

COSTARS

Simplifying Local Procurement



Agenda

COSTARS

Background of Program

How to Use the Program

Support Information





PA Procurement Law

(Thresholds effective January 1, 2017)

**Below
\$10,700**

- No advertising, competitive bidding or price quotes required

**Between
\$10,700
and \$19,700**

- Three informal price quotes required with award to the lowest

**More than
\$19,700**

- Advertise twice and formal competitive bidding required

Unless utilizing COSTARS or other acceptable cooperative purchasing program



What is COSTARS?

COSTARS is the Commonwealth's cooperative purchasing program.

The COSTARS program provides registered local public procurement units (LPPU) within the Commonwealth and Suppliers a tool to do business with each other effectively through the use of a contract established by DGS.

This approach leverages the purchasing power of more than 8,630 local entities combined with the State to obtain more competitive pricing and choice than individual purchasers might be able to obtain on their own, while eliminating the expensive costs of public bidding procedures, and at the same time, providing increased opportunities for hundreds of businesses of all sizes in all locations, to compete for millions of dollars of government business.

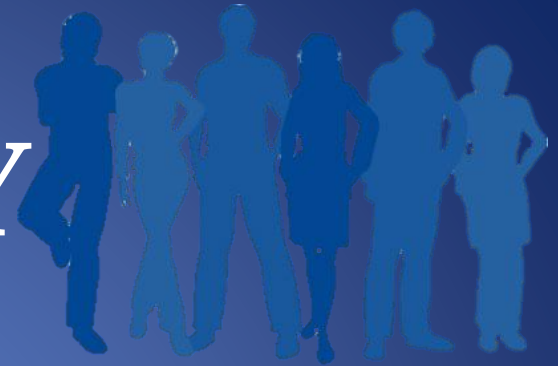
A local public procurement unit (LPPU) is defined as:

- Any political subdivision (E.G. Townships)
- Any public authority
- Any tax exempt, nonprofit education or public health institution or organization
- Any nonprofit fire company, nonprofit rescue company, nonprofit ambulance company
- And to the extent provided by law, any other entity, including council of government or an area government, that expends public funds for the procurement of supplies and services

LPPUs must register on the COSTARS website to become members.

Once registered, members are able to purchase from available COSTARS or Statewide contracts.

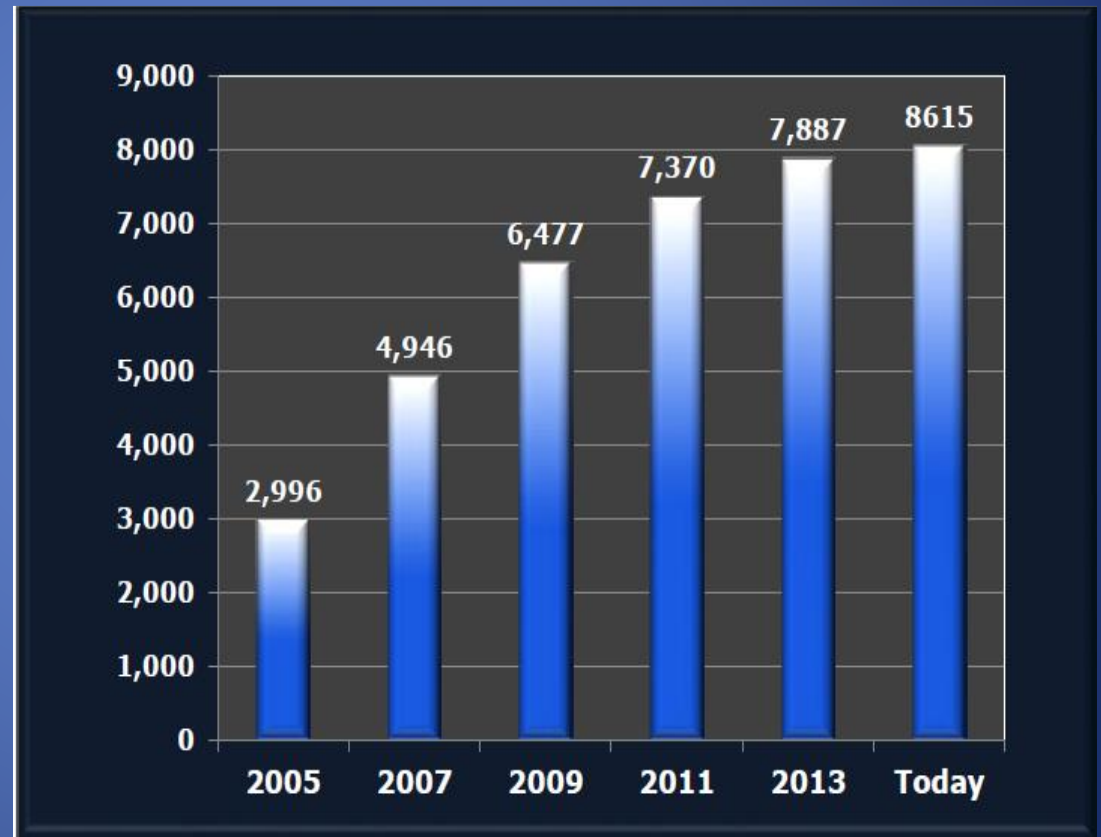
MEMBER HISTORY



2005 Membership
2,996

2009 Membership
6,587

Today
Over 8,630





COSTARS MEMBERSHIP GROWTH 2005 - 2016

Member Category	12/31/05	12/31/10	12/31/11	12/31/12	6/30/13	6/30/15	6/30/16	% Growth	Universe	% of Universe
Authority or Commission	276	604	654	661	686	731	753	3.0%	1537	49%
Township	1016	1439	1455	1461	1472	1489	1496	0.5%	1548	97%
Borough	519	760	800	779	789	814	819	0.6%	961	85%
City	56	56	56	56	56	56	56	0.0%	56	100%
County	58	66	66	66	66	67	67	0.0%	67	100%
Joint Municipal Entity	13	30	32	73	75	84	88	5.0%	88	100%
Education-PA Public School District	252	500	500	500	500	501	501	0.0%	501	100%
Other Education Entities	58	737	830	925	951	1047	1111	6.0%	?	N/A
Education-Higher Ed (Colleges, Universities)	42	148	152	159	161	167	170	1.8%	194	88%
Fire, Rescue, Ambulance	393	1242	1302	1370	1388	1472	1524	3.5%	3800	40%
Health Institution, Non-Profit	63	423	467	493	500	557	577	3.6%	?	N/A
Other Non-Profit	252	1006	1073	841	867	935	972	4.0%	?	N/A
Sub-Departments				281	287	300	308	3.0%		
TOTAL	2998	7011	7387	7384	7704	8220	8442	2.4%		



A COSTARS member may
“piggy-back” off of state
agency contracts

OR

Use a COSTARS
Exclusive contract.

A generic multiple vendor contract
awarded to all responsive and responsible
suppliers.

Since these contracts have been
previously bid by the state’s Bureau of
Procurement, no additional formal
bidding process is required.



COSTARS Contracts



- ★ A State agency contract that has reduced the supplier base by more than 50% requires the development of a COSTARS Contract
- ★ Contracts that are created exclusively for the use by the LPPUs, based upon perceived need.
- ★ COSTARS Contracts are awarded to all “responsive and responsible” bidders.
- ★ Suppliers may bid “ancillary services” such as maintenance, training, installation, and other services related to the specified product.



VS



- ★ **COSTARS** contracts have multiple choice of suppliers
- ▼ **STATE** contracts often offer one or a few suppliers
- ★ **COSTARS** contracts offer competitive pricing
- ▼ **STATE** contracts are competitively priced through supplier bidding (low bid typically or best value)
- ★ **COSTARS** contracts allow **COSTARS** members to choose suppliers based on price, geography, quality, etc.

COSTARS Contracts



- 1 Copiers & Multi-function Devices
- 3 IT Hardware
- 4 Office, School, & Library Supplies
- 5 Janitorial Supplies
- 6 Software
- 7 Foods
- 8 Maintenance, Repair & Operation Equip & Supplies)
- 9 Graphic & Printing Services, Supplies, & Equipment
- 10 Voting Systems
- 11 Toiletries
- 12 Emergency Responder Loose Supplies
- 13 Emergency Responder Vehicles
- 14 Recreational & Fitness Equipment
- 15 Water & Waste Water Treatment Consumables
- 16 Water & Waste-Water Treatment Plant-Components/Equipment
- 17 Waste, Recycling & Materials Handling Containers
- 18 LED Traffic Signals
- 19 Laboratory Supplies
- 20 Medical Supplies
- 21 Pest Control Services
- 22 Weatherization Supplies
- 24 Traffic Signs
- 25 Municipal Work Vehicles
- 26 Passenger Vehicles
- 28 Energy Conservation Supplies
- 29 Grounds Keeping Supplies & Services
- 30 Energy Consulting Services
- 32 Signage
- 33 Streetscapes
- 34 Theater (Auditorium) Furniture, Fixtures and Equipment, A/V Equipment, Musical Instruments
- 35 Furniture & Window Treatments
- 36 Appliances, Cafeteria Supplies & Equipment
- 37 Uniforms & Related Services
- 38 Heavy Equipment Rental

BROAD SCOPE OF CONTRACTS

COSTARS-14 Recreation & Fitness Equipment

<ul style="list-style-type: none">• Bicycles
<ul style="list-style-type: none">• Bleacher Seating (which does not require construction to install)
<ul style="list-style-type: none">• Fitness Equipment (such as weight room and cardio equipment)
<ul style="list-style-type: none">• Golf Carts & Accessories
<ul style="list-style-type: none">• In-Line Hockey Rinks/Skateboard Park Components (for existing rinks/parks only)
<ul style="list-style-type: none">• Modular Gym Flooring, Sports Mats
<ul style="list-style-type: none">• Playground Equipment
<ul style="list-style-type: none">• Playground Safety Surfacing Material
<ul style="list-style-type: none">• Portable or Replacement Scoreboards and Electronic Timers
<ul style="list-style-type: none">• Portable Stadium Lighting (which does not require construction to install)
<ul style="list-style-type: none">• Pre-fabricated Shelters (such as gazebos, pavilions, sun shades, tents, and similar shelters commonly used in public parks which does not require construction to install)
<ul style="list-style-type: none">• Site Amenities (such as benches, trash/recycling receptacles, bike racks, picnic tables and other fixtures commonly used in public parks and gymnasiums which does not require construction to install)
<ul style="list-style-type: none">• Sports Equipment (such as football-baseball-basketball-tennis-field hockey-golf equipment, etc.)
<ul style="list-style-type: none">• Storage Sheds and Lockers (which does not require construction to install)
<ul style="list-style-type: none">• Water Equipment (such as docks, non-motorized water craft, life guard stands, life jackets, buoys, water park components for replacement only and similar equipment commonly used in public parks and pools which does not require construction to install)

COSTARS-29

Groundskeeping Supplies & Services

- | |
|--|
| <ul style="list-style-type: none">• Landscaping and Lawn Maintenance (mowing, trimming, mulching and edging) |
| <ul style="list-style-type: none">• Pruning and planting trees, shrubs and flowers |
| <ul style="list-style-type: none">• Seeding (liquid and/or granular) |
| <ul style="list-style-type: none">• Fertilizing |
| <ul style="list-style-type: none">• Pest and Weed Control Management* such as insect, disease, weed control maintenance (including application of herbicides, pesticides and fungicides)
*Refer to Section 3 for further guidance. |
| <ul style="list-style-type: none">• Aeration Services |
| <ul style="list-style-type: none">• Soil Sampling and Testing |
| <ul style="list-style-type: none">• Leaf Control |
| <ul style="list-style-type: none">• Tree and Stump Removal |
| <ul style="list-style-type: none">• Salting (excluding Roadways) |
| <ul style="list-style-type: none">• Snowplowing and/or Snow Removal (excluding Roadways) |
| <ul style="list-style-type: none">• Sweeping – sidewalks and parking lots (excluding Roadways) |
| <ul style="list-style-type: none">• Parking Lot Line Painting (excluding Roadways) |
| <ul style="list-style-type: none">• Parking Lot Crack Sealing and Seal Coating (excluding Roadways)
Refer to Paragraph 2. d) below for further guidance. |
| <ul style="list-style-type: none">• Grounds keeping materials such as mulch, landscaping fabric, seed, trees, shrubs, flowers, and fertilizers |

COSTARS-5 Janitorial Supplies

- Cleaning Supplies & Chemicals
- Commercial & Industrial Floor Mats
- Deodorizer/Odor Counteractants
- Dilution Control Systems
- Floor Care Machines
- Floor Finisher & Remover
- Janitorial Paper Prods
- Specialized Floor Cleaning Equip Rental
- Trash Liners
- Vacuums & Accessories

COSTARS-36 Appliances, Cafeteria Equipment & Supplies

- Cooking Equip & Supplies
- Cookware Supplies
- Dishwashing Equipment
- Food Prep Equipment & Supplies; i.e. cooking utensils
- Laundry Equipment & Supplies
- Refrigeration Equipment
- Disposables
- Meal Delivery Equipment & Supp
- Serving Equipment & Supplies
- Vending Machines

COSTARS Contracts

Guide to COSTARS Exclusive Contracts



Complete Contract Listing as of 05/30/2014

Contract Number • Contract Name • Contract Scope

COSTARS-1 Copiers

Consumable Copier Supplies including but not limited to fuser, developer, toner, and staples • Copier Accessories and or Optional Features including, but not limited to, hole punch unit, additional paper drawers, mailboxes, saddle-stitch finisher, fax board, scan system, wireless LAN and antenna, coin controller, software and software maintenance • Copier Installment Purchase • Copier Lease • Copier Maintenance and Repair • Outright Copier Purchase

COSTARS-3 IT Hardware

Desktop PCs and Monitors • Items to Support Multimedia Communications and LANs • Laptops/Notebooks and Personal Computing Devices • Peripherals and Networking Gear • Servers and Data Storage • Telephony Equipment and software to accommodate COMPUTER to COMPUTER voice service.
Does not include fixed or mobile telephone systems.

COSTARS-4 Office Supplies

Industry Standard General Office Supplies • Paper • School Supplies • Toner Cartridges (including remanufactured)

COSTARS-5 Janitorial Supplies

Cleaning Supplies and Chemicals • Commercial and Industrial Floor Mats • Deodorizer/Odor-Counteractant • Dilution Control Systems • Floor Care Machines • Floor Finisher and Remover (supplies and chemicals) • Janitorial Paper Products • Specialized Floor Cleaning Equipment Rental • Trash liners • Vacuums and Accessories (excludes Central Vacuum Systems)

Review “Guide to COSTARS Exclusive Contracts Brochure” to examine the broad scope of each contract.

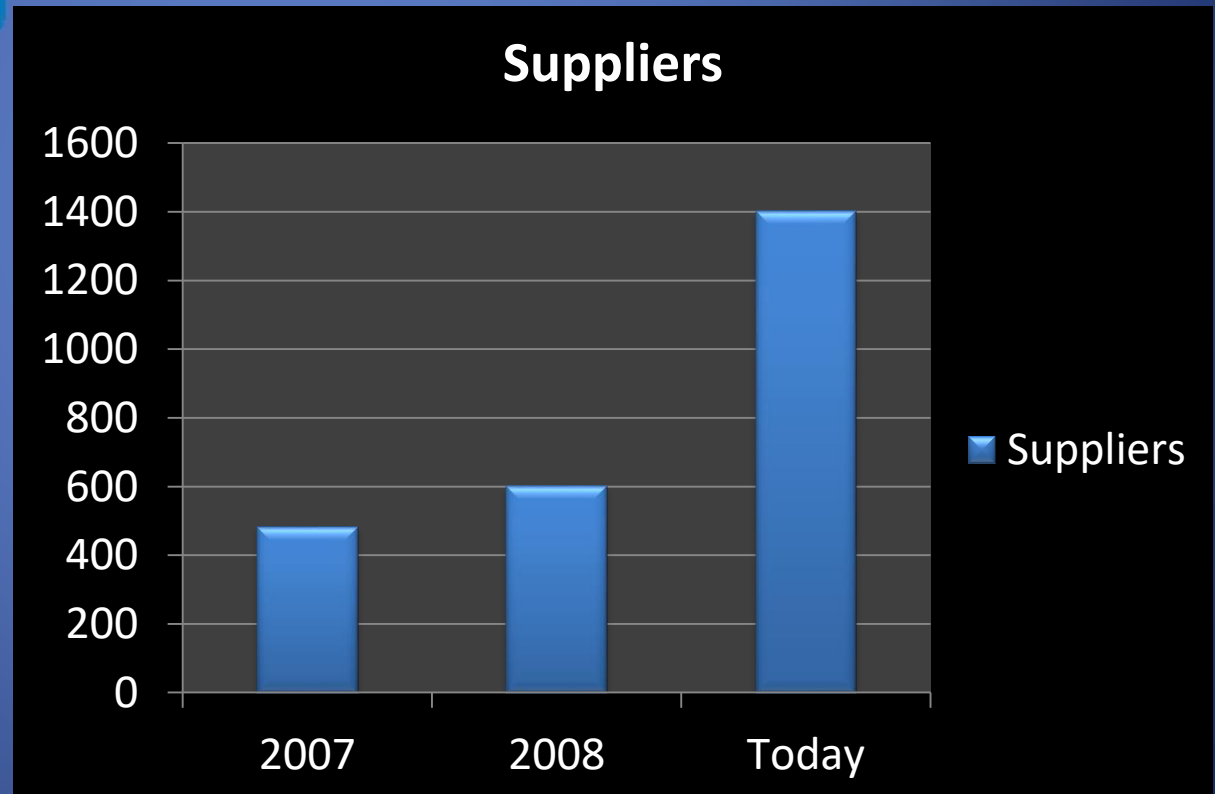


Suppliers History

2007 483 Suppliers

2008 600 Suppliers

Today Over 1,400





PLUS

**200 State Agency Contracts
available to COSTARS members,
for products such as:**

- **Power Equipment**
- Audio Visual Services & Equipment
- Fuel
- **Wireless Communication Services**
- AED & Accessories
- Carpet
- Universal Fleet Card
- Small Package Delivery
- Aggregates
- Drafting & Engineering Supplies
- **Bituminous Materials**
- Equipment Maintenance
- Roadsalt
- **Two Way Radio Communications Equipment**
- Portable Toilets & Septic Waste Removal Services

DO'S & DON'TS OF THE ROAD SALT CONTRACT

Eligibility Requirements

You must be registered with COSTARS to participate on the Salt Contract. An annual completed Salt Participation Agreement is needed for inclusion on this contract. The Salt Participation Agreement can be accessed from the COSTARS website (the orange bar on the Members page) between January 1 to March 15 of each year.

A completed salt requirement form **MUST BE RECEIVED BY March 15.**

Your organization's required tons are not an estimate. A member should expect the supplier to require them to purchase at least 60% of the stated needs. The supplier will provide up to 140% of the tonnage requirements at the contracted price.

Notification

The Salt Contract will be posted in August indicating who your supplier is and your pricing. The contract should be printed out for your records by using the COSTARS website.



Ordering

Your township or organization will place all orders with the supplier (**NOT DGS**). **Consider ordering your salt early.** The earlier you order salt, the better your road department will be able to respond to the winter road conditions. There will be no minimum order during initial fill.

When ordering salt, try to think ahead of your overall needs. Although pricing will remain constant, availability of shipments may be affected by weather conditions and/or needs of other customers of your supplier.

Reevaluate your stockpile capacity.

SODIUM CHLORIDE CONTRACT

2017-18 UPDATE

Morton Salt has agreed to a one-year renewal (Aug 1, 2017-July 30, 2018) for Erie County. The 2016-17 price (\$44.78 per ton) will remain firm.

No storage fees for 2016-2017.

Good news for your budget —
enhanced savings and universal acceptance!



You're eligible to participate in the Commonwealth of Pennsylvania Fleet Card Program.



Save as much as 15%* off your overall fleet budget.

Sign up and take advantage of these unique benefits:

<ul style="list-style-type: none">• NO setup fees or card fees	<ul style="list-style-type: none">• Online account access and easy-to-read reports
<ul style="list-style-type: none">• Valuable volume rebates on total spend, with the opportunity to earn even more by purchasing at Sunoco	<ul style="list-style-type: none">• Acceptance at over 90% of U.S. retail fuel locations
<ul style="list-style-type: none">• Tax exemption and reporting for qualified fleets	<ul style="list-style-type: none">• Customer Service 24 hours a day, 7 days a week

Use the Commonwealth of Pennsylvania Fleet Card to fuel your vehicles at over 90% of fuel stations nationwide.

Don't miss out on the Commonwealth's money-saving solution.

For more information, call
1-866-527-8870

Fax a Sign-up form to **1-866-527-8873**.
Or visit www.wexinc.com/Pennsylvania.



* Actual savings may vary



PENN STATE FACILITIES ENGINEERING INSTITUTE & COSTARS:

Electric Procurement Services

How it works: PSFEI's certified energy professionals continually monitor electricity market conditions and determine the best times to shop for electricity. They aggregate appropriate loads to obtain the lowest pricing from suppliers who have agreed to the commonwealth's terms and conditions. This means you get the best pricing on terms that protect you. It's that simple.

Since 2009, the Penn State Facilities Engineering Institute (PSFEI) has provided electricity procurement services for the Commonwealth of Pennsylvania resulting in savings of over 119 million dollars. Now, PSFEI and the PA Department of General Service Bureau of Procurement (DGS-BOP) want to bring these savings opportunities to all COSTARS members.

For more information contact:

Scott Harford

Energy Management Consultant

Penn State Facilities Engineering Institute

sharford@enr.psu.edu

814-863-2090

Ready to enroll in the program? Download the enrollment form at www.fei.psu.edu and follow instructions.



pennsylvania

DEPARTMENT OF GENERAL SERVICES



pennsylvania
CORRECTIONAL INDUSTRIES

Letter of Agreement Reference Number PCI-LOA-2014

PCI PRODUCTS and SERVICES

- **Bedding** – Mattresses; pillow cases; sheets; towels
- **Cleaning Supplies** – Detergents; cleaners; soaps; CorrectPac
- **Custom recognition awards**
- **Decals and stickers**
- **Furniture** – Cell and detention furniture; custom detention furniture metal fabrication; office furniture and seating; furniture refinishing and reupholstery
- **Garments** – Officer's uniforms and accessories; apparel; pajamas; footwear; mesh laundry and commissary bags; and cell trash bags
- **Silkscreened and embroidered apparel**
- **Signs** – Engraved wood and plastic; engraved name plates; aluminum traffic control and institution signs
- **Print Services** – Brochures; posters; business cards; and DC forms
- **Commissary Services**
- **Laundry Services**
- **Optical Services**

Please feel free to contact Customer Service at
717-425-7292 with any questions or to place an order.

Or

Tracey McCullough at 717-221-6961

**BIG HOUSE
PRODUCTS**

UniqueSource

Supplies Manufactured & Services Performed by Persons with Disabilities

DGS Statewide Contract #4400004306 and #4400004695 (partial) Available to local public procurement units through the COSTARS.

This contract includes

Safety Gear (hard hats, vests, leggings, t-shirts, sweatshirts)

• **Roadside Traffic Devices** (delineators, roll-up safety signs)

• **Hand Tools** (shovels, rakes, hammers, axes)

Janitorial Supplies (mops, plastic liners, toilet tissue, cleaners)

Domestics (bath towels, wash cloths, bed linen, shower curtains)

Much More!



Michelle Anson (Products)

manson@uniquesource.com

717-317-9577

NEW CONTRACT PROPOSALS

Several members write to us

Associations write to us

Legislators write to us

Periodic Surveys for YOUR input

Member Benefits



Dollar Savings – Volume Purchasing results in lower prices. As a member, you eliminate the need, cost and time for the bid process. You can negotiate with suppliers. Membership is free!



Convenience – Using COSTARS you can simply issue a purchase order to the COSTARS supplier or State Contract Supplier of record.

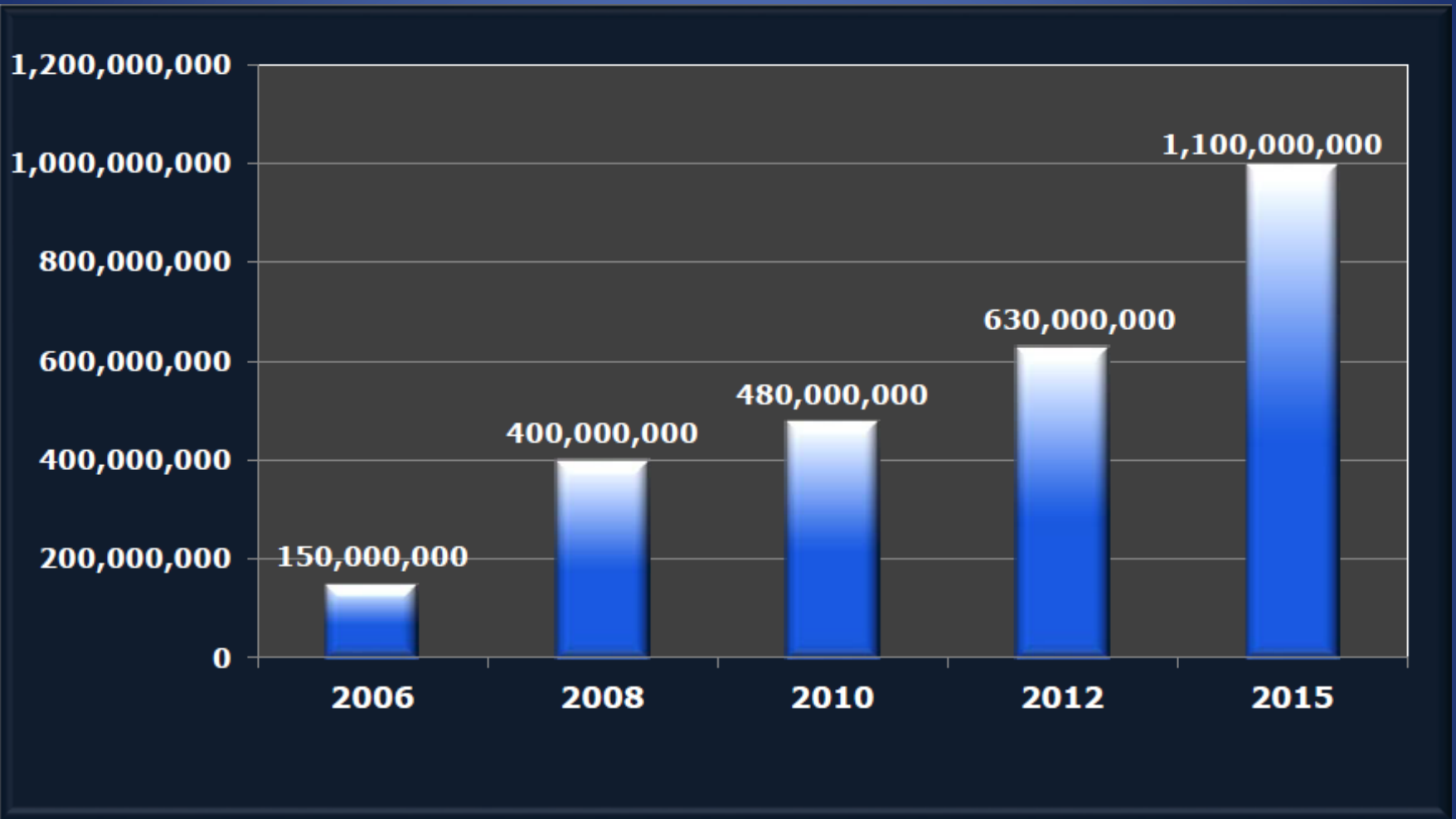


Flexibility and Variety – Broad selection of commodities and suppliers. More than 200 state contracts with a pool of over 2,000 suppliers.



Free Training, workshops, a toll-free phone assistance, and a quarterly newsletter are provided by the COSTARS staff.

COSTARS Sales Growth



More than \$1.1 Billion in FY 2015-16!



SAVINGS TO COSTARS MEMBERS FY2015 OVERVIEW

- **TRANSACTIONAL SAVINGS**

COSTARS CONTRACTS	\$48,250,060
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STATE AGENCY CONTRACTS	\$15,747,066
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- **TOTAL** **\$63,997,126**

- **COMMODITY SAVINGS**

COSTARS CONTRACTS	\$89,308,437
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STATE AGENCY CONTRACTS*	\$87,725,242
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- **TOTAL** **\$177,033,679**

- **GRAND TOTAL** **\$241,030,805**

* Includes rebates from UPS (\$18,035) and WEX contracts (\$353,160).

ERIE COUNTY USAGE

7/1/16-6/30/17

<u>Member</u>	<u>Spend</u>	<u>~Savings</u>
Erie County	\$245,743	\$50,377
Gannon University	\$419,087	\$62,863
Millcreek School District	\$394,769	\$80,928
Brookville Area School District	\$167,562	\$34,350
Corry Area School District	\$140,653	\$28,834
Millcreek Township	\$509,873	\$104,524
Erie City School District	\$870,868	\$178,528
North East Borough	\$565,005	\$115,826
City of Erie	\$831,500	\$170,458
Fairview Township	\$289,316	\$59,310
Edinboro Borough	\$184,858	\$37,896
Edinboro University	\$756,682	\$151,336
Kearsarge Fire Dept	\$1,010,682	\$207,190
Erie Metropolitan Transit Authority	\$354,966	\$70,993
Summit Township	\$284,667	\$ 58,357
Greene Township	\$138,334	\$28,361
Erie Water Works	\$646,375	\$129,275
City of Corry	\$122,802	\$25,174
Girard Township	\$ 62,646	\$12,842
<u>TOTAL COUNTY</u>	<u>\$11,939,832</u>	<u>\$2,447,666</u>



Harnessing
the Power
of Cooperative
Purchasing

COSTARS Enhanced Website

www.costars.state.pa.us

- Complete user and member registration
- Access COSTARS and state agency contracts
- Newsflashes and quarterly newsletters
- Update member profile
- Resource/Training Center



The screenshot shows the homepage of the COSTARS website. At the top, there is a navigation bar with 'PA GOV' and links for 'BUSINESSES', 'LOCAL GOVERNMENT & SCHOOLS', and 'STATE GOVERNMENT'. Below this is a search bar and a large image of the Pennsylvania State Capitol dome. The main content area features the COSTARS logo, which includes a starburst graphic and the text 'COSTARS™'. Below the logo is the tagline: 'The Commonwealth of Pennsylvania's Cooperative Purchasing Program Passport to Business Opportunity and Procurement Savings'. A paragraph of text describes the program's purpose and goals, followed by a list of bullet points. At the bottom, there are links for 'About', 'News & Media', 'Contact Us', and 'Visit the Capitol'.

WEBSITE

COSTARS Home Page

www.costars.state.pa.us



The screenshot shows the top navigation bar with 'PA.GOV' on the left and 'BUSINESSES', 'LOCAL GOVERNMENT & SCHOOLS', and 'STATE GOVERNMENT' on the right. Below the navigation is a search bar and a banner for the Pennsylvania Department of General Services, featuring the state seal and the names of Governor Tom Corbett and Secretary Sheri Phillips. The main content area has a breadcrumb trail: 'Department of General Services > Local Government & Schools > COSTARS (Cooperative Purchasing)'. The central graphic is the COSTARS logo, which includes a stylized star and the text 'COSTARS™ The Commonwealth of Pennsylvania's Cooperative Purchasing Program Passport to Business Opportunity and Procurement Savings'. Below the logo is a paragraph describing the program and a bulleted list of goals. A red arrow points from the right side of the page to the link 'Learn more about COSTARS participation for Member entities' in the text.

Department of General Services > Local Government & Schools > COSTARS (Cooperative Purchasing)



COSTARS™
The Commonwealth of Pennsylvania's Cooperative Purchasing Program
Passport to Business Opportunity and Procurement Savings

COSTARS is the Commonwealth of Pennsylvania's cooperative purchasing program and serves as a conduit through which registered and eligible local public procurement units (LPPUs) and state-affiliated entities (Members) are able to leverage contracts established by DGS to cost effectively and efficiently identify suppliers with whom to do business. The goals of this program are:

- To encourage, expand and facilitate the opportunities for Members to achieve procurement savings and best value through an interactive partnership with the Commonwealth.
- To provide increased opportunities for Suppliers of any size to participate and compete for Members' business.
- To provide contracts with competitive pricing.

The Commonwealth Procurement Code provides the statutory authority for Member entities to engage in cooperative purchasing with the Commonwealth. The Procurement Code authorizes DGS to enter into cooperative purchasing contracts solely for the use of its Members. DGS requires eligible LPPUs and state-affiliated entities to register as COSTARS members, and only those organizations registered with DGS may purchase from contract solicitations published on the department's COSTARS website. [Learn more about COSTARS participation for Member entities.](#)

Businesses Interested in participating in the COSTARS program as Suppliers are required to register in the [PA Supplier Portal](#) to receive a six-digit vendor number as a prerequisite to bidding on a statewide or COSTARS-exclusive contracts. More information about the supplier registration process is available by visiting the [Supplier Service Center](#). Following supplier registration and to become a COSTARS supplier, businesses must respond to bidding opportunities published on the department's COSTARS or [PA eMarketplace](#) webpages. A Supplier that successfully responds to a contract solicitation may be awarded a contract. [Learn more about COSTARS participation for Suppliers.](#)

To access
Members'
Page

WEBSITE

www.costars.state.pa.us



Or, you can select the **COSTARS (Cooperative Purchasing)** link at the top of the page under the **Local Government and Schools** link, then select **Member Information**. You can also click on **Program Resources**.

Enter Search Term



pennsylvania
DEPARTMENT OF GENERAL SERVICES

TOM WOLF, GOVERNOR | CURT TOFFER, SECRETARY

[Department of General Services](#) > [Local Government & Schools](#) > [COSTARS \(Cooperative Purchasing\)](#) > Program Resources

COSTARS RESOURCES

CALENDAR OF EVENTS

February 21	COSTARS Member Webinar-Registering for the Road Salt Contract	Online
February 24	Legislative Procurement Event	Harrisburg
February 28	Legislative Procurement Event	Harrisburg
March 3	Montgomery County Intermediate Unit	Norristown
March 14	County Commissioners Assn. of PA - IT Quarterly Meeting	Harrisburg
March 14	Doing Business with the Commonwealth of Pennsylvania Sponsored by Southeastern Pennsylvania PTAC	Bethlehem
March 21-24	FASBO Annual Conference	Pittsburgh
March 30	SEDA-COG Suppliers' Workshop	Harrisburg
April 12	Watson Diesel Open House for Members	Williamsport

Contact Us:

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

Phone: 717-346-9009
Toll Free: 1-866-768-7827
Fax: 717-783-6241
E-Mail: gs-pacostars@pa.gov

If you would like to attend any of these events, please contact the sponsoring organization. To request a COSTARS representative to speak or conduct a training session at an upcoming event, please contact COSTARS at 1-866-768-7827 or email GS-PACostars@pa.gov.

COSTARS TRAINING PRESENTATIONS:

[Member Training Presentation](#)
[Supplier Training Presentation](#)

NEWSLETTERS

[NEWSLETTER INDEX](#)

2017

[Volume 11/ Issue 1 - Winter 2017](#)

2016

[Volume 10 / Issue 1 - Winter 2016](#)

[Volume 10 / Issue 2 - Spring 2016](#)

[Volume 10/ Issue 3 - Summer 2016](#)

[Volume 10/ Issue 4 - Autumn 2016](#)

2015

[Volume 9 / Issue 1 - Winter 2015](#)

[Volume 9 / Issue 2 - Spring 2015](#)

[Volume 9 / Issue 3 - Summer 2015](#)

[Volume 9/ Issue 4 - Autumn 2015](#)

FAQS AND ADDITIONAL INFORMATION

[FAQs](#)

[Links To Related Associations or Other Relevant State Government Entities](#)

[Consider Sumus Property](#)

COSTARS Connection



The Commonwealth's
Cooperative
Purchasing Program
Passport to Business
Opportunity and
Procurement Savings

Autumn 2016
Volume 10, Issue 4



Tom Wolf, Governor
Curt Topper, Secretary



PA Procurement Expo Announced

By Bruce Beardsley, COSTARS Marketing Manager

Pennsylvania Department of General Services' Bureau of Procurement will sponsor a statewide Public Procurement Expo and Conference on Sept. 6 & 7, 2017 at the Harrisburg Farm Show Complex. It will be a two-day event featuring hundreds of Pennsylvania state government and COSTARS contract suppliers exhibiting their products and services and networking with thousands of staff and officials of state agencies and COSTARS member entities.

"One of our goals is to stage a variety of innovative settings and opportunities for buyers and sellers to interact with each other, in addition to the usual trade show setting," said Pennsylvania's Chief Procurement Officer Jenny Doherty.

The conference will also include one or more General Sessions plus dozens of educational seminars and workshops for prospective and existing suppliers, public procurement professionals, COSTARS members, and state agency personnel with such topics as available contracts, best practices, the COSTARS process, how to maximize business with state and local government and many more.

The theme of the conference will be "Government That Works!" – an obvious tie-in with Governor Tom Wolf's government reform plan to improve efficiency, effectiveness, and customer service. "The State has saved over \$156 million through the Governor's Office of Transformation, Innovation, Management and Efficiency (GO-TIME), exceeding the \$150 million savings goal for the 15-16 fiscal year. We want to share some of our ideas with COSTARS members and learn some of their innovative approaches to procurement, so that we all can continue to improve. After all, our common goal is to save taxpayer money," according to Deputy Secretary for Procurement Ken Hess. "The third leg of that savings stool rests on greater engagement with our supplying partners. We want to leverage their exposure to best market practices by providing a venue to showcase their most cutting edge product and service offerings. Those innovations are crucial to achievement of additional cost and performance improvements."

Hess assigned the COSTARS Marketing Team to lead a multi-agency planning committee to develop and implement the event. The 17-member committee includes representatives from within and outside state government. They have already held their initial meeting and will meet at least monthly until next September.

"We expect this will be the largest gathering of public procurement decision-makers in the history of Pennsylvania and will be a fantastic opportunity for suppliers of all sizes from throughout the commonwealth to showcase their products and services to the 8,400 plus COSTARS members, as well as all the agencies of state government," stated the COSTARS Marketing Team. "It will also be a chance for non-participating suppliers to see what they're missing and to learn how to get on board!"

Additional information will be published in future editions of COSTARS Connections, as well as direct mail announcements. Members and suppliers are urged to "HOLD THESE DATES!"





SEPTEMBER 8 -7, 2017



FARM SHOW COMPLEX, HARRISBURG
More than 300 exhibitors and 2,500 attendees expected!

Largest gathering of public procurement decision-makers and suppliers in the history of Pennsylvania!

www.paprocurementexpo.com
info@paprocurementexpo.com



Join us for this exciting opportunity for buyers and sellers to interact and engage in a variety of innovative settings. Plus, attend educational sessions on available contracts, best practices, how to maximize business with state and local governments, and many more.

- New two-day event featuring exhibitors and educational sessions
- Early-bird registration fee discounts available to exhibitor and attendees
- Exhibit booth rates start as low as \$250 for small businesses and \$800 for large businesses
- Champion upgrades available to increase exposure
- Computer lab on-site to help you register as a Pennsylvania vendor
- Attendee registration fees start as low as \$25/day
- More than 50 educational sessions to be offered for buyers and suppliers

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Who Should Attend?

Public purchasing decision-makers, end-users, and elected officials from Pennsylvania state agencies and COSTARS members should join us for this exciting opportunity to:

- ✓ Interact With Hundreds Of Authorized And Prospective Vendors;
- ✓ Learn About And Share The Newest And Most Innovative Ideas, Products, And Trends In Public Procurement;
- ✓ Attend Product Demonstrations And More Than 50 Educational Workshops.



Educational Sessions

More than 50 educational sessions are planned for suppliers and buyers on a broad range of topics including:

- ✓ Best Practices in Procurement
- ✓ What is COSTARS?
- ✓ Innovative Procurement in PA
- ✓ Available and Upcoming Grants
- ✓ How to Conduct Reverse Auctions
- ✓ Resources for Small Business Start-Ups
- ✓ Applying for Small Business/Small Diverse Business Certifications
- ✓ Procurement Rules for Local Governments and Schools
- ✓ How to Submit a Bid
- ✓ Increasing Small/Small Diverse Business Participation
- ✓ COSTARS Marketing Success Stories
- ✓ Procurement and the Elected Official
- ✓ New, Upcoming and Proposed Contracts
- ✓ Seasonal Contract Overviews
- ✓ Marketing to State and Local Governments



pennsylvania
DEPARTMENT OF GENERAL SERVICES

TOM CORBETT, GOVERNOR | SHEN PHILLIPS, SECRETARY

Department of General Services > Local Government & Schools > COSTARS (Cooperative Purchasing) > Member Information

MEMBER INFORMATION

MEMBER ELIGIBILITY REQUIREMENTS

The Procurement Code authorizes local public procurement units and state-affiliated entities to participate in certain contracts for supplies and services managed by the Department of General Services (DGS).

A "local public procurement unit" is defined as:

- Any political subdivision (local government unit), such as a municipality, school district or commission
- Any public authority (including authorities formed under the Municipality Authorities Act of 1955 or other authorizing legislation, such as the Public Transportation Law or the Aviation Code)
- Any tax-exempt, nonprofit educational institution or organization
- Any tax-exempt, nonprofit public health institution or organization
- Any nonprofit fire company, rescue company, or ambulance company
- Any other entity that spends public funds for the procurement of supplies, services, and construction (such as council of governments or an area government, or an organization that receives public grant funds)

DGS reserves the right to review and determine eligible applicants as local public procurement units on a case-by-case basis.

A "state-affiliated entity" is a Commonwealth authority or other Commonwealth entity that is not a Commonwealth agency. This includes:

- Pennsylvania Turnpike Commission
- Pennsylvania Housing Finance Agency
- Pennsylvania Municipal Retirement System
- Pennsylvania Infrastructure Investment Authority
- State Public School Building Authority
- Pennsylvania Higher Education Facilities Authority
- State System of Higher Education

The COSTARS Program is not available for use by Executive Agencies and Independent Agencies as defined by the Commonwealth Procurement Code, or any agency or entity using funds appropriated to the Department of General Services through Capital Budget Project itemization legislation for the procurement of furniture, fixtures, and equipment.

The COSTARS Program is intended for the exclusive use of member organizations. Individuals associated with the member Organization are prohibited from using the contracts for personal purchases. Failure to abide by this may result in the member organization being removed from the COSTARS Program and appropriate legal action being taken against the individual(s) who improperly used the COSTARS Contract.

MEMBER REGISTRATION

Eligible local public procurement units must [register on-line](#) with the Department of General Services. Once you register, and if eligible, you will receive an approval letter with your member number. Please note that local public procurement units will not be permitted to register their organization more than once. To see if your organization is already registered, [search the list of current COSTARS members](#). Please share your organization's member ID with other staff within your organization. To learn more about COSTARS, please review the [potential member FAQs](#).

MEMBERS

Member Access:

Click to search contracts, update your profile, register to participate in the sodium chloride (road salt) contract, view announcements, and view online training materials.

Member Resources:

[COSTARS Member Brochure](#)

[Guide to COSTARS Exclusive Contracts](#)

[COSTARS Training Survey](#)

[Aggregates & Anti-Skid Materials Search](#)

Note: COSTARS Members must use the Mini-bid Process to have their order delivered. Members may use the Mini-bid Process or Source Pick-up Pricing if they pick up the order.

- Home
- Resource/Training Center
- User Registration
- COSTARS Membership
- Search Contracts

WELCOME TO THE COSTARS MEMBERS AREA!

[SALT REQUEST SUBMISSION IS OPEN FOR 2016 SEASON. CLICK HERE TO SUBMIT THE REQUEST.](#)

CONTRACTS:

Registered COSTARS members have the option to purchase from COSTARS Contracts or from a large selection of Statewide Contracts for which suppliers have consented to participate. And, participation in purchasing is completely voluntary, meaning that each COSTARS member is also free to obtain products and services through its regular procurement procedures.

COSTARS Contracts are for exclusive use by registered COSTARS members. The Department of General Services (DGS) has created these contracts especially for COSTARS members in accordance with the Procurement Code. In addition, many contracts created by DGS for Commonwealth agency use (statewide contracts) are also available to COSTARS members. All DGS contracts through which LPPUs and state-affiliated entities may make purchases, including COSTARS contracts and specific statewide contracts are part of the COSTARS Program.

Because the Commonwealth awards contracts through its own competitive bidding process, COSTARS procurements meet the cooperative purchasing requirements under 62 Pa.C.S. § 1902 (Title 62-Procurement) for local government purchasing. However, other statutory provisions, including without limitation, the requirement for prevailing wage determination, may apply. Government entities should consult their solicitors to determine if COSTARS contracts meet their procurement requirements. We suggest that private purchasers refer to their charters, by-laws, or other policies and/or consult with their boards of directors or legal counsel for guidance.

The COSTARS Program is intended for the exclusive use of member organizations. Individuals associated with the member organization are prohibited from using the contracts for personal purchases. Failure to abide by this may result in the member organization being removed from the COSTARS Program and appropriate legal action being taken against the individual(s) who improperly used the contract.

Commonwealth executive and independent agencies are not eligible to register as COSTARS members and may not make purchases from the COSTARS-exclusive contracts.

STAY CURRENT – UPDATE MEMBER PROFILE:

It is very important to keep your organization's profile current. COSTARS staff periodically communicates with our members regarding important news, updates, notices, etc. It is critical that we have accurate contact information for each member, including a primary contact person's name, address, phone, **and email**. Members can confirm that their information is up-to-date and/or update their member profile by selecting "COSTARS Membership" on the left. When cued, log in with your User ID and password, make any necessary changes, and submit. Don't miss out on important information and opportunities!

NEWSFLASH

CURRENT NEWS

- [Special Rebate from WEX and Sunoco](#)
- [2016-2017 Sodium Chloride \(Road Salt\) Contract Registration Period Now Open - View Participation Guidelines](#)
- [2015-2016 Sodium Chloride \(Bulk Road Salt\) Contract](#)
- [Assembly/Installation/Construction Activities when applicable as Ancillary Service](#)

OTHER VITAL NEWS

- [Connect with COSTARS](#)
- [Saving Money with Surplus](#)
- [Process to Purchase Using New UniqueSource Website](#)
- [ADVISORY: Surveillance, Security & Fire Systems Equipment and Related Products Prohibited under COSTARS-3 IT Hardware Contract](#)
- [ADVISORY: Telephone Equipment and Systems Prohibited COSTARS-3 IT Hardware](#)
- [ADVISORY: Passenger Vans for School Student Transport \(COSTARS-26\)](#)



RESOURCE/TRAINING CENTER

Home

Resource/Training Center

User Registration

COSTARS Membership

Search Contracts

The COSTARS Resource Center has been redesigned to provide state-of-the-art online training systems for COSTARS Members and Suppliers. With the understanding that people learn differently, the Resource Center provides multiple easy-to-use training methods for each function of the COSTARS enhanced website.

Cue Card: Step by Step Instructions

This method offers a step by step guide with the option to illustrate a step by displaying a screen image by clicking on the underlined text. You may easily print this guide to refer to as you perform the necessary steps.

Simulation: Watch the Process

This method allows users to watch an example of the process as it is performed from beginning to end. The simulation may run continuously (Select Auto Playback) with an option to pause at a step or the user may choose to manually progress the simulation step by step (Select Standard Tutorial).

Guided Help: Perform the Process with a Guide

This method allows users to perform the actual function while a step by step guide is displayed(with the option to pause) in the top corner of the computer screen as you perform the process.

Select the link to the task below for which you would like instructions. On the next screen, select from the drop down menu in the top right hand corner to choose your preferred method of learning.

MEMBER TRAINING:

[COSTARS User Registration](#)

[COSTARS Member Registration](#)

[COSTARS Member Association Request](#)

[Update COSTARS Member Profile](#)

[Search Aggregates and Anti-skid Materials](#)

[Search COSTARS Exclusive Contracts](#)

[Search Statewide and ITQ Contracts](#)

[Register for Sodium Chloride Road Salt Contract](#)

[View Sodium Chloride Road Salt Contract](#)



NEWSFLASH

CURRENT NEWS

[Participation Guidelines 2015-2016 Statewide Contract for Sodium Chloride \(Road Salt\)](#)

[2014-2015 Sodium Chloride \(Road Salt\) Contract](#)

[Online Training Aids Now Available](#)

OTHER VITAL NEWS

[New COSTARS System Announcement and Login Information](#)

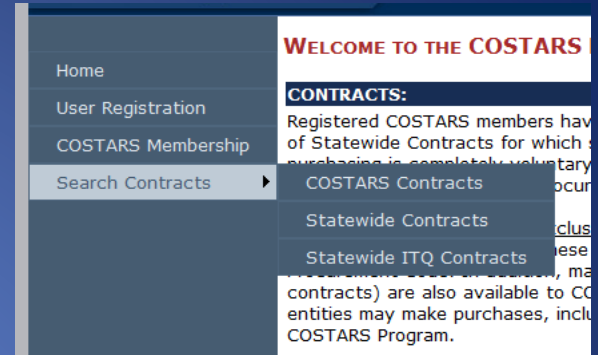
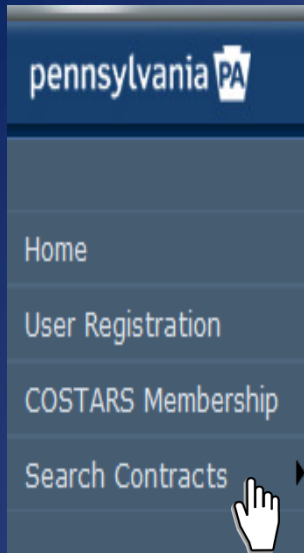
[Installation when applicable as an Ancillary Service](#)

[ADVISORY: Surveillance, Security & Fire Systems Equipment and Related Products Prohibited under COSTARS-3 IT Hardware Contract](#)

[ADVISORY: Telephone Equipment and Systems Prohibited COSTARS-3 IT Hardware](#)

[ADVISORY: Passenger Vans for School Student Transport \(COSTARS-26\)](#)

Members' Area



COSTARS Contract Search, Statewide Contract Search and Statewide ITQ Search:
Members hover over this link to search for available contracts managed by DGS

How to view Contracts

COSTARS Exclusive Contracts Search

Use one or more of the search parameters to find a contract. When you select a Contract, the Category, Vendor, Manufacturer and Dealer list will narrow to only show matches for that Contract. If you select a Category, the lists will narrow again to only show Vendors, Manufacturers or Dealers who offer the selected Category.

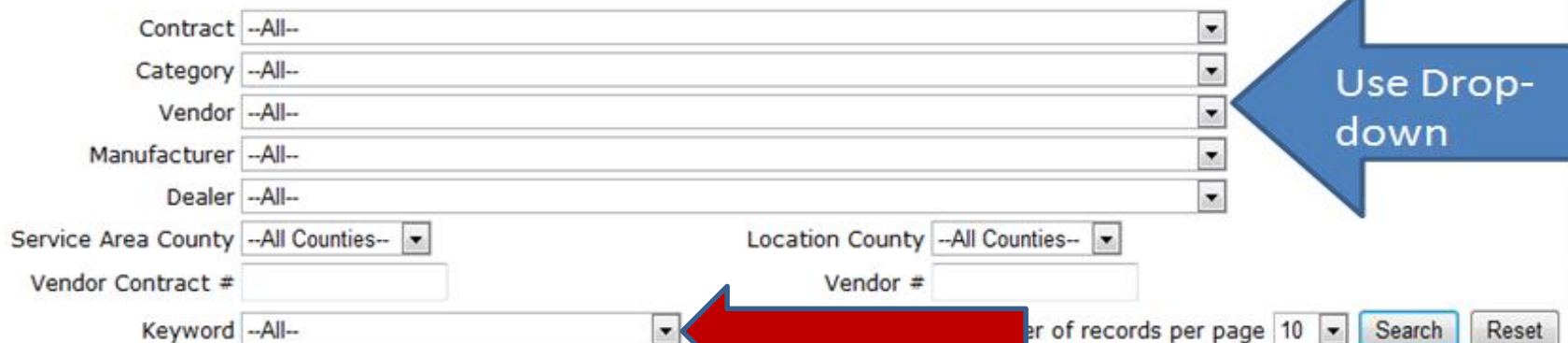
- **Contract:** Select the main contract type for the product you seek
- **Category:** Choose a category to narrow the search for a particular product. The Category list will update to only display the categories under the selected Contract above.
- **Vendor:** Choose a vendor's name to narrow the search to only show the selected company.
- **Manufacturer:** Choose a manufacturer to only show vendors who offer the manufacturer's products.
- **Dealer:** Choose a particular dealer to only show their contracts. A dealer is a reseller explicitly listed within the vendor's COSTARS Exclusive contract and authorized to only sell those products and/or services under the same terms & conditions enumerated in the vendor's COSTARS Exclusive contract
- **Service Area County:** Select a county to only show vendors who provide products/services to the selected county.

Note: Search results may not be complete using this search parameter until after October 15, 2013.

- **Location County:** Select a county to only show vendors with their corporate office in the selected county.

Note: You may change the **Number of records per page** to show more search results per page.

COSTARS CONTRACT SEARCH



The screenshot shows the search interface with several dropdown menus and text input fields. A blue arrow points to the dropdown menus with the text "Use Drop-down". A red arrow points to the "Keyword" dropdown menu.

Contract --All--
Category --All--
Vendor --All--
Manufacturer --All--
Dealer --All--
Service Area County --All Counties--
Location County --All Counties--
Vendor Contract #
Vendor #
Keyword --All--

Number of records per page 10 Search Reset

COSTARS Exclusive Contracts Search Results

Search results appear in the lower half of the screen. Review each call-out box to learn about the information available.

COSTARS CONTRACT SEARCH

Contract: 1 - Copiers
 Category: Copier Lease
 Vendor: --All--
 Manufacturer: --All--
 Dealer: --All--
 Service Area County: --All Counties-- Location County: --All Counties--

Number of records per page: 10 Search Reset

Search Results 24 Records Found.

Vendor Contract #	Contract Description	Vendor Name	Web URL	Contract Overview	Vendor Contract	Change Notice	Contract Renewal	COSTARS Point of Contact
001-001	Copiers	Advanced Office Systems, Inc.	www.aosi.us					Tera Akpan Ph: 717-346-2673
001-031	Copiers	ALPS (Advanced Laser Printer Service and Supplies, Inc.)	www.alpslaser.com					Tera Akpan Ph: 717-346-2673
001-037	Copiers	Axis Business Consultants, LLC	www.axis-bc.com					
		Canon Business Solutions, Inc.	www.canon.com					
		Colony Products, Inc.	www.colonyproducts.com					
		Davis Business Machines, Inc.	www.dbm.net					
		Ford Business Machines, Inc.						
001-029	Copiers	Fraser Advanced Info Systems						
001-021	Copiers	Golden Business Machines						
001-034	Copiers	Heritage Business Systems						

1 | 2 | 3

Vendor Contract Number and Contract Description: Provides the vendor's unique contract number and displays the contract title.

Vendor Name and URL: Lists the contract holder's name and their website (if provided by vendor).

COSTARS Point of Contact: Lists the COSTARS Commodity Specialist for the contract. Contact this person with general questions about the COSTARS contract or program.

Links to contract documentation. Clicking each icon will open a PDF file to review. See samples on the next slide.

Contract Overview: Provides summary information about the contract and lists the vendors on the contract. This document is the same for each vendor with the same **Contract Description**.

Vendor Contract: Provides detailed information about the selected vendor's products and services. Includes contact person information to reach the vendor. This is vendor supplied information.

Change Notice: Provides information about addendums made to the original contract.

Contract Renewal: Provides a copy of the vendor's most recent contract renewal.

COSTARS Contract Overview

Overview of Contract

Prior to utilizing a contract, the user should read the contract in it's entirety.

DESCRIPTION

- ▶ The Department of General Services developed this contract for Recreational & Fitness Equipment under DGS's COSTARS Program.
- ▶ Recreational & Fitness Equipment includes Bicycles; Bleacher Seating (which does not require construction to install); Fitness Equipment; Golf Carts & Accessories; In-Line Hockey Rinks/Skateboard Park Components (for existing rinks/parks only); Modular Gym Flooring, Sports Mats; Playground Equipment; Playground Safety Surfacing Material; Portable or Replacement Scoreboards and Electronic Timers; Portable Stadium Lighting (which does not require construction to install); Pre-fabricated Shelters; Site Amenities; Sports Equipment; Storage Sheds and Lockers (which does not require construction to install); Water Equipment.
- ▶ A supplier may also choose to offer ancillary services such as Customization; Extended Warranty; Installation; Post Warranty Support and Maintenance Service; Special Delivery Arrangements; Training

DESCRIPTION

- ▶ Because of the multiple award nature, you may see that prices vary greatly among suppliers. DGS encourages you to comparison shop.
- ▶ DGS encourages suppliers to offer quantity discounts. Some suppliers offer quantity discounts in their public pricing, while others ask that you contact them for a quote.
- ▶ COSTARS members may purchase jointly to mutually benefit from the quantity discounts.
- ▶ Offered products and pricing are updated Quarterly
- ▶ Members are encouraged to negotiate lower prices. Please keep DGS informed so that we may share your success stories with all of the COSTARS membership.

CONTRACT INFO

Contract Number & Title	COSTARS-14 Recreational & Fitness Equipment
Number of Suppliers	56
Validity Period	12/01/2006 - 04/25/2016
DGS Point of Contact	Kathy Lewis
Contact Phone #	717-346-4056
Email	kalewis@pa.gov

PROCESS TO PURCHASE

- ▶ Shop around by clicking on a supplier contract number to review their offered products and pricing.
- ▶ Contact suppliers to review products and pricing in detail.
- ▶ Establish products and pricing. Choose a supplier.
- ▶ Order the products directly from the selected supplier using a purchase order. Include COSTARS Contract Number (COSTARS-14) and your COSTARS Member Name on purchase order.
- ▶ Send a request to DGS and the supplier to ask for addition of any missing manufacturers and/or products to the supplier's contract.

Vendor Contract

BID ITEM WORKBOOK

COSTARS-14 Recreational & Fitness Equipment

BIDDER/CONTRACTOR DATA

BIDDER/CONTRACTOR'S LEGAL NAME:	Bitting Recreation Inc	
D/B/A NAME, IF APPLICABLE:		
BIDDER ADDRESS:	P O Box 6445	
	Harrisburg, PA 17112-0445	
COUNTY LOCATED IN:	Dauphin	
	PA Legislative House District Number <u>105</u>	PA Legislative Senate District Number <u>15</u>
VENDOR NUMBER:		
	DGS Certified Small Business (SB) <input checked="" type="checkbox"/>	Certification Number <u>?</u>
Primary POC regarding IFB/Contract:	Randy bitting	
Secondary POC regarding IFB/Contract:	M Patricia Bitting	
PHONE NUMBER:	(800) 248-8464	
FAX NUMBER:	(717) 652-5826	
EMAIL ADDRESS:	rbitting@bittingrec.com	
COMPANY'S GENERAL WEBSITE ADDRESS		

SEND PURCHASE ORDER(S) TO NAME:	Bitting Recreation Inc	
D/B/A NAME, IF APPLICABLE:		
ADDRESS:	P O Box 6445	
	Harrisburg, PA 17112-0445	
COUNTY LOCATED IN:	Dauphin	
HOURS OF OPERATION:	M-F 8:00 AM - 4:30 PM	
POC regarding PURCHASE ORDER(S):	Randy Bitting	
PHONE NUMBER:	(800) 248-8464	
FAX NUMBER:	(717) 652-5826	
EMAIL ADDRESS:	rbitting@bittingrec.com	

SEND PAYMENT(S) TO NAME:	Bitting Recreation Inc	
D/B/A NAME, IF APPLICABLE:		
ADDRESS:	P O Box 6445	
	Harrisburg, PA 17112-0445	
POC regarding PAYMENT(S):	M Patricia Bitting	
PHONE NUMBER:	(800) 248-8464	
FAX NUMBER:	(717) 652-5826	
EMAIL ADDRESS:	pbitting@bittingrec.com	

Vendor Contract – Ten Questions

BID ITEM WORKBOOK

COSTARS-5 Janitorial Supplies (Revised 11-6-13)

QUESTIONS

BIDDERS/CONTRACTOR'S LEGAL NAME: International Paper Co DBA: xpedx

PLEASE BE ADVISED - COMPLETE ALL QUESTIONS AND EXPLANATIONS FOR YOUR BID TO BE ACCEPTED AS A RESPONSIBLE AND RESPONSIVE BID

The bidder must answer the following questions:

QUESTION	YES	NO	EXPLANATION
1) Does the Bidder-Contractor have any minimum order requirements? If yes, please explain.	X		\$400.00 min order
2) In accordance with Section 14 of the <i>Standard Terms and Conditions</i> , the Contractor shall deliver all item(s) F.O.B. Destination. a.) Is the Bidder-Contractor quoting shipping costs as a separate line item? b.) If no, is the Bidder-Contractor including shipping costs in its pricing?	X		
3) Does the Bidder-Contractor offer any pricing incentive(s) such as for Internet ordering? If yes, please explain.		X	
4) Does the Bidder-Contractor offer any prompt payment discount(s)? If yes, please explain.		X	
5) a.) Does the Bidder-Contractor accept credit card(s) as a method of payment from any Purchaser? If yes, please specify the particular type(s) of card(s) accepted: b.) If yes, does the Bidder-Contractor charge any fee(s) to the Purchaser for payment(s) made by credit card? If yes, please explain.	X		Visa, Mastercard
6) Does the Bidder-Contractor charge any late fee(s) to the Purchaser for payment not made in accordance with Section 11 of the <i>Standard Terms and Conditions</i> ? If yes, please explain.		X	
7) After notification of contract award, is the Bidder-Contractor willing to further negotiate pricing with COSTARS members?	X		
8) Does the Bidder-Contractor offer lease and installment purchases?		X	
9) If the Bidder is a manufacturer bidding directly, does the Bidder wish to offer contract items via its dealer network? If yes, please complete LIST OF AUTHORIZED DEALERS sheet of this workbook including supplier information and stating any dealer's territory breakdown (such as counties, municipalities, or regions). Also, indicate on the Bidder-Contractor Data Sheet a representative for Purchasers to contact regarding POs and payment.			N/A
10) Is the Bidder-Contractor going to provide a dedicated COSTARS website for Purchasers (see Section 9 of the <i>Standard Terms and Conditions</i>)? If yes, how much time after notification of contract award will the Bidder-Contractor need to have the website up and running?		X	

Vendor Contract – Service Area

BID ITEM WORKBOOK

COSTARS-14 Recreational & Fitness Equipment

SERVICE AREA

BIDDERS/CONTRACTOR'S LEGAL NAME: Academy Performance & Exercise (dba), G2 Industries LLC

Please refer to Section 5 of the COSTARS Contract Special Terms and Conditions for guidance.

SERVICE AREA

Statewide

OR

- | | | |
|--|--|--|
| <input type="checkbox"/> 1 Adams | <input type="checkbox"/> 24 Elk | <input type="checkbox"/> 47 Montour |
| <input type="checkbox"/> 2 Allegheny | <input type="checkbox"/> 25 Erie | <input type="checkbox"/> 48 Northampton |
| <input type="checkbox"/> 3 Armstrong | <input type="checkbox"/> 26 Fayette | <input type="checkbox"/> 49 Northumberland |
| <input type="checkbox"/> 4 Beaver | <input type="checkbox"/> 27 Forest | <input type="checkbox"/> 50 Perry |
| <input type="checkbox"/> 5 Bedford | <input type="checkbox"/> 28 Franklin | <input type="checkbox"/> 51 Philadelphia |
| <input type="checkbox"/> 6 Berks | <input type="checkbox"/> 29 Fulton | <input type="checkbox"/> 52 Pike |
| <input type="checkbox"/> 7 Blair | <input type="checkbox"/> 30 Greene | <input type="checkbox"/> 53 Potter |
| <input type="checkbox"/> 8 Bradford | <input type="checkbox"/> 31 Huntingdon | <input type="checkbox"/> 54 Schuylkill |
| <input type="checkbox"/> 9 Bucks | <input type="checkbox"/> 32 Indiana | <input type="checkbox"/> 55 Snyder |
| <input type="checkbox"/> 10 Butler | <input checked="" type="checkbox"/> 33 Jefferson | <input type="checkbox"/> 56 Somerset |
| <input type="checkbox"/> 11 Cambria | <input type="checkbox"/> 34 Juniata | <input type="checkbox"/> 57 Sullivan |
| <input type="checkbox"/> 12 Cameron | <input type="checkbox"/> 35 Lackawanna | <input type="checkbox"/> 58 Susquehanna |
| <input type="checkbox"/> 13 Carbon | <input type="checkbox"/> 36 Lancaster | <input type="checkbox"/> 59 Tioga |
| <input type="checkbox"/> 14 Centre | <input type="checkbox"/> 37 Lawrence | <input type="checkbox"/> 60 Union |
| <input type="checkbox"/> 15 Chester | <input type="checkbox"/> 38 Lebanon | <input type="checkbox"/> 61 Venango |
| <input type="checkbox"/> 16 Clarion | <input type="checkbox"/> 39 Lehigh | <input type="checkbox"/> 62 Warren |
| <input type="checkbox"/> 17 Clearfield | <input type="checkbox"/> 40 Luzerne | <input type="checkbox"/> 63 Washington |
| <input type="checkbox"/> 18 Clinton | <input type="checkbox"/> 41 Lycoming | <input type="checkbox"/> 64 Wayne |
| <input type="checkbox"/> 19 Columbia | <input type="checkbox"/> 42 McKean | <input type="checkbox"/> 65 Westmoreland |
| <input type="checkbox"/> 20 Crawford | <input type="checkbox"/> 43 Mercer | <input type="checkbox"/> 66 Wyoming |
| <input type="checkbox"/> 21 Cumberland | <input type="checkbox"/> 44 Mifflin | <input type="checkbox"/> 67 York |
| <input type="checkbox"/> 22 Dauphin | <input type="checkbox"/> 45 Monroe | |
| <input type="checkbox"/> 23 Delaware | <input type="checkbox"/> 46 Montgomery | |

Vendor Contract – Product Categories and Brands

BID ITEM WORKBOOK

COSTARS-14 Recreational & Fitness Equipment

PRODUCT CATEGORY/MANUFACTURER LIST

BIDDERS/CONTRACTOR'S LEGAL NAME:

Bitting Recreation Inc

The bidder must identify the product category(ies) and manufacturer line(s) for the items that the bidder is offering. If the Bidder is not a manufacturer, it must submit written proof from each manufacturer of the Bidder's authorization to sell the manufacturer's goods and materials, as required by this Contract (the proof need not be specific to this procurement). Refer to Paragraph 7.b. of the *Instructions to Bidders for COSTARS Contracts* for further guidance.

	PRODUCT CATEGORY <i>(Identify all that are applicable with a checkmark.)</i>	MANUFACTURERS <i>(State ALL that are applicable. Attach additional sheet(s) to this workbook if necessary.)</i>
<input type="checkbox"/>	Bicycles	
<input checked="" type="checkbox"/>	Bleacher Seating (which does not require construction to install)	National Recreation Systems
<input checked="" type="checkbox"/>	Fitness Equipment (such as weight room and cardio equipment)	Game Time
<input type="checkbox"/>	Golf Carts & Accessories	
<input type="checkbox"/>	In-Line Hockey Rinks/Skateboard Park Components (for existing rinks/parks only)	
<input type="checkbox"/>	Modular Gym Flooring, Sports Mats	
<input checked="" type="checkbox"/>	Playground Equipment	Game Time
<input checked="" type="checkbox"/>	Playground Safety Surfacing Material	Game Time GT Impax
<input type="checkbox"/>	Portable or Replacement Scoreboards and Electronic Timers	
<input type="checkbox"/>	Portable Stadium Lighting (which does not require construction to install)	
<input checked="" type="checkbox"/>	Pre-fabricated Shelters (such as gazebos, pavilions, sun shades, tents, and similar shelters commonly used in public parks which does not require construction to install)	Game Time GT Shade and RCP Shelters
<input checked="" type="checkbox"/>	Site Amenities (such as benches, trash/recycling receptacles, bike racks, picnic tables, and other fixtures commonly used in public parks and gymnasiums which does not require construction to install)	Game Time and Ultra Site
<input checked="" type="checkbox"/>	Sports Equipment (such as football-baseball-basketball-tennis-field hockey-golf equipment, etc.)	Game Time
<input type="checkbox"/>	Storage Sheds and Lockers (which does not require construction to install)	
<input checked="" type="checkbox"/>	Water Equipment (such as docks, non-motorized water craft, life guard stands, life jackets, buoys, water park components for replacement only and similar equipment commonly used in public parks and pools which does not require construction to install)	Game Time H2O

Vendor Contract – Supplier Ancillary Services

G.R. Sponaugle is offering the service and the actual cost will be negotiated between us and the COSTARS participant and annotated on the purchase order at time of order.

COSTARS-8 Maintenance, Repair & Operation Equipment & Supplies ("MRO")

ANCILLARY SERVICES, IF APPLICABLE

BIDDERS/CONTRACTOR'S LEGAL NAME: G.R. SPONAUGLE & SONS, INC.

A Contractor may choose to offer ancillary services in conjunction with the products it provides to the Purchaser. However, any ancillary services offered must be: (1) expressly authorized in the original IFB/Contract, (2) directly related to the delivery, installation or normal use of the product or component parts purchased, (3) limited to the actual product or component parts purchased, and (4) initiated/ordered at the time of product purchase. Stand-alone services and services for products not purchased from this supply Contract, including existing equipment for which component parts from this contract are purchased, are not within the scope of this supply Contract. The Department of General Services reserves the right to determine which ancillary services shall be included in any contract.

Refer to Paragraph 8 of the *COSTARS Contract Special Terms and Conditions* for further guidance.

	ANCILLARY SERVICES	PRICING
<input type="checkbox"/>	Customization	
<input type="checkbox"/>	Special Delivery Arrangements	
<input type="checkbox"/>	Training	
<input type="checkbox"/>	Extended Warranty	
<input checked="" type="checkbox"/>	Post Warranty Support and Maintenance Service	Implementation, Testing, Training and Maintenance are available for the products and services available through G.R. Sponaugle.
<input checked="" type="checkbox"/>	Assembly/Installation/Construction Activities	G.R. Sponaugle offers this service and is included in quoted costs unless noted otherwise.

The Bidder may submit the list of ancillary services and prices it proposes to offer. If it is not possible to submit pricing, as may be the case with certain installation services, the Bidder shall simply note that it is offering the service and that the actual price will be negotiated between it and the COSTARS participant and annotated on the purchase order at time of order.

Assembly/Installation/Construction Activities

Many COSTARS contracts have recently been amended to permit, without dollar limit, ancillary assembly, installation and construction activities where:

- Services are included in the scope of the contract within the Ancillary Services section of the COSTARS Contract Special Terms and Conditions.
- The supplier indicated it offered that ancillary service in its COSTARS contract.
- And services are not prohibited or limited by any existing or future laws, regulations, or policies to which the buying or selling entity is subject. For example:
 - The Separations Act of 1913
 - The Pennsylvania Prevailing Wage Act
 - The Steel Products Procurement Act
 - The Public School Code of 1949

Vendor Contract – Supplier Prices

PRUNING AND PLANTING	HOURLY RATE	NET PRICE PER APPLICATION	RATE PER 1000 SQUARE FEET
None			
SEEDING	HOURLY RATE	PRICE PER ACRE	RATE PER 1000 SQUARE FEET
Aeravator Overseeding w/Rugged Wear @4lb/1000 sq. ft.		\$565.00	\$12.97
Aeravator Overseeding w/Rugged Wear @6lb/1000 sq. ft. seeded 2 directions		\$909.00	\$20.87
Aeravator Overseeding w/Pro Select Ryegrass @3lb/1000 sq. ft.		\$412.00	\$9.46
Aeravator Overseeding w/Pro Select Ryegrass @4lb/1000 sq. ft.		\$496.00	\$11.39
New Seeding w/Rugged Wear @8lb/1000 sq. ft. seeded 2 directions		\$1,100.00	\$25.25
New Seeding w/Pro Select Ryegrass @10lb/1000 sq. ft. seeded 2 directions		\$335.00	\$7.69
FERTILIZING	HOURLY RATE	PRICE PER ACRE	RATE PER 1000 SQUARE FEET
Apply 10-2-5 Liquid Turf Fertilizer w/Iron, Micros at 435 lb/acre 30%CRN		\$169.00	\$388.00
Apply 7-2-5 Liquid Turf Fertilizer w/Iron, Micros at 300 lb/acre 30%CRN		\$127.00	\$2.92
Apply 9-0-0 Liquid Turf Fertilizer w/Iron, Micros at 250 lb/acre 50% CRN		\$101.00	\$2.32

BID ITEM WORKBOOK
COSTARS-14 Recreational & Fitness Equipment
BID ITEM SHEET
BIDDERS/CONTRACTORS LEGAL NAME _____ **BUILDERS SPECIALTY SERVICE INC.**

PRICING
The Bidder may offer any type of discount, mark-up, or other pricing structure such as multiple discounts for different lines of products, or different price lists, or different classes of Purchasers, or different prices for different quantities of products. Please reference Subsection 6.b. of the Special Terms and Conditions for further guidance.
After Contract award, a Contractor may offer, either on its own initiative or at a Purchaser's request, additional discounts, reduced mark-ups, customized lists, or discounted prices for any purchase within the scope of the Contract, even if such discounts, mark-ups, or discounted prices were not included in the bid prices.

The Bid Item Workbook should contain a separate Bid Item Sheet for each manufacturer's price list or cost sheet.

MANUFACTURER: _____ **SPORTABLE** _____

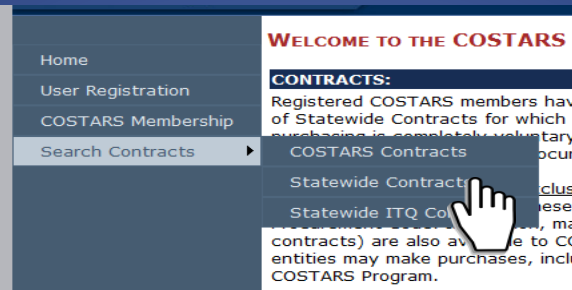
PRICING STANDARD: (Check that which is applicable.)
 Catalog or Manufacturer's/Distributor's Most Recently Published Price List Less % of Discount
 Suppliers Cost Plus % of Mark-up
 Custom List including Net Prices

PRICE LIST IDENTIFICATION:
CATALOG OR PRICE LIST NAME: _____
IDENTIFICATION NO. (IF APPLICABLE): _____
EFFECTIVE DATE: _____
CLASS OF PURCHASER: All Purchasers
(i.e. All Purchasers or separate lines for specific classes, such as Educational Purchasers and Non-educational Purchasers.)

SPORTABLE SCOREBOARDS - SCOREBOARDS	16%		
--	-----	--	--

Pricing Format: Percent, Discount, Cost Plus or Custom

Customized Price List may be attached



Statewide Contract Search

The Statewide Contract Search link re-directs you to the PA eMarketplace website. A list of all statewide contracts are shown. Use the **Search by** drop-down to choose how you would like to search.

Search by All Items

Open Archived Both

To view Current and Archived records, select the Both button.

Search for contracts that are currently open or ones that have been archived. Choose **Both** to search all contracts.

Click [Export to Excel] to create a spreadsheet with all of the search results.

Supplier	COSTARS	Commodity Specialist	Agency	Parent #
Various	Yes	Joe Millovich	Administration	4400004480
22nd Century Technologies Inc	Yes	Joe Millovich	Administration	4400004480

Search By:

- **Agency:** Select the state agency who the contract was created through
- **Agency and End Date:** Select the state agency and the contract end date
- **Category:** Select the product category
- **Commodity Specialist:** Select the DGS Commodity Specialist who manages the contract
- **Contract Number:** Type the contract number
- **Description:** Type a keyword for the description of the product
- **Green Contracts:** Search for contracts that include the EcoLogo, Energy Star Compliant, EPEAT, Green Seal Of Approval, or Recycled Content indicators
- **Keywords:** Type supplier or product keywords
- **Supplier:** Type the name of the supplier
- **Supplier Number:** Type the supplier's Commonwealth vendor number
- **Updated Since:** Search for contracts updated after a selected date

Statewide Contract Search Results

Search results appear in the lower half of the screen. Review each call-out box to learn about the information available.

PA Marketplace Supplier Service Center Bureau of Procurement

> admin login e-mail

Select Contracts View COSTARS Contracts Tips & Tricks

< Back > View List of Contracts > B&W Mode

Search Contracts

Display Results

Search by All Items Search

Contract Details:
Category: Category of products offered
Ending Date: Contract is valid through the end date listed.
Supplier: Vendor name or 'various' if the contract includes multiple vendors.

Contract Overview Document: Links to contract documentation. [O] will open the contract overview document. [C] will only appear if there has been a contract update/change. This will open the updated documentation.

COSTARS: Indicates if the contract is available for COSTARS members to 'piggyback' on.

Contract #	Description	Change Notice	Reason for Change	Category	Ending Date	Supplier	COSTARS	Commodity Specialist	Agency	Parent #
4400004480	Master IT Services ITQ	[O] [C]		IT & Communications Equipment & Services	12/31/9999	- Various	Yes	Joe Millovich	Administration	4400004480
4400007157										4400004480

Provides summary information about the contract:
Contract #: The unique contract number for the products offered by the supplier listed. Click the link to open more details about the contract.
Description: The contract title
Commodity Specialist: The designated DGS point of contact for the contract
Agency: The agency which solicited the contract
Parent #: The overarching contract number, under which multiple vendor-specific contracts are organized.

Contract Details

Contract #: 4400010676	Parent #: 4400010643
Description: Portable Toilets and Septic Waste Removal Services	
View Overview: <input type="radio"/>	View Contract File: <input type="radio"/>
View Change Notice:	Reason For Change: updated overview
Category: Facilities Maintenance Services	
Ending Date: 12/31/2016	
Supplier Name: Mark G. Knight	Supplier Number: 154053
Commodity Specialist: Adraine Franklin	
Agency: All Using Agencies	
Last Updated: 03/06/2015	
COSTARS: Yes	MSCC: <input checked="" type="checkbox"/>
PCard: Both	
Solicitations: <input checked="" type="checkbox"/>	Tabs: <input checked="" type="checkbox"/>
Awards: <input checked="" type="checkbox"/>	

Contract Overview

Prior to utilizing this contract, the user should read the contract in its entirety.

CONTRACT DESCRIPTION

This is a multiple award Contract that will cover the requirements of the Commonwealth of Pennsylvania agencies (Statewide) for Portable Toilets and Septic Waste Removal Services.

The Commonwealth has awarded this Contract to all responsible and responsive Bidders who met the eligibility requirements. Award of a Contract only renders an awarded Contractor to be eligible to perform services under the Contract. There is no guarantee that the award of a Contract will result in the award of a Purchase Order. When services are needed, Using Agencies shall select Contractors for required service based on a Best Value Determination (see M. Best Value Determination in the Statement of Work).

DGS has identified this Contract as one which will be made available for COSTARS members' participation. Those suppliers having agreed to sell to registered COSTARS members are designated on the "Search Contracts" page of PA eMarketplace. "Yes" within the COSTARS column means the supplier has agreed to sell to COSTARS members. "No" within the COSTARS column means the contract for a specific supplier is not available to COSTARS members.

PRICING HIGHLIGHTS

Contracting agencies shall cover all anticipated needs and / or requirements for a set period of time and unit of measure (i.e. Weekly, Monthly, Each and Gallon). The maximum period of time for a using agency purchase order, shall be one (1) year. Commonwealth Agency shall select a contractor for its required service from the list of contractors on the contract based upon best value as outlined in the Statement of Work.

This contract has COSTARS approvals.

CONTRACT INFORMATION

Contract Title	Portable Toilets & Septic System Waste Removal Services
Contract Number	4400010643
Solicitation Number	6100023485
Original Validity Period	1/01/2013 to 12/31/2016
Current Validity End Date & Renewals Remaining	12/31/2016 - one (1) renewal remaining
Point of Contact	Adraine E. Franklin
Contact Phone Number	717-346-3273
Contact Email Address	afranklin@pa.gov
PCard Enabled in SRM <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PCard Accepted <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
MSCC <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

PROCESS TO ORDER

Contract Type: SRM: Material/Service Contract Catalog (MSCC)
All Commonwealth Agencies must issue Purchase Orders against this contract by initiating a shopping cart in the SRM Procurement System using the MSCC unless making a Pcard purchase.

Using Agencies shall make a best value determination based on the pricing submitted on Attachment-A – Price Submittal Sheet for required services in their geographic area. For purposes of this contract, best value has been determined to be low contract price and availability.

The using Agencies will have an option to solicit all suppliers providing services in their geographic area for a request for quote (RFQ) to obtain lower pricing than that provided in Attachment-A – Price Submittal Sheet.

If agency opts to request a lower price than that submitted from Attachment A, Price Submittal Sheet, then agency should use "DESCRIBED REQUIREMENTS" when placing the purchase order with the lower obtained pricing. The MSCC catalog should not be used for pricing other than that received on Attachment A, Price Submittal Sheet.



ORIGINAL
Contract No. 4600015190
Contract Original Approval Date: 05/10/2013

Supplier Name:
CROP PRODUCTION SERVICES INC

Item	Material/Service Desc	Est Qty	UOM	Net Price	Per Unit	Total
<p>Base UoM = GAL Alt UoM is 2 BT = 5 Gal There are two (2) two and a half (2.5) gallon containers per Carton Minimum Shipment is one (1) Carton</p>						
30	322635 HERBICIDE,1092,25,C UTRINE PLUS GR30#BAG	0.00	US Pound	1.92	1 US Pound	0.00
<p>Item Text Base UoM = LB Alt UoM is 1 Bag = 30 Lbs Minimum Shipment is a 30 Lb Bag</p>						
40	322636 HERBICIDE,1092,26,C EARCAS 1.0 GAL	0.00	US Gallon	238.60	1 US Gallon	0.00

Home

User Registration

COSTARS Membership

Search Contracts

WELCOME TO THE COSTARS

CONTRACTS:

Registered COSTARS members have access to a variety of Statewide Contracts for which they can bid. Some contracts are available to all members, while others are only available to certain members. Some contracts are also available to non-COSTARS members. For more information, please visit the COSTARS Program page.

COSTARS Contracts

Statewide Contracts

Statewide ITQ Contracts



COSTARS-participating ITQ Contracts are:

CN00038692	Aggregates and Anti-skid Materials
561036ITQ	Bituminous Materials Plant Mix
CN00030482	Bridge and Highway Maintenance Materials ITQ
4400008677	Creative/AV/Productions Services ITQ
4400009722	E-waste Removal and Recycling Services
4400008938	Electricity Demand Response Services
4400002702	Energy ITQ
4400012452	Executive Recruitment
4400011997	Fuels, Tank Wagon Delivery
4400012750	Hazardous/Residual Waste Removal
4400011318	Helicopters
4400007410	TQ Consulting Services
4400013615	ITQ Innovation and Expansion Projects
4400004480	Master IT Services ITQ
4400009863	Temp Rented Power & HVAC Equipment
4400008567	Training Services ITQ
4400014261	Tree Trimming and Stump Removal Services
5610-49	Truck Mix Cement, Concrete and Cement ITQ

Statewide ITQ Contract Search

The Statewide ITQ Contract Search link re-directs you to the ITQ (Invitation to Qualify) website. ITQ contracts are awarded to multiple vendors, without reference to price. As with COSTARS-exclusive contracts, LPPU's are urged to communicate with several listed vendors and choose the vendor that offers the best value based upon your individual criteria. You will have to create separate login information to access this website. Once logged in, click [Search Suppliers](#) on the left side of the screen.

To find qualified suppliers, enter/select values for any of the fields below and click "Search". Clear Selections

Basic Search Parameters

Note: When changing ITQs, please allow time for page to refresh.

ITQ Type

Choose one ITQ Type.

- All
- Commissary Products ITQ
- Creative/AV/Production SVCS ITQ
- E-Waste Removal & Recycling Svcs
- Electricity Demand Response Svcs
- Helicopters
- ITQ Consulting Services
- Master IT Services ITQ
- Museum Exhibit Services ITQ
- Recreation & Fitness Equipment
- Small Business Design
- Temp Rented Power & HVAC Equip
- Tier 1 Construction
- Training Services ITQ
- Tree Trimming & Stump Cutting

Select All

Creative Services "General Services"

Creative Services "Marketing Services"

Creative Services "Public Relations Services"

Creative Services "Tracing Services"

Custom Multimedia Training Development Services "eLearning"

Personal Services "Videographer"

Personal Services "Audio Engineer"

Personal Services "Broadcast Engineer"

Personal Services "Editor (Post Production/Broadcast)"

Personal Services "Producers"

Personal Services "Graphic/Web Designer"

Personal Services "Media/Technology Training Presenter"

Personal Services "Other General Personal Services"

Personal Services "Producer/Writer"

Personal Services "Production Assistant/Dirp"

Personal Services " talent"

Production Services "Aerial Services"

Production Services "Video Production"

Production Services "Web Services"

Find only vendors that match all marked categories

Find vendors that match at least one marked category

<< Hide ITQ Categories
*Hiding will clear values

When a search is performed on any of the following three (3) fields listed below, all other search parameters if you would like the other search parameters to be considered please click here

Supplier Name

SAP Business Partner Number (5 digits)

SRM Contract Number (10 digits)

Expanded Search >>


Searches can take seconds. Click [Search]. once

Select one or more of the ITQ Categories. Choose to find vendors who only match all of the selected categories, or vendors who match any of the selected categories.

Alternatively, you may search for a particular supplier name, supplier number or contract number. If you choose one of these, all selections made above will be ignored.

How to Purchase Using COSTARS & the New COSTARS Members' Quote Kit



 **COSTARS Members Quote Kit**

COSTARS Members:

COSTARS-exclusive contracts and COSTARS-participating statewide contracts are competitively bid by the Department of General Services, saving our members the time and cost associated with the public bidding process.

Although the contracts are already competitively bid, it is recommended that our members contact at least three or four vendors for a quote, then return to those vendors to negotiate better pricing.

To assist members with the quoting/negotiation process, we have developed the COSTARS Members Quote Kit. The first page, COSTARS Quote Worksheet, will help you record the quotes you receive from the vendors you chose to contact. There is room for four vendors on the sheet; however, you may print out multiple copies for additional quotes.

The second page, COSTARS Request for Quote can be sent to the vendors of your choice for quotes.

TIPS:

- The pricing provided on the vendor contract (COSTARS-exclusive contract bid item workbook) is a ceiling price. Vendors cannot charge more than the quoted price, but they can offer a further discounted price.
- COSTARS-exclusive contracts are competitive, multi-vendor contracts; therefore, most vendors are willing to negotiate better pricing with members to get the business.
- When negotiating for better pricing, always review page 2 "Questions" of the vendor's bid item workbook (COSTARS-exclusive contracts only) to ensure they are willing to further negotiate pricing after contract award.
- Some statewide COSTARS-participating contracts are fixed price contracts; however, it is a good practice to review the contract overview to confirm if further discounts may be offered.

The COSTARS Members Quote Kit is an effective tool for requesting and recording quotes. It is recommended that you attach a copy of the quote worksheet and RFQ sheet to the selected vendor's bid item workbook and save them for future reference, in the event your entity would be audited.

Please note that you are not required to use this quote kit; it is provided as a courtesy to our members as a resource to help them obtain cost savings and the best value when procuring needed materials and/or services.

If you have any questions, please do not hesitate to contact the COSTARS Team at telephone number 1-866-768-7827 or email us at GS-PACostars@pa.gov.

COSTARS Members' Quote Kit

COSTARS Members' Quote Kit

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Although the contracts are already competitively bid, it is recommended that our members contact at least three or four awarded vendors for a quote, then return to those vendors to negotiate better pricing.

To assist members with the quoting/negotiation process, we have developed the COSTARS Members' Quote Kit. The first page, COSTARS Quote Worksheet, will help you record the quotes you receive from the COSTARS-authorized contractors you choose to contact. There is room for four vendors on the sheet; however, you may print out multiple copies for additional quotes. For further instructions this kit includes a Sample Quote Worksheet.

The second page, COSTARS Request for Quote (RFQ) may be sent to the contractors of your choice for quotes.

TIPS:

- It is recommended that you send an explanatory cover letter to COSTARS-authorized contractors with the Request for Quote (RFQ).
- The pricing provided on the vendor's contract (COSTARS-exclusive contract bid item workbook) is a ceiling price. Vendors cannot charge more than the quoted price, but they can offer a further discounted price.
- COSTARS-exclusive contracts are competitive, multi-award contracts; therefore, most vendors are willing to negotiate better pricing with members to get the business.
- When negotiating for better pricing, always review page 2 "Questions" of the vendor's bid item workbook (COSTARS-exclusive contracts only) to ensure they are willing to further negotiate pricing after contract award.
- Some statewide COSTARS-participating contracts are fixed price contracts; however, it is a good practice to review the contract overview to confirm if further discounts may be offered.

The COSTARS Members' Quote Kit is an effective tool for requesting and recording quotes. It is recommended that you attach a copy of the quote worksheet and RFQ sheet to the selected vendor's bid item workbook and save them for future reference. In the event your entity would be audited.

Please note that you are not required to use this quote kit; it is provided as a courtesy to our members as a resource to help them obtain cost savings and the best value when procuring needed materials and/or services from COSTARS-exclusive contracts or COSTARS-participating statewide contracts.

If you have any questions, please do not hesitate to contact the COSTARS Team at telephone number 1-866-768-7827 or email us at DGFS@Costars.org.

COSTARS **COSTARS Quote Worksheet**

PRODOTI DORRNO DI PIEMONTE

COSTARS-AUTHORIZED VENDORS CONTACTED			
Vendor 1			
Vendor Name:		Contract #	
Address:		Exp. COST #/DATE	
Contract #/Item #:		Contract Name (e.g., Management Services)	
Telephone #:	Fax #:	Email:	
Contract #/Item #: <small>Comments (e.g., View other benefits)</small>			
Quote A	Quote B	Quote C	
Date:	Date:	Date:	
Quote #:	Quote #:	Quote #:	
Comments:	Comments:	Comments:	
Vendor 2			
Vendor Name:		Contract #	
Address:		Exp. COST #/DATE	
Contract #/Item #:		Contract Name (e.g., Management Services)	
Telephone #:	Fax #:	Email:	
Contract #/Item #: <small>Comments (e.g., View other benefits)</small>			
Quote A	Quote B	Quote C	
Date:	Date:	Date:	
Quote #:	Quote #:	Quote #:	
Comments:	Comments:	Comments:	
Vendor 3			
Vendor Name:		Contract #	
Address:		Exp. COST #/DATE	
Contract #/Item #:		Contract Name (e.g., Management Services)	
Telephone #:	Fax #:	Email:	
Contract #/Item #: <small>Comments (e.g., View other benefits)</small>			
Quote A	Quote B	Quote C	
Date:	Date:	Date:	
Quote #:	Quote #:	Quote #:	
Comments:	Comments:	Comments:	
Vendor 4			
Vendor Name:		Contract #	
Address:		Exp. COST #/DATE	
Contract #/Item #:		Contract Name (e.g., Management Services)	
Telephone #:	Fax #:	Email:	
Contract #/Item #: <small>Comments (e.g., View other benefits)</small>			
Quote A	Quote B	Quote C	
Date:	Date:	Date:	
Quote #:	Quote #:	Quote #:	
Comments:	Comments:	Comments:	

COSTARS **COSTARS Request for Quote**

This section to be completed by purchaser (COSTARS Member)

DATE				
COSTARS MEMBER NAME				
COSTARS MEMBER NUMBER				
CONTACT PERSON				
ADDRESS				
STREET, PO BOX				
CITY, STATE, ZIP				
TELEPHONE				
FAX				
EMAIL				
VENDOR NAME				
VENDOR NUMBER				
COSTARS VENDOR CONTRACT NUMBER				
VENDOR ADDRESS				
VENDOR CONTACT				
QUOTE EXPIRY DATE AND TIME				
RFQ EXPIRATION DATE <small>(MUST BE AT LEAST 15 DAYS)</small>				
This section to be completed by COSTARS Member			This section to be completed by Vendor	
ITEM # and DESCRIPTION	QTY	CONTRACTED PRICE	OFFERED PRICE	TOTAL COST
COMMENT/REMARKS-ADDED OFFERINGS				
VENDOR SIGNATURE				DATE

Example: Passenger Van

Follow the steps to Search COSTARS Contracts.
Is your product available?



YES!!!

COSTARS - 26 Passenger Vehicles

A screenshot of the Pennsylvania Department of General Services COSTARS website. The page features a navigation menu on the left with options like Home, Resource/Training Center, User Registration, COSTARS Membership, and Search Contracts. The main content area is titled "WELCOME TO THE COSTARS MEMBERS AREA!" and contains a "CONTRACTS:" section with a yellow pencil icon pointing to the "COSTARS Contracts" link. Below this, there is a paragraph of text explaining the program and a disclaimer at the bottom.

WELCOME TO THE COSTARS MEMBERS AREA!

CONTRACTS:
Registered COSTARS members have the option to purchase from COSTARS Contracts or from a large selection of Statewide Contracts for which suppliers have consented to participate. And, participation in any of these purchasing programs is completely voluntary, meaning that each COSTARS member is also free to obtain products and services through its regular purchasing procedures.

COSTARS Contracts are created by registered COSTARS members. The Department of General Services (DGS) has created these contracts especially for use by members in accordance with the Procurement Code. In addition, many contracts created by DGS for Commonwealth agency use (statewide contracts) are available to COSTARS members. All DGS contracts through which LPPUs and state-affiliated entities may make purchases, including specific statewide contracts are part of the COSTARS Program.

The Commonwealth awards contracts through its own competitive bidding process. COSTARS procurements meet the cooperative purchasing requirements under 62 Pa.C.S. § 1902 (Title 62-Procurement) for local government purchasing. However, other statutory provisions, including without limitation, the requirement for prevailing wage determination, may apply. Government entities should consult their solicitors to determine if COSTARS contracts meet their procurement requirements. We suggest that private purchasers refer to their charters, by-laws, or other policies and/or consult with their boards of directors or legal counsel for guidance.

The COSTARS Program is intended for the exclusive use of member organizations. Individuals associated with the member organization are prohibited from using the contracts for personal purchases. Failure to abide by this may result in the member organization being removed from the COSTARS Program and appropriate legal action being taken against the individual(s) who improperly used the contract.

Commonwealth executive and independent agencies are not eligible to register as COSTARS members and may not make purchases from the COSTARS-exclusive contracts.

Choose your search parameters

- Home
- User Registration
- COSTARS Membership
- Search Contracts

COSTARS CONTRACT SEARCH

Contract: 26 - Passenger Vehicles

Category: Fleet Passenger Vans

Vendor: --All--

Manufacturer: Ford

Dealer: --All--

Service Area County: --All Counties-- Location County: --All Counties--

Vendor Contract #: Vendor #:

Number of records per page:

Search Results

Click to view Vendor Contract, Info and Pricing

14 Records Found.

Vendor Contract #	Contract Description	Vendor Name	Web URL	Contract Overview	Vendor Contract	Contract Terms	Change Notice	Contract Renewal	COSTARS Point of Contact
026-004	Passenger Vehicles	Apple Automotive Group, Inc., dba Apple Ford	www.appleautomotive.com						Stacey Logan-Kent Ph:717-787-2355
026-060	Passenger Vehicles	Auto Group Enterprises, Inc. dba Clarion Ford dba Clarion Chrysler Dodge Jeep	www.clarionford.com						Stacey Logan-Kent Ph:717-787-2355
026-006	Passenger Vehicles	Fred Beans Ford of West Chester	fbwestchester.com						Stacey Logan-Kent Ph:717-787-2355
026-027	Passenger Vehicles	Hoffman Ford Sales Inc.	www.hoffmanford.com						Stacey Logan-Kent Ph:717-787-2355
026-034	Passenger Vehicles	Kightlinger Motors, Inc.	kightlinger.com						Stacey Logan-Kent Ph:717-787-2355
026-017	Passenger Vehicles	Kovatch Ford, Inc.	www.kovatch.com						Stacey Logan-Kent Ph:717-787-2355
026-021	Passenger Vehicles	Laurel Ford Lincoln-Mercury	www.LaurelFordPa.com						Stacey Logan-Kent Ph:717-787-2355
026-002	Passenger Vehicles	Manderbach Ford (George D. Manderbach, Inc., dba)	www.manderbachford.com						Stacey Logan-Kent Ph:717-787-2355
026-029	Passenger Vehicles	Pacifico Marple, LLC d/b/a Pacifico Marple Ford	www.pacificomarpleford.com						Stacey Logan-Kent Ph:717-787-2355
026-028	Passenger Vehicles	Red Hill Garage, Inc	sandsautogroup.com						Stacey Logan-Kent Ph:717-787-2355

If there are many vendors in your search results, choose a few vendors based on:

- ❑ Familiarity with the Company
- ❑ Geography
- ❑ Other criteria

Check out each Company's pricing and details.

COSTARS Quote Worksheet		
Product / Service to be Purchased: (ONE) FORD PASSENGER VAN		
VENDOR CONTACTED		
Vendor 1		
Vendor Name: #5%*8* FORD, INC	Contract # (e.g., COSTARS-28): 025-XXX	
Address: 1200 LUCKY ROAD, YORK, PA 16111	Contract Name (e.g., Municipal Work Vehicles): MUNICIPAL WORK VEHICLES	
Contact Person: SCOTT MARTIN	Email: SMARTIN@AUTO.COM	
Telephone #: (717) 698-3805	Fax #: (717) 698-6511	
Contract Price: \$	Comments: ECONOLINE PASSENGER VAN (e.g., Value-added Benefits): EXTENDED WARRANTY OFFERED	
Date: _____	Date: _____	Date: _____
Quote: \$ _____	Quote: \$ _____	Quote: \$ _____
Comments: _____	Comments: _____	Comments: _____
Vendor 2		
Vendor Name: 1@#5% AUTOMOTIVE GROUP	Contract # (e.g., COSTARS-28): 025-XXX	
Address: 717 MORROW ST, MILFORD, PA 16252	Contract Name (e.g., Municipal Work Vehicles): MUNICIPAL WORK VEHICLES	
Contact Person: DAVE WRIGHT	Email: FLEET@AUTOGROUP.ORG	
Telephone #: (800) 982-1675	Fax #: (302) 680-6200	
Contract Price: \$	Comments: ECONOLINE PASSENGER VAN (e.g., Value-added Benefits): EXTENDED WARRANTY OFFERED	
Date: _____	Date: _____	Date: _____
Quote: \$ _____	Quote: \$ _____	Quote: \$ _____
Comments: _____	Comments: _____	Comments: _____
Vendor 3		
Vendor Name: FRED HOFFMAN FORD OF CLARION	Contract # (e.g., COSTARS-28): 025-XXX	
Address: 123 MARKET ST, CLARION, PA 15632	Contract Name (e.g., Municipal Work Vehicles): MUNICIPAL WORK VEHICLES	
Contact Person: FRED HOFFMAN	Email: FRED@FREDHOFFMAN.COM	
Telephone #: (601) 899-5823	Fax #: (601) 589-4511	
Contract Price: \$ 18,514.00	Comments: FORD CARAVAN (e.g., Value-added Benefits): NO EXTENDED WARRANTY OFFERED	
Date: _____	Date: _____	Date: _____
Quote: \$ _____	Quote: \$ _____	Quote: \$ _____
Comments: _____	Comments: _____	Comments: _____
Vendor 4		
Vendor Name: *&*\$#@ FLEET SERVICES	Contract # (e.g., COSTARS-28): 4400011811	
Address: 2538 BAY AVE, HUNTINGTON, DEL 23654	Contract Name (e.g., Municipal Work Vehicles): PASSENGER VEHICLES	
Contact Person: WES DAVIDSON	Email: WESD@FORD.ORG	
Telephone #: (215) 656-9856	Fax #: (215) 745-7896	
Contract Price: \$ 19,552.00	Comments: INCLUDES 3-YR PREVENTATIVE MAINTENANCE AGREEMENT (e.g., Value-added Benefits): FORD CARAVAN	
Date: _____	Date: _____	Date: _____
Quote: \$ _____	Quote: \$ _____	Quote: \$ _____
Comments: _____	Comments: _____	Comments: _____

BID ITEM WORKBOOK
COSTARS-26 Passenger Vehicles
BID ITEM SHEET

BIDDERS/CONTRACTORS LEGAL NAME HONDRU FORD, INC. 26-010

PRICING
 The Bidder may offer any type of discount, mark-up, or other pricing structure such as multiple discounts for different lines of products, or different price lists, or different classes of Purchasers, or different prices for different quantities of products. Please reference Subsection 6.b. of the Special Terms and Conditions for further guidance.
 After Contract award, a Contractor may offer, either on its own initiative or at a Purchaser's request, additional discounts, reduced mark-ups, customized lists, or discounted prices for any purchase within the scope of the Contract, even if such discounts, mark-ups, or discounted prices were not included in the bid prices.

The Bid Item Workbook should contain a separate Bid Item Sheet for each manufacturer's price list or cost sheet.

MANUFACTURER: FORD MOTOR COMPANY

PRICING STANDARD: (Check that which is applicable.) XXXXX Catalog or Manufacturer's/Distributor's Most Recently Published Price List Less % of Discou
 _____ Suppliers Cost Plus % of Mark-up
 _____ Custom List Including Net Prices

PRICE LIST IDENTIFICATION:
 CATALOG OR PRICE LIST NAME: www.FORD.com
 IDENTIFICATION NO. (IF APPLICABLE): WEBSITE
 EFFECTIVE DATE: Current Price Effective Date
 CLASS OF PURCHASER: All
 (I.e. All Purchasers or separate lines for specific classes, such as Educational Purchasers and Non-educational Purchasers.)

SAMPLE PRICING TEMPLATE <i>It is suggested, but not required, that the Bidder submit pricing using the template. The Bidder shall attach and submit any different format with its Bid Item Workbook.</i>		EXAMPLE - VOLUME PRICING		
ITEM CATEGORY	VOLUME BAND I [SPECIFY QUANTITY] % DISCOUNT FROM LIST PRICE	VOLUME BAND II [SPECIFY QUANTITY] % DISCOUNT FROM LIST PRICE	VOLUME BAND III [SPECIFY QUANTITY] % DISCOUNT FROM LIST PRICE	
FOCUS	15%	15%	15%	
FIESTA	3%	3%	3%	
FUSION (GAS)	15%	15%	15%	
FUSION (HYBRID)	5%	5%	5%	
TAURUS	10%	10%	10%	
EDGE	10%	10%	10%	
FLEX	10%	10%	10%	
ESCAPE (GAS)	10%	10%	10%	

ITEM CATEGORY	VOLUME BAND I [SPECIFY QUANTITY] % DISCOUNT FROM LIST PRICE	VOLUME BAND II [SPECIFY QUANTITY] % DISCOUNT FROM LIST PRICE	VOLUME BAND III [SPECIFY QUANTITY] % DISCOUNT FROM LIST PRICE	
ESCAPE (HYBRID)	5%	5%	5%	
EXPLORER	10%	10%	10%	
EXPEDITION	10%	10%	10%	
EXPEDITION EL	10%	10%	10%	
ECONOLINE PASSENGER VAN	20%	20%	20%	





Call the Suppliers (at least 3 or four if possible), introduce yourself as a COSTARS member. Tell them you are calling several Suppliers to compare prices, and tell them what you need. Ask for the best price!

Check if there is an applicable State Contract.

Follow the steps to search a Statewide Contract. Search by description **Passenger**.



Select Contracts

View COSTARS Contracts

Tips & Tricks

< Back

> View List of Contracts

> B&W Mode

Search Contracts

Search by

Display Results

Display entries per page.

Open Archived Both

To view Current and Archived records, select the Both button.

Hover your mouse over the text to get more details. (Internet Explorer Only)

List of Contracts

Contract #	Description	Overview Change-Notice	Reason for Change	Category	Ending Date	Supplier	COSTARS	Commodity Specialist	Agency	Parent #
4400011831	Passenger Vehicles	<input type="radio"/>	Updated Overview	Vehicles	08/31/2014	137425 - Apple Automotive Group, Inc dba Apple Ford		Alfonzo Robinson	All Using Agencies	4400011830
4400011833	Passenger Vehicles	<input type="radio"/>	Updated Overview	Vehicles	08/31/2014	391030 - Celebrity of Morristown, LLC dba Beyer Chrysler Dodge Jeep Ram	No	Alfonzo Robinson	All Using Agencies	4400011830
4400011834	Passenger Vehicles	<input type="radio"/>	Updated Overview	Vehicles	08/31/2014	114233 - Charles S. Winner, Inc., dba Winner Ford	No	Alfonzo Robinson	All Using Agencies	4400011830
4400011835	Passenger Vehicles	<input type="radio"/>	Updated Overview	Vehicles	08/31/2014	165683 - Hertrich Fleet Services, Inc.	Yes	Alfonzo Robinson	All Using Agencies	4400011830
4400011836	Passenger Vehicles	<input type="radio"/>	Updated Overview	Vehicles	08/31/2014	302833 - Westgate Chevrolet, Inc., dba Apple Chevrolet	No	Alfonzo Robinson	All Using Agencies	4400011830
4400011837	Passenger Vehicles	<input type="radio"/>	Updated Overview	Vehicles	08/31/2014	397950 - Whitmoyer Ford, Inc.	No	Alfonzo Robinson	All Using Agencies	4400011830

View overview, article index sheet and supplier info

2014 Passenger Vehicles

Vehicle	Price	EPA Rating	Supplier	Contract #	Cut-Off Date	Proposed Use	Status
Ford Fiesta SE	\$ 15,195.00		Apple Ford	4400011831		Fleet	Available
Chevrolet Sonic LT	\$ 15,651.00	n/a	Westgate Chevrolet	4400011836		Fleet	Available
Compact Car							
Ford Focus SE	\$ 16,125.00		Whitmoyer Ford, Inc.	4400011837		Fleet	Available
Chevrolet Cruz 1 LT	\$ 16,293.00		Hertrich Fleet Services	4400011835		Fleet	Available
Dodge Dart SE	\$ 17,299.00		Hertrich Fleet Services	4400011835		Fleet	Available
Midsize Car							
Ford Fusion S	\$ 17,312.00		Apple Ford	4400011831		Fleet	Available
Chevrolet Malibu LS 1FL	\$ 17,594.00		Hertrich Fleet Services	4400011835		Fleet	Available
Dodge Avenger SE	\$ 16,815.00		Hertrich Fleet Services	4400011835	11/8/2013	Fleet	Available
Dodge Avenger SE V-6 (Flex Fuel E-85)	\$ 18,087.00		Hertrich Fleet Services	4400011835	11/8/2013	Fleet	Available
Ford Fusion (All Wheel Drive)	\$ 26,322.00		Apple Ford	4400011831		Fleet	Available
Large Car							
Ford Taurus SE	\$ 20,450.00		Whitmoyer Ford, Inc.	4400011837		Fleet/Executive	Available
Chevrolet Impala Limited 1wf19 (2013)	\$ 17,963.00		Hertrich Fleet Services	4400011835		Fleet	Available
Dodge Charger	\$ 22,089.00		Hertrich Fleet Services	4400011835		Executive	Available
Chevrolet Impala Limited 1wf19 (2013)	\$ 17,963.00		Hertrich Fleet Services	4400011835		Fleet/Executive	Available
Large Car All Wheel Drive							
Ford Taurus SEL (All Wheel Drive)	\$ 24,097.00		Apple Ford	4400011831		Fleet	Available
Dodge Charger (All Wheel Drive)	\$ 25,429.00		Hertrich Fleet Services	4400011835		Fleet	Available
Mini-Van							
Dodge Grand Caravan SE (Flex Fuel E-	\$ 20,552.00		Hertrich Fleet Services	4400011835		Fleet	Available
Small SUV							
Jeep Patriot Sport 4wd	\$ 18,831.00		Hertrich Fleet Services	4400011835		Fleet	Available
Midsize SUV							
Jeep Grand Cherokee Laredo 4wd	\$ 28,135.00		Hertrich Fleet Services	4400011835		Fleet	Available
Jeep Wrangler Unlimited Sport S w/ quick	\$ 26,748.00		Hertrich Fleet Services	4400011835		Fleet	Available
Large SUV							
Dodge Durango	\$ 29,300.00		Celebrity of Morristown, LLC	4400011833		Fleet	Available
Ford Expedition 4wd XL	\$ 30,508.00	n/a	Charles S. Winner, Inc.	4400011834		Fleet	Available
Chevrolet Tahoe Commercial 1500 4wd	\$ 33,451.00		Hertrich Fleet Services	4400011835	9/4/2013	Fleet	Available
Large SUV Work Vehicle							
Ford Expedition 4WD XL SSV	\$ 28,665.00		Charles S. Winner, Inc.	4400011834		Fleet	Available
Chevrolet Tahoe LS SSV 4WD	\$ 29,447.00	11 16	Hertrich Fleet Services	4400011835	9/4/2013	Fleet	Available





Compare with COSTARS quotes. Make sure you are comparing like vehicles.

Call your finalists.
NEGOTIATE!



COSTARS Quote Worksheet		
Product / Service to be Purchased: (ONE) FORD PASSENGER VAN		
VENDOR CONTACTS:		
Vendor 1		
Vendor Name: #93141 FORD, INC	Contract # 025-XXX	
Address: 1200 LUCKY ROAD, YORK, PA 16111	Contract Name (i.e., Member Work Vehicle):	
Contact Person: SCOTT MARTIN	MUNICIPAL WORK VEHICLES	
Telephone #: (717) 898-3905	Fax #: (717) 898-6511	Email: SMARTIN@AUTO.COM
Contract Price: \$ 18,800 off GST	Comments: ECONOLINE PASSENGER VAN (i.e., Vehicle Model Number): EXTENDED WARRANTY OFFERED	
Date: 3/6	Quote #: 17,612	Comments: 17,612
Comments: 17,612	Comments: per Scott	
Vendor 2		
Vendor Name: @95% AUTOMOTIVE GROUP	Contract # 025-XXX	
Address: 717 MORROW ST, MILFORD, PA 16252	Contract Name (i.e., Member Work Vehicle):	
Contact Person: DAVE WRIGHT	MUNICIPAL WORK VEHICLES	
Telephone #: (800) 982-1675	Fax #: (302) 680-6200	Email: FLEET@AUTOGROUP.ORG
Contract Price: \$ 44,000 over GST	Comments: ECONOLINE PASSENGER VAN (i.e., Vehicle Model Number): EXTENDED WARRANTY OFFERED	
Date: 3/6	Quote #: 18,500	Comments: 18,500
Comments: 18,500	Comments: 17,500	Comments: per John
Comments: 18,500	Comments: 17,500	Comments: per John
Vendor 3		
Vendor Name: FRED HOFFMAN FORD OF CLARION	Contract # 025-XXX	
Address: 123 MARKET ST, CLARION, PA 16032	Contract Name (i.e., Member Work Vehicle):	
Contact Person: FRED HOFFMAN	MUNICIPAL WORK VEHICLES	
Telephone #: (801) 899-5623	Fax #: (801) 589-4511	Email: FRED@FREDHOFFMAN.COM
Contract Price: \$ 18,514.00	Comments: FORD CARAVAN (i.e., Vehicle Model Number): NC EXTENDED WARRANTY OFFERED	
Date: 3/6	Quote #: 17,500	Comments: 17,500
Comments: 17,500	Comments: 17,500	Comments: no lower
Comments: 17,500	Comments: 17,500	Comments: no lower
Vendor 4		
Vendor Name: @8% FLEET SERVICES	Contract # 4400011811	
Address: 2538 BAY AVE, HUNTINGTON, DEL 23654	Contract Name (i.e., Member Work Vehicle):	
Contact Person: WES DAVIDSON	PASSENGER VEHICLES	
Telephone #: (215) 656-9856	Fax #: (215) 745-7896	Email: WESD@FORD.ORG
Contract Price: \$ 19,552.00	Comments: INCLUDES 3-YR PREVENTATIVE MAINTENANCE AGREEMENT (i.e., Vehicle Model Number): FORD CARAVAN	
Date: 3/6	Quote #: 19,552.00	Comments: 19,552.00
Comments: 19,552.00	Comments: 19,552.00	Comments: 19,552.00
Comments: 19,552.00	Comments: 19,552.00	Comments: 19,552.00

Finalize the deal.
Prepare your
Purchase Order.

Negotiating With Suppliers

Suppliers are prepared to negotiate, particularly on COSTARS Contracts.

Obtain AT LEAST 3 or 4 prices, if possible.

Announce up front that you are getting prices from several suppliers.

Return to your “preferred” supplier and provide opportunity to beat lowest price.

Remember your Objective:
Getting the best value for your Taxpayers!!



COSTARS MEMBERS DOs and DON'Ts

By Claire Osborne, COSTARS Marketing Manager

DO

Be audit ready!

Visits from the auditor can be stressful! When purchasing from a COSTARS contract, be sure to print out selected pages of the supplier's contract (title page, pricing page, etc.) and attach to your purchase order, so if you are questioned by an auditor regarding the supplier being a COSTARS authorized supplier at the time of purchase, you are able to provide the information right away!

Select the link <http://www.costars.state.pa.us/HomeMem.aspx> to get to the members home page for the Search Contracts link.

Confirm supplier is COSTARS-authorized!

Many Suppliers say they are COSTARS Suppliers and they may think that they are because they acquired a PA Vendor Number, but that does not mean that they are COSTARS Suppliers! You also want to make sure once they are confirmed as a COSTARS Supplier that what you are purchasing is included in the contract they hold!

Select the link <http://www.costars.state.pa.us/HomeMem.aspx> to get to the members home page for the Search Contracts link.

Negotiate!

Don't settle for the COSTARS contract pricing. You want to save the most money possible. We recommend that you get at least three quotes, and negotiate to get the best value you can.

Most suppliers will welcome the opportunity to win your business!

DON'T

Purchase from a COSTARS "No" statewide contract.

If a supplier on PA marketplace has "No" in the COSTARS column, it means the supplier has chosen NOT to sell to COSTARS members under the terms and conditions of the state contract and a purchase from this contract will NOT be considered a COSTARS sale.

Limit what you buy using COSTARS.

You can buy virtually anything using COSTARS contracts such as copiers, cleaning supplies, paper, tires, and uniforms. You may already buy your products/supplies/equipment/services from a COSTARS supplier, but you may be missing out on significant discounts by not referencing a COSTARS contract.

To learn how to search contracts, visit our Training Center at <http://www.costars.state.pa.us/Member/ResourceTrainingM.aspx>.

Miss learning opportunities.

We have many online and in-class opportunities for you to learn about COSTARS, how to use the program, and how to navigate the website.

- View our COSTARS Calendar of Events at <http://www.dgs.pa.gov/Local%20Government%20and%20Schools/COSTARS/Program-Resources/Pages/default.aspx#.V-QkpWXD-Uk>.
- Watch our [Member Training Presentation](#).
- Visit our Training Center at <http://www.costars.state.pa.us/Member/ResourceTrainingM.aspx>.



Other Uses Of The COSTARS Program



PRICE BENCHMARKING

Even if you purchase through another source, use the COSTARS or State Agency Contract to ensure competitive price.



BUDGETING

While preparing your budget, use the COSTARS or State Agency Contract to estimate your commodity purchasing costs.



GRANT WRITING

While preparing your grant, use the COSTARS or State Agency Contract to estimate your costs.

Surplus Property Programs

Federal Surplus Property Program: offers new and used Federal property at a fraction of the actual acquisition cost. Property is available through direct allocation, or at our Harrisburg distribution center. Examples include clothing, building materials, generators, heavy equipment, furniture, etc.

Fixed Price Vehicle Program: makes available used GSA vehicles before being offered for public sale.

State Surplus Property Program

- Offers Commonwealth surplus property to the general public.
- Heavy equipment auctions twice a year
- Monthly online auctions
- Harrisburg Warehouse Distribution Center open daily with rotating stock.

221 Forster Street
Harrisburg, PA 17125

Saving Money with Surplus



pennsylvania
DEPARTMENT OF GENERAL SERVICES

Contact Information:

Federal Surplus

1-800-235-1555

GS-fedsurplus@pa.gov

State Surplus

717-787-6078

GS-statesurplus@pa.gov

www.dgs.state.pa.us/bssso

COSTARS

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

1-866-768-STAR (7827)

www.costars.state.pa.us
Email: gs-pacostars@pa.gov



[Facebook.com/Costars-PA](https://www.facebook.com/Costars-PA)
Department of General Services



[Twitter.com/COSTARSNews](https://twitter.com/COSTARSNews)



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SOCIAL MEDIA

[Twitter.com/COSTARSNews](https://twitter.com/COSTARSNews)



New Posts Every Day

Contract Updates

Featured Contract of the Week

[Facebook.com/COSTARS-PA](https://facebook.com/COSTARS-PA) Department of General Services



Road Salt Reminders

Important Program Information



Reduces Administrative Costs of Bidding and Contract Award



Provides flexibility in choosing a supplier



Multiple commodity choices to meet members' needs.
Allows for product customization



Competitive Pricing plus negotiation saves Taxpayer funds



Provides opportunities for local businesses to “get a piece of the pie”