

DATE: October 20, 2022

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

**ADDENDUM NO. 6**

**on**

**PROJECT NO. DGS C-0210-0004 PHASE 001**

**PROJECT TITLE - PA State Police Greensburg - DNA Laboratory Facility New Building**

**PROFESSIONAL:**

DRS Architects, Inc.

One gateway Center

Pittsburgh, PA, 15222

**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 - Attached to this addendum is the agenda for the Pre-Proposal Conference that occurred in-person on 10/19/22.

Item 2 - Attached to this addendum is the Pre-Proposal BDISBO Presentation that occurred virtually on 10/20/22.

**SPECIFICATION CHANGES – ALL CONTRACTS**

Item 1 - N/A

**DRAWING CHANGES – ALL CONTRACTS**

Item 1 - N/A



Project No.: **DGS 0210-0004 P1**

**DATE: 10/19/22**

**Project Title:** PA State Police Greensburg - DNA Laboratory Facility New Building

**Using Agency:** PA State Police

**Location:** Greensburg, PA

**AGENDA:** PRE- PROPOSAL CONFERENCE

**Date:** Wednesday, October 19, 2022 at 10:00 AM

**Location:** Existing DNA Lab

\*Discussion of all agenda items (except #9) shall be led by the Design Professional.

1. Introduction of Participants.
2. Professional will record all Attendees on the Pre-Proposal Conference Sign-in Sheet.
3. Meeting minutes will not be issued to the attendees submitting proposals.
4. Small Diverse Business and Veteran Business Enterprise Participation:
  - a. **Non-mandatory virtual presentation by Audrey Smith will be held on Thursday, October 20, 2022 at 9:00am. TEAMS meeting information to attend can be found in Addendum #4 issued on 10/05/22.**
5. The purpose of this meeting:
  - a. To discuss the Project general information, proposal requirements, any special restrictions or conditions and other information with potential contractors. Project requirements are included in the documents currently available in e-Builder and those that may be issued by future addendum thru e-Builder.
6. General Project Information:
  - a. Proposal Due Date: November 15, 2022 by 2:00pm  
Number and Names of Prime Contracts:
    - .1 General Construction
    - .2 HVAV Construction
    - .3 Plumbing Construction
    - .4 Electrical Construction
  - b. Procurement Type: Best Value - Request for Proposal
  - c. **Project Labor Agreement (PLA):** The Department determined that a Project Labor Agreement will be used on this Project. A draft of the PLA is attached to the RFP, please read it. When the PLA is executed by the Pittsburgh Building and Construction Trades Council and Local Unions, it will be issued and provided through an Addendum. Please note that all successful Proposers for each discipline are required to become a signatory on the PLA.
  - d. Bid Guaranty: None required.
  - e. Construction Duration: 730 days from Initial Job Conference.
  - f. Proposal Period: 60 days estimated from Beginning of Proposal Receipt until Notice of Selection.
  - g. List of Proposers: List of Proposers and Proposal results can be found at:  
**[www.dgs.pa.gov](http://www.dgs.pa.gov) > Businesses > Design & Construction > Bidding.**  
(Information is updated weekly)

h. Number and Description of Base Bids:

**There is only one Base Bid.**

.1 General Construction

- Shall include all the work indicated on the Contract Drawings and described in the Contract Specifications.

.2 HVAC Construction

- The work herein shall be bid as described above

.3 Plumbing Construction

- The work herein shall be bid as described above

.4 Electrical Construction

- The work herein shall be bid as described above

i. Liquidated Damages:

.1 General Construction \$3,500/day

.2 HVAC Construction \$1,000/day

.3 Plumbing Construction \$370/day

.4 Electrical Construction \$750/day

7. Proposal Procedure:

- a. Mandatory Vendor Registration: Refer to the Notice.
- b. Required User Profile in e-Builder: Refer to Notice.
- c. All documents are available in e-Builder.
- d. **Proposal submission requirements:** Refer to Request for Proposal. The submission requires certain items to be paper, and others to be by CD or Flash Drive.

8. Project Specifics:

- a. Existing Structures
- b. Existing Site conditions
- c. Neighbor's Easement and need to complete entrance first

9. Special Site Restrictions:

- a. On-site parking is limited
- b. Attendees should be prepared to provide a State issued ID and sign a visitor's logbook.
- c. Photographs are not permitted inside the facility without prior approval.

10. Questions by Bidders:

- a. **All questions must be submitted through E-Builder under the Questions/Responses tab in the project's invitation to bid. The Professional will not respond directly through E-Builder to questions. If a question requires a clarification or change to Project requirements, a formal written addendum will be issued through E-Builder.**
- b. Proposers are reminded that verbal responses are non-binding. If a question requires a formal response, submit the question in writing in e-Builder. Only written formal responses in the form of an official project Addendum are to be used for bidding purposes.
- c. The cutoff for questions is COB 11/01/22.
- d. Anticipated deadline to issue last addendum COB 11/08/22.
- e. All Proposals shall be based on the Scope of Work as shown in the documents. Prior to proposal receipt, DGS will not evaluate substitutions from the Scope of Work as delineated in the Documents.

11. Questions/comments?

12. Adjournment.

13. Project site walk thru.

Pre-Bid Meeting  
BDISBO Presentation

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DGS C-0210-0004 Phase 1.1 PA  
State Police Greensburg - DNA  
Laboratory Facility New Building

Issuing Officer –  
Bonnie Sowers–  
[bonsowers@pa.gov](mailto:bonsowers@pa.gov)

**October 20, 2022, 11:00 AM**

Pennsylvania Department of General Services



# What's the Point?



**Diversity,  
Equity and  
Inclusion**  
inclusion means everyone



**Equality is everyone  
getting a pair of shoes.**



**Diversity is everyone  
getting a different type  
of shoe.**



**Equity is everyone  
getting a pair of shoes  
that fits.**



**Acceptance is  
understanding we all wear  
different kinds of shoes.**



**Belonging is wearing the  
shoes you want without  
fear of judgment.**



# 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

- Woman Business Enterprise (WBE)
- Service-Disabled Veteran Business Enterprise (SDVBE)
- Minority Business Enterprise (MBE))
- 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

DGS C-0210-0004	SDB	VBE
.1 General Construction ALL BASE BIDS (#1,)	11%	3%
.2 HVAC Construction – ALL BASE BIDS (#1,)	9%	3%
.3 Plumbing Construction – ALL BASE BIDS (#1)	10%	3%
.4 Electrical Construction ALL BASE BIDS (#1,)	12%	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**



# DGS Supplier Search Database:

## Online Searchable Database:

<https://www.dgs.internet.state.pa.us/suppliersearch>

## Access Search Guide:

[https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Documents/  
Finding%20SRs%20and%20DRs.pdf](https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Documents/Finding%20SRs%20and%20DRs.pdf)

## Technical Assistance:

Supplier Search assistance available from BDISBO Liaison  
pmurphy@pa.gov

## Upcoming on-line training:

October 13th and 27th, November 3rd, 10th and 17th

5





# DGS Supplier Search Database



## Supplier Search

Home PA eMarketplace Search Contracts

**Note:** The below searches (Quick Search and Advanced Search) will search suppliers who are qualified for one or more Invitation to Qualify (ITQ) Contracts AND suppliers registered with the Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) as a small business or small diverse business. Use the Quick Search to search by Vendor Name or Vendor Number. Use the Advanced Search to search by Small, Small Diverse, ITQ Contracts, COSTARS and UNSPC codes.

### Quick Search

Supplier Name or SAP Number

Search

Reset

← **IMPORTANT: Always click Reset prior to a new search to clear parameters from previous searches**

### Advanced Search

Show 10 entries

Export to Excel

Reset Search Criteria

Supplier (click on name to display full record)	Contact	Address	SB Validity Date	SDB Validity Date	YBE Validity Date	COSTARS
<a href="#">21ST CENTURY MEDIA NEWSPAPER LLC</a>	ROBERT BUTKINS sales@nittanyvalley.com					No
<a href="#">22 GROUP, LLC ()</a>	Caroline M. Harper	757 PUBLIC RD	9/23/2019-	9/23/2019-		No

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



# Advanced Search

## Supplier Classifications

- Minority Business Enterprise
- Woman Business Enterprise
- LGBT Business Enterprise
- Disabled-Owned Business Enterprise
- Service-Disabled Veteran Business Enterprise
- Veteran Business Enterprise
- Small Business
- Stocking Supplier
- Non-Stocking Supplier
- Select all Classifications
- Select all Small Diverse Business Classifications

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

Find only vendors that have all selected classifications  
 Find only vendors that have at least one selected classification

## UNSPSC Description

Enter a brief code description (e.g. Door)

Type in any part of a UNSPSC code description to find vendors who have selected that UNSPSC code. ex: Landscaping will find vendors who have selected any UNSPSC code that has landscaping anywhere in the description. [Click here to download the entire list in Excel format.](#)

← OR ↓

## UNSPSC Codes

- 10000000 - Live Plant and Animal Material and Accessories and Supplies
- 11000000 - Mineral and Textile and Inedible Plant and Animal Materials
- 12000000 - Chemicals including Bio Chemicals and Gas Materials
- 13000000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
- 14000000 - Paper Materials and Products
- 15000000 - Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
- 20000000 - Mining and Well Drilling Machinery and Accessories
- 21000000 - Farming and Fishing and Forestry and Wildlife Machinery and Accessories
- 22000000 - Building and Construction Machinery and Accessories
- 23000000 - Industrial Manufacturing and Processing Machinery and Accessories
- 24000000 - Material Handling and Conditioning and Storage Machinery and their Accessories and
- 25000000 - Commercial and Military and Private Vehicles and their Accessories and Components
- 26000000 - Power Generation and Distribution Machinery and Accessories

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.

Find only vendors that have all selected UNSPSC codes  
 Find only vendors that have at least one selected UNSPSC code



# UNSPSC Codes

## UNSPSC Code Structure

Hierarchy	Category Number	Name
Segment	<b>44</b> 000000	Office equipment and accessories & supplies
Family	44 <b>12</b> 0000	Office supplies
Class	4412 <b>17</b> 00	Writing Instruments
Commodity	441217 <b>06</b>	Wooden pencils

Note- SDG Supplier Search Database searches at Class code level

*When searching by UNSPSC code, only enter the first 6 digits (UNSPSC Class Level) as the last 2 digits (Commodity Level) are not tracked in this database.*

*Or, type in any part of a UNSPSC code description to find vendors who have a code that matches. ex: Searching for “landscaping” will find vendors who have selected any code that has “landscaping” anywhere in the description.*

*For more information visit [UNSPSC > Home](#)*



# UNSPSC Commodity Code Search



Subscriber Login

Become a Subscriber

[HOME](#) [FAQS](#) [SUBSCRIBE](#) [LIBRARY](#) [CODESET-DOWNLOADS](#) [INITIATIVES](#) [EDUCATION](#) [FIND A PARTNER](#)

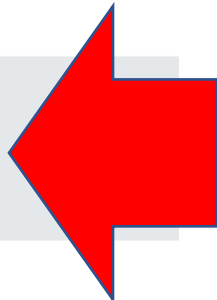
Search the code

Version 24.0301 Code Number: (2-8 digits)

Search

Code Name

Search



## Welcome

The **United Nations Standard Products and Services Code® (UNSPSC®)**, managed by GS1 US® for the UN Development Programme (UNDP), is an open, global, multi-sector standard for efficient, accurate classification of products and services.

The UNSPSC offers a single global classification system that can be used for:

- Company-wide visibility of spend analysis



# UNSPSC Commodity Code Search



Write down  
your code  
selections

[HOME](#)   [FAQS](#)   [SUBSCRIBE](#)   [LIBRARY](#)   [CODESET-DOWNLOADS](#)   [INITIATIVES](#)   [EDUCATION](#)   [FINDAPARTNER](#)

Version 24.0301

Search Code

Search Title

Search

Code	Title
31211900	Paint applicators and painting accessories
60121001	Paintings
60121225	Watercolor painting mediums
60124101	Multicultural painting products
72151300	Painting and paper hanging services
72151301	Residential painting service
72151302	Commercial painting service
72151303	Industrial painting service
72151304	Aircraft painting service
72151305	Bridge painting service
72151307	Ship painting service
73181104	Painting services
78181501	Vehicle body repair or painting service
78181836	Aircraft fixed wing coating and painting service
86121502	Painting



# UNSPSC Code Selection

Hierarchy	Category Number
Segment	44000000
Family	44120000
Class	44121700
Commodity	44121706

**Supplier Classifications**

- Minority Business Enterprise
- Woman Business Enterprise
- LGBT Business Enterprise
- Disabled-Owned Business Enterprise
- Service-Disabled Veteran Business Enterprise
- Veteran Business Enterprise
- Small Business
- Stocking Supplier
- Non-Stocking Supplier

Select all Classifications  
 Select all Small Diverse Business Classifications

Find only vendors that have all selected classifications  
 Find only vendors that have at least one selected classification

**UNSPSC Description**

Enter a brief code description (e.g. Door)

When searching by UNSPSC code, only enter the first 6 digits (UNSPSC Class Level) as the last 2 digits (Commodity Level) are not tracked in this database.  
 Or, type in any part of a UNSPSC code description to find vendors who have a code that matches. ex: Searching for "landscaping" will find vendors who have selected any code that has "landscaping" anywhere in the description.  
 For more information visit UNSPSC > Home

**UNSPSC Codes**

- 10000000 - Live Plant and Animal Material and Accessories and Supplies
- 11000000 - Mineral and Textile and Inedible Plant and Animal Materials
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- 22000000 - Building and Construction Machinery and Accessories
- 23000000 - Industrial Manufacturing and Processing Machinery and Accessories
- 24000000 - Material Handling and Conditioning and Storage Machinery and their Accessories and
- 25000000 - Commercial and Military and Private Vehicles and their Accessories and Components

Find only vendors that have all selected UNSPSC codes  
 Find only vendors that have at least one selected UNSPSC code

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

Click arrow to expand Segment for additional codes

OR

Browse and select one or more codes. Don't know the codes you want? Search for codes at [www.UNSPSC.org](http://www.UNSPSC.org).



# Advanced Search

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

**PA Counties**

- Grant County
- Clearfield County
- Clinton County
- Columbia County
- Crawford County
- Cumberland County
- Dauphin County
- Delaware County
- Elk County
- Erie County

Select all Counties

Find only vendors that s

Find only vendors that s

**Supplier Classifications**

- Minority Business En
- Woman Business En
- LGBT Business Ente
- Disabled-Owned Bu
- Service-Disabled Ve
- Veteran Business En
- Small Business
- Stocking Supplier
- Non-Stocking Supplier

**UNSPSC Codes**

- 30100000 - Structural components and basic shapes
- 30110000 - Concrete and cement and plaster
- 30120000 - Roads and landscape
- 30130000 - Structural building products
- 30140000 - Insulation
- 30150000 - Exterior finishing materials
  - 30151500 - Roofing materials
  - 30151600 - Roofing accessories
  - 30151700 - Rain gutters and accessories
  - 30151800 - Siding and exterior wall materials
  - 30151900 - Finishing materials and products
  - 30152000 - Fencing

Find only vendors that have all selected UNSPSC codes

Find only vendors that have at least one selected UNSPSC code



# Search Results

Advanced Search

Show 25 entries

Export to Excel Reset Search Criteria

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





# Supplier Profile

<b>Name:</b>	ADVANCED CLEANING SOLUTIONS LLC
<b>SAP Number:</b>	511377
<b>Doing Business As:</b>	ADVANCED CLEANING SOLUTIONS LLC
<b>Other Names:</b>	
<b>Keywords:</b>	
<b>Web site:</b>	
<b>SB Validity Dates:</b>	02/27/2018 - 03/31/2020
<b>SDB Validity Dates:</b>	02/27/2018 - 03/31/2020
<b>VBE Validity Dates:</b>	02/27/2018 - 03/31/2020
<b>COSTARS Participant:</b>	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: <a href="mailto:CLEANTEAM@ADVANCEDSOLUTIONSPA.COM">CLEANTEAM@ADVANCEDSOLUTIONSPA.COM</a>	
SB MAIN	Nicholas Ward Title: Email: <a href="mailto:cleanteam@advancedsolutionsPA.com">cleanteam@advancedsolutionsPA.com</a>	610-597-0012



# Search Results

Advanced Search

Show  entries

[Export to Excel](#) [Reset Search Criteria](#)

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

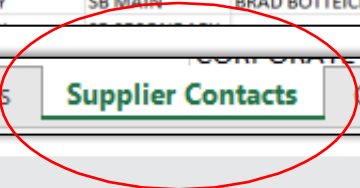
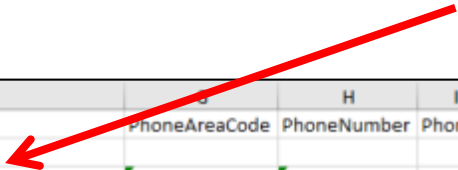
- Advanced Cleaning Solutions LLC



# 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
SAP Number	Supplier Name	Contact Name	Name	Title	Email	PhoneAreaCode	PhoneNumber	PhoneEx	FaxAreaCo	FaxNumber
104279	CA WEISS SALES LLC	CORPORATE			caweiss@comcast.net					
104279	CA WEISS SALES LLC	SB MAIN	KRISTY ZARICHNIAK		kristyz@comcast.net	610	4588864		610	4588875
119565	DUFF SUPPLY COMPANY	CORPORATE	ALEX DUFFINE	VP	DFRANK@DUFFCOMPANY.COM	610	2754453	147	610	2796299
119565	DUFF SUPPLY COMPANY	REMITTO	BARB COHEN		bcohen@duffco.com	610	2754453	149	610	2756761
119565	DUFF SUPPLY COMPANY	SB MAIN	ALEX DUFFINE		aduffine@duffco.com	610	2754453			
119565	DUFF SUPPLY COMPANY	SB SECONDARY			info@duffco.com					
122594	HOUCK SERVICES INC	CORPORATE			jherrold@houcks.com					
122594	HOUCK SERVICES INC	SB MAIN	JARROD HERROLD		jherrold@houcks.com	717	6573302		717	6579805
122594	HOUCK SERVICES INC	SB SECONDARY			kgussler@houcks.com					
134717	PENN STATE ELECTRIC MECHANICAL	CORPORATE			razmataz33@aol.com					
134717	PENN STATE ELECTRIC MECHANICAL	SB MAIN	RAZ SUGARWALA		razmataz33@aol.com	717	2992090		717	2992297
134717	PENN STATE ELECTRIC MECHANICAL	SB SECONDARY			ksing6027@yahoo.com					
135270	BARBARA J SALES ASSOC INC	CORPORATE			barb@barbarajsles.com					
135270	BARBARA J SALES ASSOC INC	SB MAIN	BARBARA SMITH		barb@barbarajsales.com	412	5233398		800	8137122
135270	BARBARA J SALES ASSOC INC	SB SECONDARY			willsmith@willjsservices.com					
137893	IDA YEAGER SALES INC	CORPORATE			idayeagersales@zoominternet.net					
137893	IDA YEAGER SALES INC	SB MAIN	IDA LAQUATRAYEAGER		idayeagersales@zoominternet.net	724	4525260		724	4521072
144061	CONSTRUCTION TOOL SERVICE INC	CORPORATE			ehuss@constructiontoolservice.com					
144061	CONSTRUCTION TOOL SERVICE INC	SB MAIN	BETTY CONNELLY		bconnelly@constructiontoolservice.com	412	6816673		412	6819185
144061	CONSTRUCTION TOOL SERVICE INC	SB SECONDARY			bcgoodwork@aol.com					
145576	BURKE & MICHAEL INC	CORPORATE			MARYFRANCES@BURKEANDMICHAEL.COM					
145576	BURKE & MICHAEL INC	SB MAIN	MARY FRANCES HOGAN		maryfrances@burkeandmichael.com	412	3212301		412	3214582
153927	COOPER TRADING INC	CORPORATE			cti@ctipa.com					
153927	COOPER TRADING INC	SB MAIN	PETER COOPER		pete@ctipa.com	724	8618830		724	8618832
153927	COOPER TRADING INC	SB SECONDARY			debbie@ctipa.com					
157009	CONTRACT HARDWARE AND SUPPLY	CORPORATE			cristil@chsupplyinc.com					
157009	CONTRACT HARDWARE AND SUPPLY	SB MAIN	BRAD BOTTEICHER		bradb@chsupplyinc.com	814	9412340		814	9412342



- Suppliers
- Supplier Addresses
- Supplier Contacts**
- Counties
- Supplier Classifications
- ITQs
- ITQ Contracts
- UNSPSC Codes



# 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

Pennsylvania Department of General Services / PA State Police Greensburg - DNA Laboratory Facility New Building

↳ DGS C-0210-0004 Phase 1.1 General Construction Revised Rebid

**Status**

Bid Package	Open
Bidding	Pending
Response Submitted	No

**33 Days 22 Hours 41 Minutes Left**

Due on 11.15.2022 at 2:00 PM  
(GMT-05:00) Eastern Time (US & Canada)


**Package Invitation**




Accept Decline

Q&A Board

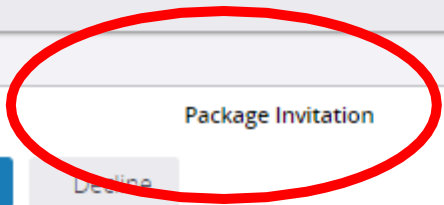
Bid Info    Invitation Documents (20)    Addenda (1)

Hide All | Show All

Click this icon  to download files. Clicking the icon next to a folder will download all files and subfolders within it.

File / Folder Name	Uploaded on	File Size
  01 Bid Documents (4)	11.04.2016 4:38 PM	
 BidWithdrawal(BWITH)093022073556.doc Version 1	09.30.2022 7:37 PM	58.37 KB

Scroll down to find SDB and VBE Participation Packets



# 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



# 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.*

<input type="checkbox"/> <b>I agree to meet the SDB participation goal in full.</b> 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.	<input type="checkbox"/> <b>I am requesting a partial waiver of the SDB participation goal.</b> After making good faith outreach efforts as more fully described in the <b>Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal</b> , 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	<input type="checkbox"/> <b>I am requesting a full waiver of the SDB participation goal.</b> After making good faith outreach efforts as more fully described in the <b>Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal</b> , 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.
---	---	--



# SDB Utilization Schedule – SDB-3

**CRITICAL**  
 ✓ Verify SDB/VBE validity

## SDB-3 SDB UTILIZATION SCHEDULE

Identify all 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 SDB 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: <u>ABC IT Solutions</u> SAP Vendor Number: <u>123456</u> SDB Verification Number: <u>123456-2016-09-SB-M</u>	MBE	IT staffing resources	%	\$
Name: _____ SAP Vendor Number: _____ SDB Verification Number: _____	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		%	
Name: _____ SAP Vendor Number: _____ SDB Verification Number: _____	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		%	
Name: _____ SAP Vendor Number: _____ SDB Verification Number: _____	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		%	
Name: _____ SAP Vendor Number: _____ SDB Verification Number: _____	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		%	
Attach additional sheets if necessary			Total % SDB commitment: 0	Total \$ amount: \$0





# Letter of Commitment SDB-3.1

**CRITICAL**  
 ✓ Complete all shaded areas.

**SDB-3-1  
 LETTER OF COMMITMENT**

This Letter of Commitment serves as confirmation of the commitment by the prime Bidder or Offeror to utilize the Small Diverse Business (SDB) on the below-referenced Solicitation/Project.

Solicitation Number:

Solicitation Name:

	Bidder/Offeror Information	SDB Information
Name	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
Point of Contact	<input type="text"/>	<input type="text"/>
Telephone number	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>

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 SDB will provide:	<input type="text"/>
Specific Time Frame the SDB will provide the services or supplies:	<input type="text"/>

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
<input type="text"/>	<input type="text"/>
Printed name	Printed name
<hr/>	<hr/>
Signature	Signature
Bidder/Offeror Point of Contact Name	SDB Point of Contact Name

\* For purposes of monitoring compliance with SDB and VBE commitments, the work performed by a firm that is both an SDB and a VBE will be counted by BDISBO towards fulfilling both the SDB and VBE commitments unless otherwise agreed to by the parties in writing and approved by BDISBO and the Issuing Office.

**SDB to expect a letter and SIGN it!**



# 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 stated 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

<b>Project Description:</b>	
<b>Commonwealth Agency Name:</b>	
<b>Solicitation #:</b>	
<b>Solicitation Due Date and Time:</b>	
<b>Bidder/Offeror Company Name:</b>	
<b>Bidder/Offeror Contact Name:</b>	
<b>Bidder/Offeror Contact Email:</b>	
<b>Bidder/Offeror Contact Phone Number:</b>	

Complete all five parts

#### 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.
	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no



# GFE Waiver – 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 feasible units to facilitate the SDB participation. For each item listed, show the anticipated percentage of the total contract cost that will be made available to SDBs, and the total percentage of the total contract cost that will be made available to SDBs, and the total percentage of the total contract cost that will be made available to SDBs.

**CRITICAL**  
 ✓ List all components of work offered for subcontracting.

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.
<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> 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 which quotes were solicited, date and manner of initial and follow-up solicitations, whether the SDB provided a quote, and whether the SDB was used toward meeting the SDB participation goal. SDBs used to meet the SDB participation goal must be listed on Form DB-2).

When solicitations and documentation of follow-up calls to SDBs must be attached to this form. For each Identified SDB Offeror should submit an SDB Subcontractor Unavailability Certificate signed by the SDB or a statement from the Offeror that the Offeror will 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:  <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		Date: <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date: <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date and Time of Call:  Spoke with:  Left Message:	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Used other SDB <input type="checkbox"/> Used non-SDB <input type="checkbox"/> Self performing
SDB Name:  <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		Date: <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date: <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date and Time of Call:  Spoke with:  Left Message:	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Used other SDB <input type="checkbox"/> Used non-SDB <input type="checkbox"/> Self performing

Attach additional sheets as necessary.



# 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

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

**CRITICAL**  
 ✓ Documentation for Part 2

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
<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name:		<input type="checkbox"/> SDB <input type="checkbox"/> Non-SDB Name:		<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name:		<input type="checkbox"/> SDB <input type="checkbox"/> Non-SDB Name:		<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name:		<input type="checkbox"/> SDB <input type="checkbox"/> Non-SDB Name:		<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name:		<input type="checkbox"/> SDB <input type="checkbox"/> Non-SDB Name:		<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other





# 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)

located 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)



# 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.

## Electronic Bid Submission Disabled

Electronic bid submission has been disabled for this project. Hard copy bids must be submitted.



# 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



**SEPARATE  
SDB/VBE  
SUBMITTALS  
WITH EACH  
BASE BID!**



# 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?



# 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](mailto:GS-BDISBO@pa.gov)

