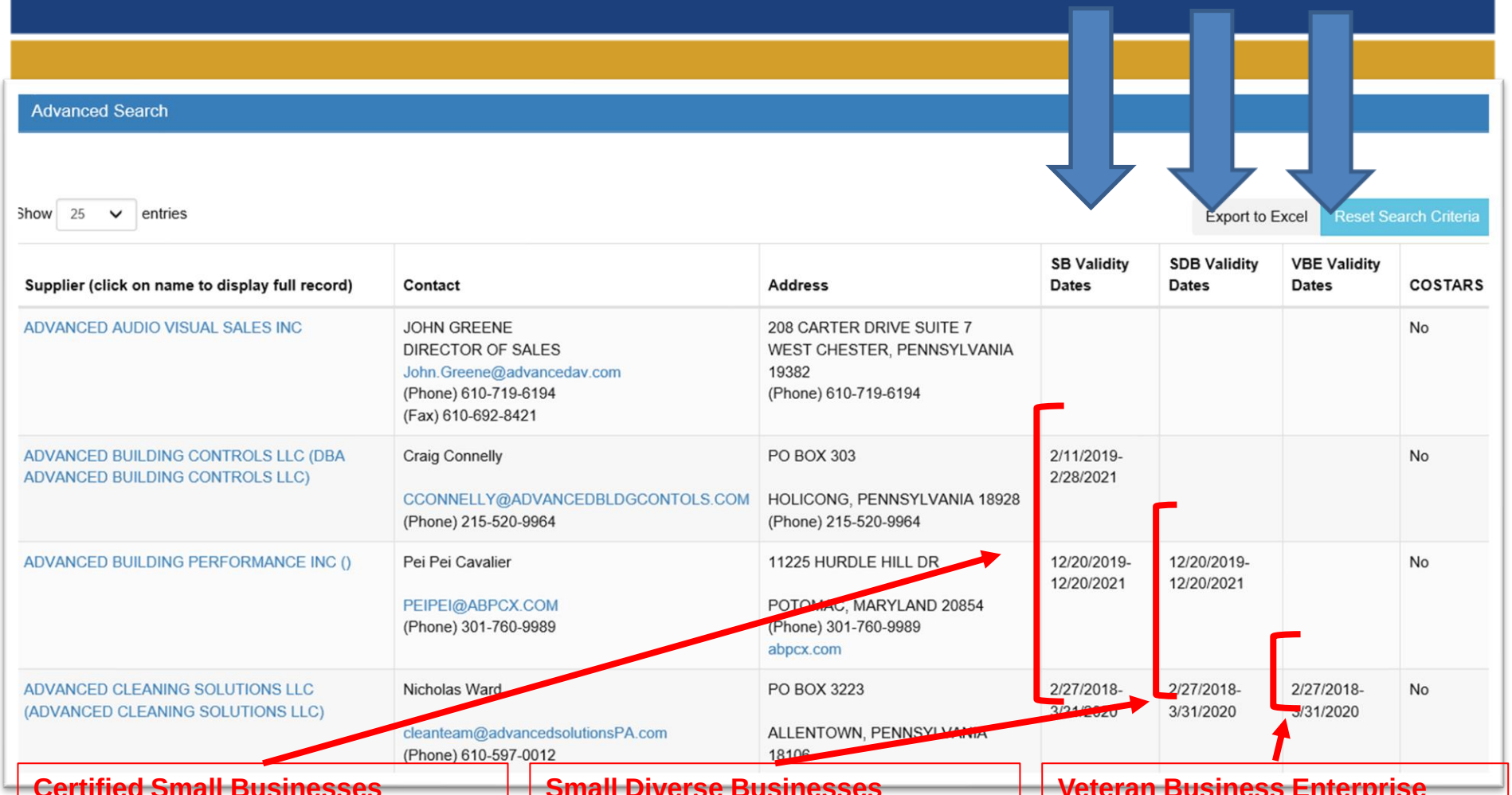
Search Results



Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	SDB Validity Dates	VBE Validity Dates	COSTARS
ADVANCED AUDIO VISUAL SALES INC	JOHN GREENE DIRECTOR OF SALES John.Greene@advancedav.com (Phone) 610-719-6194 (Fax) 610-692-8421	208 CARTER DRIVE SUITE 7 WEST CHESTER, PENNSYLVANIA 19382 (Phone) 610-719-6194				No
ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC)	Craig Connelly CCONNELLY@ADVANCEDBLDGCONTOLS.COM (Phone) 215-520-9964	PO BOX 303 HOLICONG, PENNSYLVANIA 18928 (Phone) 215-520-9964	2/11/2019-2/28/2021			No
ADVANCED BUILDING PERFORMANCE INC ()	Pei Pei Cavalier PEIPEI@ABPCX.COM (Phone) 301-760-9989	11225 HURDLE HILL DR POTOMAC, MARYLAND 20854 (Phone) 301-760-9989 abpcx.com	12/20/2019-12/20/2021	12/20/2019-12/20/2021		No
ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)	Nicholas Ward cleanteam@advancedsolutionsPA.com (Phone) 610-597-0012	PO BOX 3223 ALLENTOWN, PENNSYLVANIA 18106	2/27/2018-3/31/2020	2/27/2018-3/31/2020	2/27/2018-3/31/2020	No

Certified Small Businesses
- Advanced Building Controls LLC
- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

Small Diverse Businesses
- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

Veteran Business Enterprise
- Advanced Cleaning Solutions LLC

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Supplier Profile

Name:	ADVANCED CLEANING SOLUTIONS LLC
SAP Number:	511377
Doing Business As:	ADVANCED CLEANING SOLUTIONS LLC
Other Names:	
Keywords:	
Web site:	
SB Validity Dates:	02/27/2018 - 03/31/2020
SDB Validity Dates:	02/27/2018 - 03/31/2020
VBE Validity Dates:	02/27/2018 - 03/31/2020
COSTARS Participant:	No

SB, SDB & VBE Expiration Dates

Supplier Classifications

- Small Business
- Service-Disabled Veteran Business Enterprise
- Veteran Business Enterprise

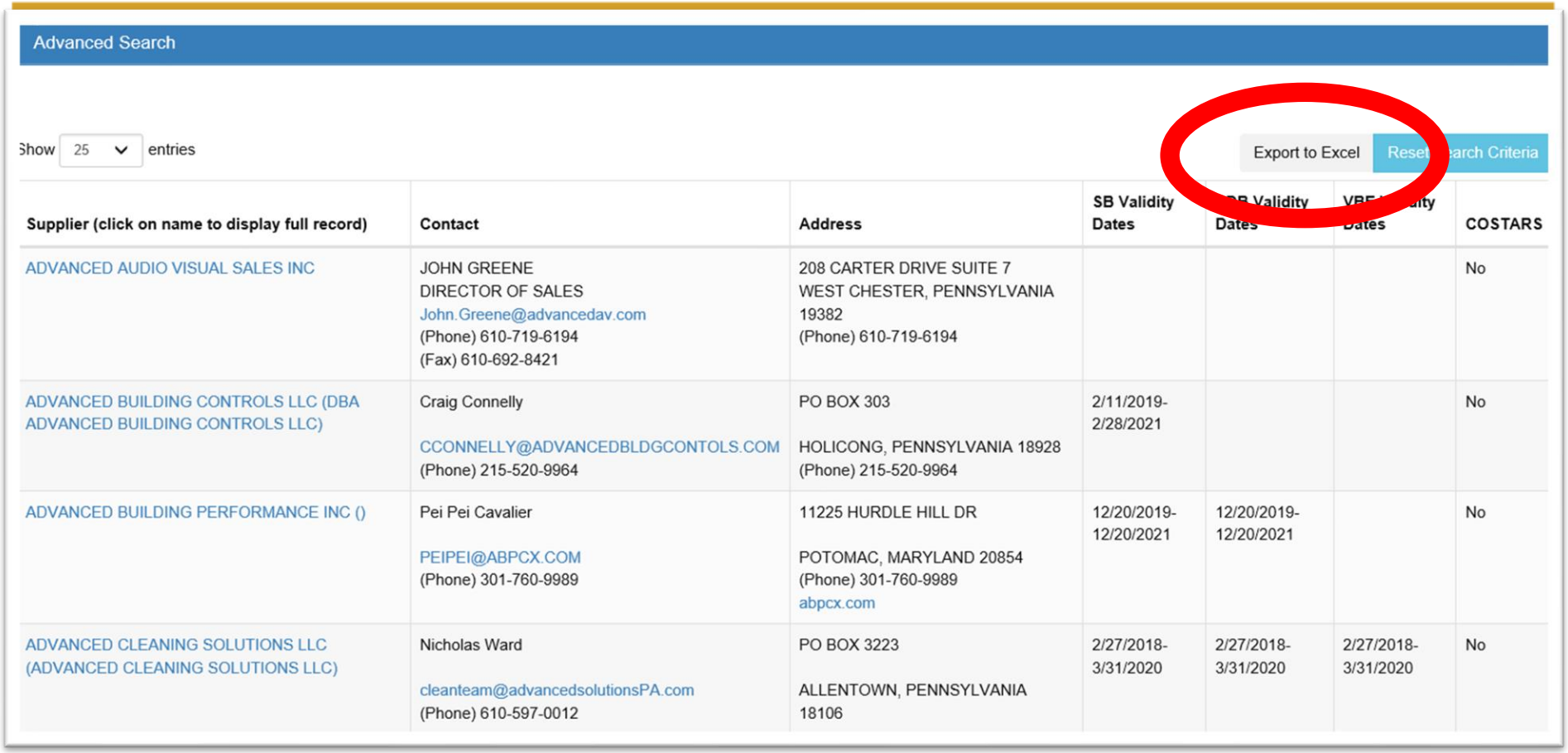
SB, SDB & VBE Classifications

Contact Information

Contacts

Contact Type	Contact Details	Phone
CORPORATE	Email: CLEANTEAM@ADVANCEDSOLUTIONSPA.COM	
SB MAIN	Nicholas Ward Title: Email: cleanteam@advancedsolutionsPA.com	610-597-0012

Search Results



Advanced Search

Show 25 entries

Export to Excel | Reset | arch Criteria

Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	DB Validity Dates	VBE Validity Dates	COSTARS
ADVANCED AUDIO VISUAL SALES INC	JOHN GREENE DIRECTOR OF SALES John.Greene@advancedav.com (Phone) 610-719-6194 (Fax) 610-692-8421	208 CARTER DRIVE SUITE 7 WEST CHESTER, PENNSYLVANIA 19382 (Phone) 610-719-6194				No
ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC)	Craig Connelly CCONNELLY@ADVANCEDBLDGCONTOLS.COM (Phone) 215-520-9964	PO BOX 303 HOLICONG, PENNSYLVANIA 18928 (Phone) 215-520-9964	2/11/2019-2/28/2021			No
ADVANCED BUILDING PERFORMANCE INC ()	Pei Pei Cavalier PEIPEI@ABPCX.COM (Phone) 301-760-9989	11225 HURDLE HILL DR POTOMAC, MARYLAND 20854 (Phone) 301-760-9989 abpcx.com	12/20/2019-12/20/2021	12/20/2019-12/20/2021		No
ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)	Nicholas Ward cleanteam@advancedsolutionsPA.com (Phone) 610-597-0012	PO BOX 3223 ALLENTOWN, PENNSYLVANIA 18106	2/27/2018-3/31/2020	2/27/2018-3/31/2020	2/27/2018-3/31/2020	No

Certified Small Businesses
- Advanced Building Controls LLC
- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

Small Diverse Businesses
- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

Veteran Business Enterprise
- Advanced Cleaning Solutions LLC

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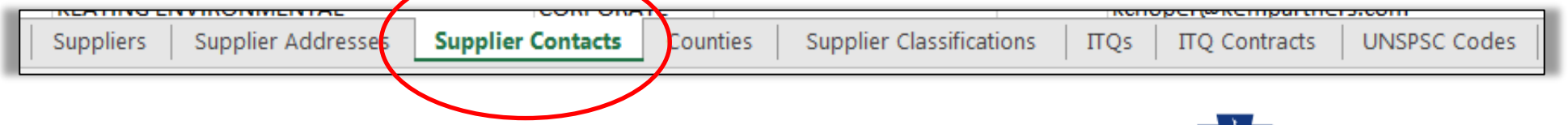
Excel Export Results – Supplier Contacts

Excel Export Results includes Vendor ID, Supplier Name, Contact Name, Email, Phone, Fax

	A	B	C	D	E	F	G	H	I	J	K
1	SAP Number	Supplier Name	Contact Name	Name	Title	Email	PhoneAreaCode	PhoneNumber	PhoneEx	FaxAreaCo	FaxNumber
2	104279	CA WEISS SALES LLC	CORPORATE			caweiss@comcast.net					
3	104279	CA WEISS SALES LLC	SB MAIN	KRISTY ZARICHNIAK		kristyz@comcast.net	610	4588864		610	4588875
4	119565	DUFF SUPPLY COMPANY	CORPORATE	ALEX DUFFINE	VP	DFRANK@DUFFCOMPANY.COM	610	2754453	147	610	2796299
5	119565	DUFF SUPPLY COMPANY	REMITTO	BARB COHEN		bcohen@duffco.com	610	2754453	149	610	2756761
6	119565	DUFF SUPPLY COMPANY	SB MAIN	ALEX DUFFINE		aduffine@duffco.com	610	2754453			
7	119565	DUFF SUPPLY COMPANY	SB SECONDARY			info@duffco.com					
8	122594	HOUCK SERVICES INC	CORPORATE			jherrold@houcks.com					
9	122594	HOUCK SERVICES INC	SB MAIN	JARROD HERROLD		jherrold@houcks.com	717	6573302		717	6579805
10	122594	HOUCK SERVICES INC	SB SECONDARY			kgussler@houcks.com					
11	134717	PENN STATE ELECTRIC MECHANICAL	CORPORATE			razmataz33@aol.com					
12	134717	PENN STATE ELECTRIC MECHANICAL	SB MAIN	RAZ SUGARWALA		razmataz33@aol.com	717	2992090		717	2992297
13	134717	PENN STATE ELECTRIC MECHANICAL	SB SECONDARY			ksing6027@yahoo.com					
14	135270	BARBARA J SALES ASSOC INC	CORPORATE			barb@barbarajsles.com					
15	135270	BARBARA J SALES ASSOC INC	SB MAIN	BARBARA SMITH		barb@barbarajsales.com	412	5233398		800	8137122
16	135270	BARBARA J SALES ASSOC INC	SB SECONDARY			willsmith@willjservices.com					
17	137893	IDA YEAGER SALES INC	CORPORATE			idayeagersales@zoominternet.net					
18	137893	IDA YEAGER SALES INC	SB MAIN	IDA LAQUATRAYEAGER		idayeagersales@zoominternet.net	724	4525260		724	4521072
19	144061	CONSTRUCTION TOOL SERVICE INC	CORPORATE			ehuss@constructiontoolservice.com					
20	144061	CONSTRUCTION TOOL SERVICE INC	SB MAIN	BETTY CONNELLY		bconnelly@constructiontoolservice.com	412	6816673		412	6819185
21	144061	CONSTRUCTION TOOL SERVICE INC	SB SECONDARY			bcgoodwork@aol.com					
22	145576	BURKE & MICHAEL INC	CORPORATE			MARYFRANCES@BURKEANDMICHAEL.COM					
23	145576	BURKE & MICHAEL INC	SB MAIN	MARY FRANCES HOGAN		maryfrances@burkeandmichael.com	412	3212301		412	3214582
24	153927	COOPER TRADING INC	CORPORATE			cti@ctipa.com					
25	153927	COOPER TRADING INC	SB MAIN	PETER COOPER		pete@ctipa.com	724	8618830		724	8618832
26	153927	COOPER TRADING INC	SB SECONDARY			debbie@ctipa.com					
27	157009	CONTRACT HARDWARE AND SUPPLY	CORPORATE			cristil@chsupplyinc.com					
28	157009	CONTRACT HARDWARE AND SUPPLY	SB MAIN	BRAD BOTTEICHER		bradb@chsupplyinc.com	814	9412340		814	9412342



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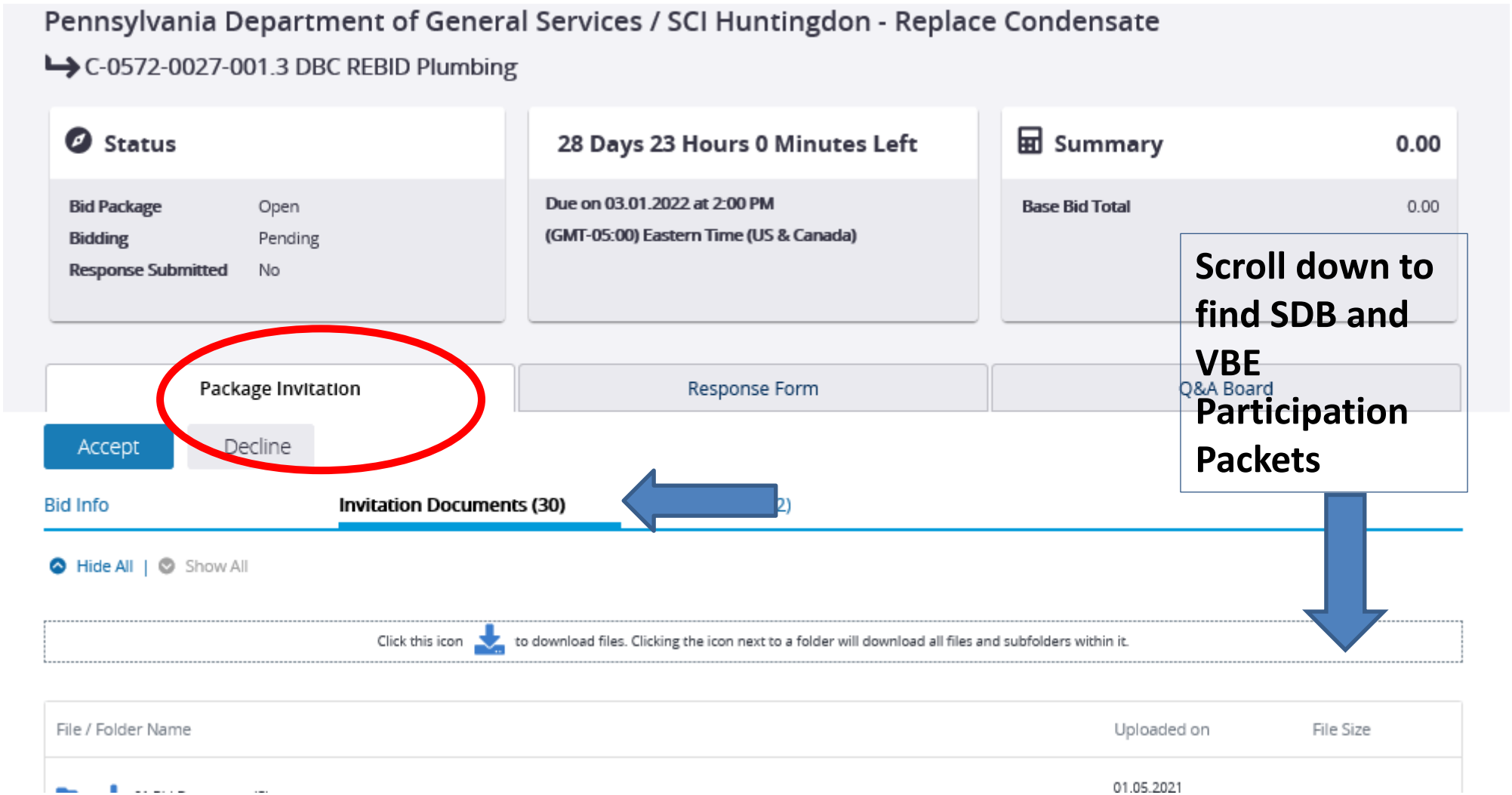
New Forms and Processes

- SDB/VBE Instructions – *SDB-1/VBE-1* ***READ***
- SDB/VBE Participation Submittal – *SDB-2/VBE-2*
- SDB/VBE Utilization Schedule – *SDB-3/VBE-3*
- Letter of Commitment – *SDB 3.1/VBE-3.1*
- Guidance for Good Faith Effort (GFE) Waiver – *SDB-4/VBE-4* ***READ***
- GFE Waiver – *SDB-5/VBE-5*

Bid packages available in e-Builder in the Package Invitation/Bid Info in the Invitation Documents folder

SDB/VBE Forms in e-Builder



Scroll down to find SDB and VBE Participation Packets

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Solicitation-Specific Goals

SDB-1
INSTRUCTIONS FOR COMPLETING THE SMALL DIVERSE BUSINESS (SDB) PARTICIPATION SUBMITTAL AND SDB UTILIZATION SCHEDULE.

PLEASE READ BEFORE COMPLETING THESE DOCUMENTS
Bidders/Offerors do not need to return SDB-1 with their SDB Participation Submittal

The following instructions include details for completing the SDB Participation Submittal (SDB-2) which Bidders or Offerors must submit in order to be considered responsive.

The following instructions also include details for completing the SDB Utilization Schedule (SDB-3), which Bidders or Offerors must submit for any portion of the SDB participation goal the Bidder or Offeror commits to meeting.

A Bidder/Offeror's failure to meet the SDB participation goal in full or their failure to receive an approved Good Faith Efforts waiver for any unmet portion of the SDB participation goal will result in the rejection of the Bid or Proposal as nonresponsive.

I. **SDB Participation Goal:** The SDB participation goal is set forth in the Solicitation. The Bidder/Offeror is encouraged to use a diverse group of subcontractors and suppliers from the SDB classifications to meet the SDB participation goal.

II. **SDB Eligibility**:

1. Finding SDB firms: Offerors can access the directory of **DGS-verified** SDB firms from the DGS Supplier Search directory at: http://www.dgs.internet.state.pa.us/suppliersearch.

   Only SDBs verified by DGS and as defined herein may be counted for purposes of achieving the SDB participation goal. In order to be counted for purposes of achieving the SDB participation goal, the SDB firm, including an SDB prime, must be DGS-verified for the services, materials or supplies that it has committed to perform.

   a. SDB prime bidders or offerors. An SDB prime firm whose SDB verification is pending or incomplete as of the bid or proposal due date and time may not satisfy the SDB participation goal through its own performance. A self-certified SB prime that does

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SDB Submittal – SDB-2

CRITICAL
✓ Check One, and Only One, Box

SDB-2
SDB PARTICIPATION SUBMITTAL

_____ (.1 GC, .2 HVAC, .3 Plumbing, or .4 Electrical)

Base Bid: _____ (identify the corresponding Base Bid for this SDB Participation Submittal)

CHECK ONE, AND ONLY ONE, BOX. **FAILURE TO COMPLY WILL RESULT IN REJECTION OF YOUR BID/PROPOSAL.**

Click on bold titles to navigate to that specific page.

☐ **I agree to meet the SDB participation goal in full.**	☐ **I am requesting a partial waiver of the SDB participation goal.**	☐ **I am requesting a full waiver of the SDB participation goal**
I have completed and am submitting with my bid or proposal an **SDB Utilization Schedule (SDB-3)**, which is required in order to be considered for award.	After making good faith outreach efforts as more fully described in the **Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal**, I am unable to achieve the total SDB participation goal for this solicitation and am requesting a partial waiver of the SDB participation goal. I have completed and am submitting with my bid or proposal both of the following, which are required in order to be	After making good faith outreach efforts as more fully described in the **Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal**, I am unable to achieve any part of the SDB participation goal for this solicitation and am requesting a full waiver of the SDB participation goal.

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SDB Utilization Schedule – SDB-3

CRITICAL
✓ Verify SDB/VBE validity

SDB-3
SDB UTILIZATION SCHEDULE

...how SDBs (including where applicable a prime bidder or offeror is self-performing a portion of the work) that will ...meet the SDB participation goal (add additional pages if necessary). Submit a **Letter of Commitment (SDB-3-1)** for each ...B subcontractor, supplier, or manufacturer (add additional Letters of Commitment as necessary).

SDB Name SAP Vendor Number (6-digit number provided by SDB) SDB Verification Number (located on DGS SDB verification)	Type of SDB (check all that apply)	Description of Work to be Performed (Statement of Work/Specification reference)	% Commitment (or % of work to be self-performed by SDB bidder/offeror)	Dollar Value of Commitment (after applying any calculation per SDB-1, Section IV, Calculating SDB participation)
Name: ABC IT Solutions SAP Vendor Number: 123456 SDB Verification Number: 123456-2016-09-SB-M	MBE	IT staffing resources	%	$
Name: SAP Vendor Number: SDB Verification Number:	☐ MBE ☐ WBE ☐ LGBTBE ☐ DOBE ☐ SDVBE		%	
Name: SAP Vendor Number: SDB Verification Number:	☐ MBE ☐ WBE ☐ LGBTBE ☐ DOBE ☐ SDVBE		%	
Name: SAP Vendor Number: SDB Verification Number:	☐ MBE ☐ WBE ☐ LGBTBE ☐ DOBE ☐ SDVBE		%	
Name: SAP Vendor Number: SDB Verification Number:	☐ MBE ☐ WBE ☐ LGBTBE ☐ DOBE ☐ SDVBE		%	
Attach additional sheets if necessary			Total % SDB commitment: 0	Total $ amount: $ 0

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Letter of Commitment SDB-3.1

CRITICAL
✓ Complete all shaded areas.

SDB-3-1
LETTER OF COMMITMENT

as confirmation of the commitment by the prime Bidder or Offeror
ss (SDB) on the below-referenced Solicitation/Project.

on Name: _____

	Bidder/Offeror Information	SDB Information
Address		
Point of Contact		
Telephone number		
Email address		

Services/Supplies and Time Frame. If Bidder/Offeror is the successful vendor, the SDB shall perform or provide the following services or supplies during the term of the prime contract, as more specifically set forth below:

Services or supplies the VBE will provide:	
Specific Time Frame the VBE will provide the services or supplies:	

Dollar Value of Commitment. These services or supplies represent $_____ for the term of the contract.

SDB verified. By signing below, the SDB represents that it meets the SDB requirements set forth in the Solicitation and all required documentation has been provided to the Bidder/Offeror for its SDB submission.

Sincerely,	Acknowledged
Printed name	Printed name

SDB to expect a letter and SIGN it!

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Guidance to Document GFE SDB-4

READ, READ, READ

- The ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the Offeror of the responsibility to make Good Faith Efforts to meet the SDB participation goal.

- Prime must complete all components of the GFE paperwork. Details/Evidence are important, proof is required.

- Carefully review SDB and VBE submittal Instructions, specifically Section VI of SDB/VBE-1 which lists pertinent items as Fatal errors.

Good Faith Efforts Packet SDB-5

Good Faith Efforts (GFE) Partial or Full Waiver

- ❑ Identified Items of Work Applicant Made Available to SDBs (Part 1)
- ❑ Identified SDBs and Record of Solicitations (Part 2)
- ❑ SDB Outreach Compliance Statement (Part 3)
- ❑ Additional Information Regarding Rejected SDB Quotes (Part 4)
- ❑ SDB Subcontractor Unavailability Certificate (Part 5)

SDB GFE Documentation – SDB-5

SDB-5
GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF SDB PARTICIPATION GOAL

Project Description:	
Commonwealth Agency Name:	
Solicitation #:	
Solicitation Due Date and Time:	

Complete all five parts

Bidder/Offeror Company Name:	
Bidder/Offeror Contact Name:	
Bidder/Offeror Contact Email:	
Bidder/Offeror Contact Phone Number:	

Part 1 – Identified Items of Work Offeror Made Available to SDBs

Identify those items of work that the Offeror made available to SDBs. This includes, where appropriate, those items the Offeror identified and subdivided into economically feasible units to facilitate the SDB participation. For each item listed, show the anticipated percentage of the total contract amount. It is the Offeror's responsibility to demonstrate that enough work to meet the SDB participation goal was made available to SDBs, and the total percentage of the items of work identified for SDB participation met or exceeded the SDB participation goal set for the procurement.

Identified Items of Work	Was this work listed in the solicitation?	Does Offeror normally self-perform this work?	Was this work made available to SDB Firms? If not, explain why.
	____ yes ____ no	____ yes ____ no	____ yes ____ no

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GFE Waiver – Part 1

Identified Items of Work Offeror Made Available to SDBs

CRITICAL
✓ List all components of work offered for subcontracting.

Identify those items work that the Offeror made available to SDBs. This includes, where appropriate, those items the Offeror identified and subdivided feasible units to facilitate the SDB participation. For each item listed, show the anticipated percentage of the total contract co trate that enough work to meet the SDB participation goal was made available to SDBs, and the total percentage of the DB participation met or exceeded the SDB participation goal set for the procurement.

	Was this work listed in the solicitation?	Does Offeror normally self-perform this work?	Was this work made available to SDB Firms? If not, explain why.
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no

Attach additional sheets if necessary.

GFE Waiver – Part 2

Identified SDBs and Record of Solicitations

CRITICAL
✓ Specifics and Details are important

provide quotes for the Identified Items of Work made available for SDB participation. Include the name of the SDB ich quotes were solicited, date and manner of initial and follow-up solicitations, whether the SDB provided a quote, sed toward meeting the SDB participation goal. SDBs used to meet the SDB participation goal must be listed on DB-2).

n solicitations and documentation of follow-up calls to SDBs must be attached to this form. For each Identified SDB eror should submit an SDB Subcontractor Unavailability Certificate signed by the SDB or a statement from the Offeror that the to sign the SDB Subcontractor Unavailability Certificate.

Name of Identified SDB and Classification	Describe Item of Work Solicited	Initial Solicitation Date & Method	Follow-up Solicitation Date & Method	Details for Follow-up Calls	Quote Received?	Quote Used?	Reason Quote Rejected
SDB Name: ☐ MBE ☐ WBE ☐ LGBTBE ☐ DOBE ☐ SDVBE		Date: ☐ mail ☐ email ☐ fax	Date: ☐ mail ☐ email ☐ fax	Date and Time of Call: Spoke with: Left Message:	☐ yes ☐ no	☐ yes ☐ no	☐ Used other SDB ☐ Used non-SDB ☐ Self performing
SDB Name: ☐ MBE ☐ WBE ☐ LGBTBE ☐ DOBE ☐ SDVBE		Date: ☐ mail ☐ email ☐ fax	Date: ☐ mail ☐ email ☐ fax	Date and Time of Call: Spoke with: Left Message:	☐ yes ☐ no	☐ yes ☐ no	☐ Used other SDB ☐ Used non-SDB ☐ Self performing

Attach additional sheets as necessary.

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GFE Waiver – Part 3

SDB Outreach Compliance Statement

CRITICAL
✓ Documentation for Part 1

1. **List the Identified Items of Work for subcontracting opportunities for the solicitation along with specific work categories:**

2. **Attach to this form copies of written solicitations (with Bid or Proposal instructions) used to solicit Identified SDBs for these subcontract opportunities.**

3. **Offeror made the following attempts to contact the Identified SDBs:**

4. **Bonding Requirements (Please Check One):**

☐ This project does not involve bonding requirements.

☐ Offeror assisted Identified SDBs to fulfill or seek waiver of bonding requirements. (DESCRIBE EFFORTS):

5. **Pre-Bid/Proposal Conference or Supplier Forum (Please Check One):**

GFE Waiver – Part 4

Additional Information Regarding Rejected SDB Quotes

CRITICAL
✓ Documentation for Part 2

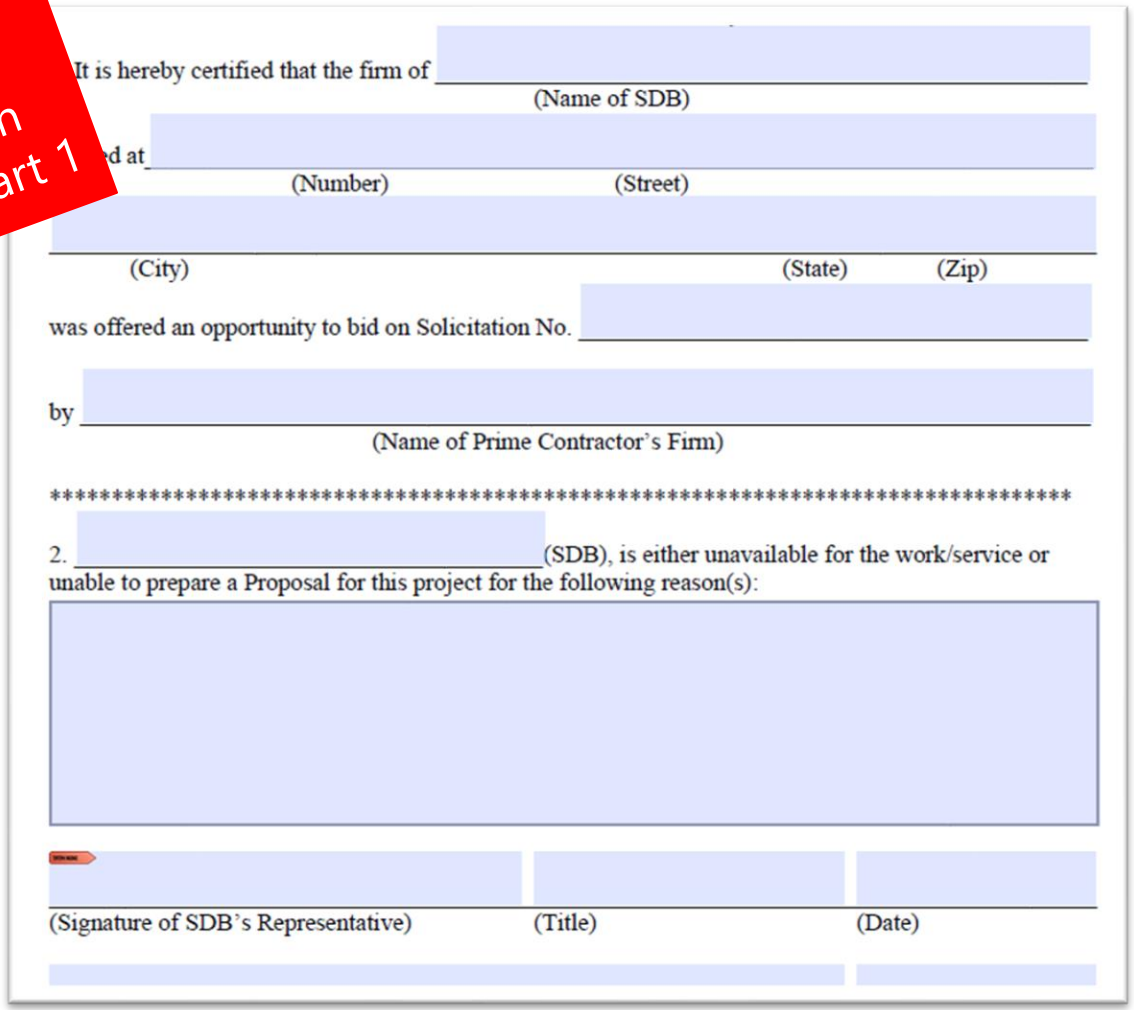
This form[illegible] Part 2 indicates that an SDB quote was rejected because the Offeror is using a non-SDB or is self-performing the [illegible] Identified Items of Work, state whether the work will be self-performed or performed by a non-SDB, and if [illegible]n-SDB firm. Also include the names of all SDBs and non-SDB firms that provided a quote and the amount of

[illegible] perfor SDBs (incl… specific section from bid or proposal)	Self-performing or using non-SDB (provide name of non-SDB if applicable)	Amount of non-SDB quote $	Name of other firms that provided quotes and whether they are SDB	Amount quoted $	Reason why SDB quote was rejected along with brief explanation
	☐ self-performing ☐ using Non-SDB Name:		☐ SDB ☐ Non-SDB Name:		☐ price ☐ capabilities ☐ other
	☐ self-performing ☐ using Non-SDB Name:		☐ SDB ☐ Non-SDB Name:		☐ price ☐ capabilities ☐ other
	☐ self-performing ☐ using Non-SDB Name:		☐ SDB ☐ Non-SDB Name:		☐ price ☐ capabilities ☐ other
	☐ self-performing ☐ using Non-SDB		☐ SDB ☐ Non-SDB		☐ price

GFE Waiver – Part 5

SDB Subcontractor Unavailability Certificate

CRITICAL
✓ Required for each vendor listed in Part 1



It is hereby certified that the firm of _____
(Name of SDB)

d at _____
(Number) (Street)

_____
(City) (State) (Zip)

was offered an opportunity to bid on Solicitation No. _____

by _____
(Name of Prime Contractor's Firm)

****

2. _____(SDB), is either unavailable for the work/service or unable to prepare a Proposal for this project for the following reason(s):

_____ _____ _____
(Signature of SDB's Representative) (Title) (Date)

pennsylvania
DEPARTMENT OF GENERAL SERVICES

SDB/VBE Response Submittal

Mailed proposals must be received by the Department of General Services in the Lobby of the Arsenal Building, 1800 Herr Street, Harrisburg, PA, prior to the Proposal Submission Deadline Date and Time regardless of method of delivery used. No proposal shall be considered if it arrives after the Proposal Submission Deadline, regardless of reason for the late arrival. All envelopes containing proposals must be clearly marked "PROPOSAL" and must include the address of the Proposal Submission location, the assigned contract, the proposer's name, address, project name, project number and the Proposal Submission Deadline Date and Time. Mailed proposals include proposals submitted through the United States Postal Service or through an express mail service. If the prospective proposer chooses the USPS as the method of delivery, please note that the USPS does not deliver directly to the Department of General Services, it is delivered to a processing area. Therefore, please allow an additional seven (7) calendar days for delivery. Proposals delivered in person by the proposer or through an authorized representative will be received by the Department of General Services, in the Lobby of the Arsenal Building, 1800 Herr Street, Harrisburg, PA from individuals presenting picture identification and providing evidence of his/her authorization from the proposer to deliver the proposal on behalf of the proposer, no later than the Proposal Submission Deadline.

Best Practices

Do's

- Read the solicitation and all instructions completely.
- Submit SEPARATE SDB and VBE submittal forms.
- Validate subcontractor SDB/VBE status in DGS Supplier Database.
- Ensure that all appropriate forms are completed and signed correctly.
- Submit questions early per the solicitation requirements.

Don'ts

- Make any assumptions.
- Copy SDB submittal paperwork. Download and complete the VBE submittal separately, titles and accuracy matter.
- Skip any portion of the GFE request documentation.
- Forget to verify subcontractor status as current SDB/VBE in DGS Supplier Database.

REMINDER

REMINDER

Failure to submit fully completed SDB and VBE submittal packets or GFE waiver request documentation will result in removal of your bid for award consideration

Questions?

pennsylvania
DEPARTMENT OF GENERAL SERVICES

BDISBO Contact Info

Bureau of Diversity, Inclusion and Small Business Opportunities
North Office Building
401 North Street, Room 611
Harrisburg, PA 17120-0500
717.783.3119
GS-BDISBO@pa.gov