

DATE: February 7, 2025

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

ADDENDUM NO. 2

on

PROJECT NO. DGS C-0503-0026 PHASE 001

PROJECT TITLE - North Central STU - HVAC Upgrades

PROFESSIONAL:

Martin Rogers Associates, PC

185 N. Pennsylvania Ave.

Wilkes-Barre, Pennsylvania, 18701

If you submitted a bid prior to this Addendum being issued, your bid has been discarded and you must re-submit your bid(s) prior to the bid opening date and time.

ADMINISTRATIVE CHANGES – ALL CONTRACTS

Item 1 - Attached to this addendum is the agenda from the Pre-Bid Conference that occurred at the facility on 2/4/25.

Item 2 - Attached to this addendum is the Pre- Bid BDISBO Presentation that was held virtually on 2/5/25.

SPECIFICATION CHANGES – ALL CONTRACTS

Item 1 - N/A

DRAWING CHANGES – ALL CONTRACTS

Item 1 - N/A

Project No.: **DGS 0503-0026 Phase 1**
Project Title: North Central STU – HVAC Upgrades
Using Agency: DHS
Location: Montour County, Mahoning Township

DATE: 02/04/2025

AGENDA: PRE- BID CONFERENCE

Date: Tuesday, February 4, 2025, at 10:30 AM,

Location: 50 Kirkbridge Drive Danville, PA 17821, Green Building

1. Introduction of Participants.
2. Professional will record all Attendees on Pre-Bid Conference Sign in Sheet.
3. Meeting minutes will not be issued to the bidders.
4. Small Diverse Business and Veteran Business Enterprise Participation (BDISBO):
 - a. **Non-mandatory virtual presentation by Audrey Smith will be held on Wednesday February 5, 2025 at 10:30AM. TEAMS meeting information to attend can be found in Addendum #1 issued on 1/28/25**
5. The purpose of this meeting:
 - a. To discuss the Project general information, bid requirements, any special restrictions or conditions and other information with potential bidders. 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. Bid Opening Date: March 5th, 2025 at 10:30AM
 - b. Number and Names of Prime Contracts (points).
 - .1 General Construction Contract
 - .2 HVAC Construction Contract – LEAD
 - .3 Plumbing Construction Contract
 - .4 Electrical Construction Contract
 - c. Procurement Type: Competitive Low Bid
 - d. Bid Guaranty: None Required
 - e. Construction Duration: **399** days from initial Job Conference
 - f. Proposal Period: 60 days from Bid Opening until Award of Contract.
 - g. Liquidated Damages (may vary between contracts).
 - C-0503-0026.1 – General Construction Contract - \$500/ Day
 - C-0503-0026.2 – HVAC Contract - \$1,500/ Day
 - C-0503-0026.3 _Plumbing Contract - \$500/ Day
 - C-0503-0026.4 – Electrical Contract - \$500/ Day
7. Bid Procedures:
 - a. Bidding Procedure – Bids to be received through E-Builder exclusively.
 - b. Mandatory Vendor Registration: Refer to Notice
 - c. Required User profile in eBuilder: Refer to Notice
 - d. Bid Form through eBuilder along with Instructions to Bidders.
 - e. All documents are available in E-Builder.

8. Professional to provide a brief description of the project:

a. Description of the project:

- Green Building – Replace (2) split DX AHUs on each of the 1st and 2nd floors with (4) new split DX AHUs with hot water heating coils and outdoor ground located condensing units. Provide (1) new split DX AHU to serve the basement area. New mechanical space(s) are created on each floor to support the new HVAC design. The classroom and gym in the basement will get cassette style split systems with ERVs for outside air requirements. The replacement of the aging hot water heating equipment (pumps, heat exchangers, accessories, etc...) located in the basement mechanical room and modifications to the existing building fire alarm are also included. All areas of the building being served by new HVAC systems receive new automatic temperature controls (ATC) that are fully integrated into the existing automatic temperature control system located in Administration Building No.13. The flat roof over the existing kitchen and dining areas will also be removed and replaced as part of this project.
- Reed Building - All the existing HVAC equipment such as pumps, heat exchangers, exhaust fans, expansion tanks, air separators, valves, piping, and pneumatic temperature controls are being replaced in the two basement mechanical rooms.

b. Drawings. Discuss individual plan drawings and details as needed.

c. Project Manual. Discuss as needed.

d. Permits that are in place for the project and any special conditions contained in them.

- Green Building – Level 2 Alternation - L& I Permit
- Reed Building – Level 1 Alternation - L& I Permit

e. Number and Description of Base Bids:

Base Bid No. 1:

- Provide new doors and finishes for new mechanical rooms in Green Building
- Remove and re-install ceiling grid system to accommodate new ductwork installations on 1st and 2nd floors in Green Building.
- Install new ceiling system in Green Building basement lounge.
- Remove and re-install ceiling grid system to accommodate new ductwork installation in additional scope areas of Green Building (Gym, salon, corridor, billiards, cardio, and kitchen).
- Completely remove and replace flat roof above dining and kitchen area of Green Building.
- Replace (4) ex. Split air handling units in Green Building with (8) new split air handling units for better load distribution and temperature control.
- Provide new duct tie-ins as required to achieve the heating and cooling system separation.
- Replace/upgrade controls as required.
- Provide a replacement hot water heating distribution system in the basement of Green Building.
- Provide HVAC for new classroom in basement of Green Building.
- Provide HVAC for existing gym in basement of Green Building.
- Provide new split air handling unit to serve Green Building basement.
- Replacement of ex. Domestic steam to hot water generator.
- Condensate work to support HVAC changes.
- Miscellaneous fire protection changes throughout Green Building.
- Work to support the HVAC changes in Green building.
- Replacement of the fire alarm system in Green building.

Base Bid No. 2:

- Same as Base Bid No. 1, except add – all work in mechanical room 0012 of the Reed building, complete controls replacement and upgrade of the pneumatic control system, and fire alarm system upgrade/replacement.

Base Bid No. 3:

- Same as Base Bid No. 2, except add – all work in mechanical room 0025 of the Reed building and fire alarm system upgrade/replacement.

9. Special Site Restrictions: (Led by Client Agency or the Institution)

- a. Work Hours on site should be between 7:00AM to 5:00PM Monday through Friday, no COPA Holidays. Working during different hours or work on Saturday, Sundays, State and National Holidays or overtime work, must have BOC approval.
- b. Refer to Specifications Section 016150 Department of Human Services Supplemental Provisions for additional information.
- c. All workers will be required to pass State Police and FBI background checks to work on this project.
- d. The building is locked and secured but is not a State Correctional Institution.
- e. At least half of the building will be occupied during all phases of construction. The building will never be totally vacated, and the occupied areas must remain fully functional during construction.
- f. Building utility shutdowns must be approved, scheduled in advance, and limited in duration.
- g. Contractor parking and staging areas have been identified on the site plan within the drawings set. Contractor vehicles are allowed in the fence line in designated areas, must be located and all materials

11. Questions by the Bidders:

- a. Open the floor for questions or clarifications requested from the bidders on the solicitation documents, The Scope of Work, or other details of the project requirements.
- b. **All bidder questions must be submitted through E-Builder under the Questions/Responses tab in the project's invitation to bid. The Professional shall not respond directly through E-Builder to questions posed through E-Builder. A formal written addendum will be issued through E-Builder.**
- c. Bidders are reminded that verbal responses are non-binding. If a bidder requires a formal response, the bidder is instructed to submit a question in writing. Only written formal responses in the form of an official project Addendum are to be used for bidding purposes.
- d. **DGS instruction to professionals on Addendum:**
 - RFI's that need to be addressed are done with clarifications to or modifications of the drawings/specs
 - No Q&A format...no RFI logs
 - Do not need to answer/address every RFI
- e. All questions must be submitted a minimum of 10 days prior to bid opening day to receive a formal written response. Questions submitted less than 10 days prior to bid day may not be answered.

- f. All bids shall be based on the Scope of Work as shown in the documents. Prior to bid, the DGS will not evaluate substitutions from the Scope of Work as delineated in the Documents.
- 12. Identify if there are any bidding concerns or issues from the bidders.
- 13. Project Walk Through
 - a. Bidders must note that verbal information is non-binding unless subsequently followed up in writing in an addendum.
 - b. The Client Agency shall not provide supplemental information such as drawings, cut sheets, etc. that have not been provided to all prospective bidders in the form of an addendum.
- 14. Adjournment.

NOTES: _____

DGS C-0503-0026 Phase 1 North
Central STU - HVAC Upgrades
Pre-Bid Meeting
BDISBO SDB VBE presentation

Issuing Officer

Erin McCulley- emcculley@pa.gov
Susan Stanisic- ssanisic@pa.gov

Tom Joyce - tjoyce@mrappc.com

February 5, 2025 10:30 AM



Small Diverse Business Enterprise (SDB) and Veteran Business Enterprise (VBE) Bid References

- Instructions to Bidders 2022.pdf Version 1
- General Conditions to the Construction Contract 2022 Edition (1).pdf Version 1
- Administrative Procedures for Construction Contracts 2022 Edition.pdf Version 1

Attachments

- Construction_RFP_IFB_SDB_Participation_Form_2024.01.26.pdf
- Construction_RFP_IFB_VBE_Participation_Form_2024.01.26.pdf

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.



Solicitation Specific Goals



PA - eMarketplace

DGS C-0948-0104 Phase 1	SDB	VBE
.1 General Construction – ALL BASE BIDS (#1, #2 & #3)	N/A	N/A
.2 HVAC Construction – ALL BASE BIDS (#1, #2 & #3)	8%	3%
.3 Plumbing Construction – ALL BASE BIDS (#1, #2 & #3)	N/A	N/A
. 4 Electrical Construction ALL BASE BIDS (#1, #2 & #3)	10%	3%

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

Primes are welcome to exceed the goal!



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 \$47 Million, regardless of business type.

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.

[Commonwealth Phone Directory](#) | [Department of General Services](#) | [Commonwealth of Pennsylvania](#)



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



Quick Search

**pennsylvania**
DEPARTMENT OF GENERAL SERVICES

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 Dates	SDB Validity Dates	VBE Validity Dates	COSTARS
21ST CENTURY MEDIA NEWSPAPER LLC	ROBERT BUTKINS sales@nittanyvalley.com					No
22 GROUP, LLC ()	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

- ☐ 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.](#)

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

- ☐ 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".

← 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.



UNSPSC Commodity Code Search



Find A Partner

Menu

UNv24.0301 of the UNSPSC Codeset is now available. [Access codesets.](#)

Search the Code

Version 24.0301
Code Number: (2-8
digits)

Code Name:

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
- Cost-effective procurement optimization
- Full exploitation of electronic commerce capabilities



UNSPSC Commodity Code Search

Write down
your code
selections



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

Version 24.0301

Search Code

Search Title

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



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

Reset



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
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@ADVANCEDBLDGCONTROLS.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



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 Search 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.Green@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@ADVANCEDBLDGCONTROLS.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



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

Pennsylvania Department of General Services / North Central STU - HVAC Upgrades

↳ DGS C-0503-0026 P1.1

Status	28 Days 19 Hours 51 Minutes Left	Summary
Bid Package: Open	Due on 03.05.2025 at 10:30 AM (GMT-05:00) Eastern Time (US & Canada)	Base Bid Total: 0.00
Bidding: Pending		Base Bid 2 Total: 0.00
Response Submitted: No		

Package Invitation

Accept

Decline

Response Form

Scroll down to find SDB and VBE Participation Packets

Bid Info

Invitation Documents (20)

Addenda (1)

Hide All | Show All



Download was successful.

Close

Construction_RFP_IFB_SDB_Participation_Form_2024.01.26.pdf

1.03 MB



Complete

File / Folder Name

Uploaded on

File Size



How to Meet the Goal

3 Scenarios

1. Self-Perform as a **DGS-verified** SDB and/or VBE Prime vendor
2. Find Separate **DGS-verified** SDB and VBE vendors
3. Use a **DGS Dually-verified SDB/VBE** vendor

Submittal Forms

1. Complete SDB-2&3/VBE-2&3 by putting your company name as vendor with appropriate percentage commitment to fulfill each goal amount.
2. Complete SDB-2&3/VBE-2&3 by noting SDB vendor on SDB submittal and VBE vendor on VBE submittal with appropriate percentage commitment to fulfill each goal amount.
3. Complete SDB-2&3 /VBE-2&3 by noting same vendor on both SDB-2&3 and VBE-2&3 with highest percentage value commitment on BOTH forms.



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**



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

Pennsylvania Department of General Services



SDB Submittal – SDB-2

CRITICAL
✓ Check One, and
Only One, Box

**SDB-2
SDB PARTICIPATION SUBMITTAL**

Bidder/Offeror: _____ Solicitation # : _____

Solicitation Title: _____

Discipline: _____ (.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	☐ I am requesting a partial	☐ I am requesting a full
participation goal in full. 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.	participation goal. 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 considered for award: 1. an SDB Utilization Schedule (SDB-3) for that portion of the SDB participation goal that I will meet; AND	participation goal 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. I have completed and am submitting with my bid or proposal a Good Faith Efforts Waiver Request for the complete SDB participation goal, which



SDB Utilization Schedule – SDB-3

SDB-3 SDB UTILIZATION SCHEDULE

CRITICAL
✓ Verify SDB/VBE
validity

Bidder/offeror: _____

Solicitation # : _____

Solicitation Title: _____

List in the chart below SDBs (including where applicable a prime bidder or offeror is self-performing a portion of the work) that will be used to 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>123456-2023-09-SB-M</u>	☒ 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: <u>0</u>	Total \$ amount: <u>\$ 0</u>



Letter of Commitment SDB-3.1

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 #: _____ Solicitation Name: _____

	Bidder/Offeror Information	SDB Information
Name		
Address		
Point of Contact		
Telephone #		
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 SDB will provide:	
Specific Time Frame the SDB will provide the services or supplies:	

Dollar Value of Commitment. These service or supplies for contract/fee indicated in the table below shall be for the term of the contract.

COMMITMENT TABLE	Total Contract/Fee Commitment Value (c)	Allowable Participation Percentage (d)	Allowable Participation Value equals Dollar Value Commitment on SDB-3 (c) x (d) = (e)
SDB Subcontractor - performs at least 50% of the value of the subcontract with its own forces		100%	
SDB Manufacturer - produces on premise material, supplies, articles or equipment required for contract.		100%	
SDB Stocking Suppliers - maintains materials on premises that are bought and stored and required for the contract.		60%	
SDB Non-stocking Supplier - Service Fee Only -Does not carry inventory.		100%	

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 _____
Bidder/Offeror Point of Contact Printed name SDB Point of Contact Printed name

Bidder/Offeror Point of Contact Signature SDB Point of Contact Signature

* The work performed by a firm that is dually verified as both an SDB and 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. See SDB-1 Instructions, Section II, Paragraph 4 for example of how work performed by a firm that is dually verified is credited.

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SDB-3-1

CRITICAL
✓ Complete all shaded areas.

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

Complete all five parts

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:	

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

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

Identify those items of contract 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 cost. Offeror must 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
	☐ 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.

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SDB-5-1



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.
	☐ 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

SDB-5

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

Part 2 – Identified SDBs and Record of Solicitations

Identify the SDBs solicited to provide quotes for the Identified Items of Work made available for SDB participation. Include the name of the SDB solicited, items of work for which quotes were solicited, date and manner of initial and follow-up solicitations, whether the SDB provided a quote, and whether the SDB is being used toward meeting the SDB participation goal. SDBs used to meet the SDB participation goal must be listed on the SDB Utilization Schedule (SDB-2).

Note: Copies of all written solicitations and documentation of follow-up calls to SDBs must be attached to this form. For each Identified SDB listed below, Offeror should submit an SDB Subcontractor Unavailability Certificate signed by the SDB or a statement from the Offeror that the SDB refused 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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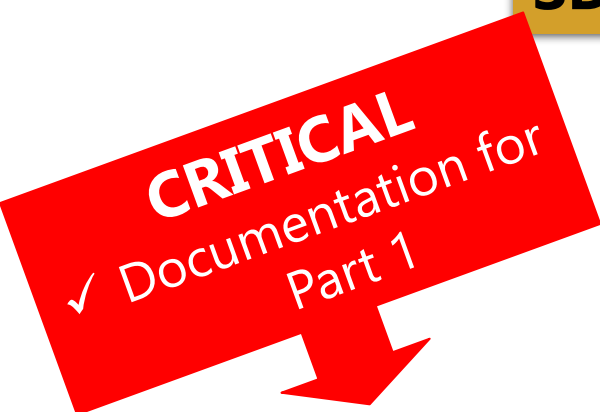
Construction_RFP_IFB_SDB_Participation

SDB-5-2



GFE Waiver – Part 3

SDB Outreach Compliance Statement



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

Part 3 – SDB Outreach Compliance Statement

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):

☐

Offeror did attend the pre-Bid/Proposal conference or Supplier Forum

☐

No pre-Bid/Proposal conference or Supplier Forum was held

☐

Offeror did not attend the pre-Bid/Proposal conference or Supplier Forum

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SDB-5-3



GFE Waiver – Part 4

Additional Information Regarding Rejected SDB Quotes

CRITICAL
✓ Documentation for
Part 2

SDB-5

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

Part 4 – Additional Information Regarding Rejected SDB Quotes

This form must be completed if 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. List the Identified Items of Work, state whether the work will be self-performed or performed by a non-SDB, and if applicable, state the name of the non-SDB firm. Also include the names of all SDBs and non-SDB firms that provided a quote and the amount of each quote.

Describe Identified Items of Work not being performed by SDBs (include 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 Name:		☐ SDB ☐ Non-SDB Name:		☐ price ☐ capabilities ☐ other
	☐ self-performing ☐ using Non-SDB Name:		☐ SDB ☐ Non-SDB Name:		☐ price ☐ capabilities ☐ other

Attach additional sheets as necessary.



GFE Waiver – Part 5

SDB Subcontractor Unavailability Certificate

CRITICAL
✓ Required for each
vendor listed in Part 1

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

Part 5 – SDB Subcontractor Unavailability Certificate

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 Bidder/Offeree'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)

(DGS SDB Certification #) (Telephone #)

3.
If the SDB does not complete this form, the bidder/offeree must complete the following:

To the best of my knowledge and belief, the above-listed SDB is either unavailable for the work/service
for this project, is unable to prepare a Proposal, or did not respond to a request for a price Proposal and
has not completed the above portion of this submittal.

(Signature of Bidder/Offeree) (Title) (Date)

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SDB-5-5



SDB/VBE Response Submittal

Pennsylvania Department of General Services / North Central STU - HVAC Upgrades

↳ DGS C-0503-0026 P1.2

Status

Bid Package	Open
Bidding	Pending
Response Submitted	No

28 Days 19 Hours 38 Minutes Left

Due on 03.05.2025 at 10:30 AM
(GMT-05:00) Eastern Time (US & Canada)

Summary

0.00

Base Bid Total	0.00
Base Bid 2 Total	0.00

...

Package Invitation

Response Form

Q&A Board

Submit



STEP 1: Bid Form

STEP 2: Response Documents

STEP 3: Additional Info

Please provide response documents

Unit Price Schedule *?

Drag a file to attach

Browse

SDB Participation Submittal Package (Contractor) *?

Drag a file to attach

Browse

VBE Participation Submittal Package (Contractor) *?

Drag a file to attach

Browse



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.
- No SDB/VBE submittal packets due for zero goal bids/discipline.



REMINDER



**SEPARATE SDB/VBE
SUBMITTALS WITH
EACH DISCIPLINE
AND 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

