



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES**

**INVITATION FOR BID (IFB)
FURNITURE EQUIPMENT CONTRACT**

IFB No. 6100066798

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I. GENERAL INFORMATION

1. OVERVIEW:

This Invitation for Bids (IFB) will result in the award of one or more contracts to provide Commonwealth of Pennsylvania agencies with commercial, systems, and specialized furniture; furniture ancillary products; and related services. This IFB and resulting contracts will be COSTARS eligible.

The Commonwealth does not guarantee any level of contract usage and provides historical spending information solely as a courtesy to bidders. Historic spending does not guarantee future contract usage. Total historical spending across all Systems Furniture and Commercial Furniture contracts during the preceding five-year period was approximately \$52,508,758.00. The Commonwealth agencies with the most frequent usage of these contracts during the past five years included the Department of General Services (DGS), Department of Labor & Industry (L&I), Pennsylvania State Police (PSP), Department of Military and Veterans Affairs (DMVA), Department of Human Services (DHS), and Pennsylvania Department of Transportation (PennDOT).

Any contract resulting from this IFB shall not be used for any employee's home office, remote work, or telework-related furnishing needs. All purchases must be for Commonwealth owned or Commonwealth-leased facilities and must support official, agency-approved workspace requirements. Purchases for furnishing personal residences or non-Commonwealth-controlled locations are strictly prohibited.

Special customization is permitted to awarded bidders within their awarded product subcategories and must be quoted using the contracted discount. Customized products often referred to as "specials" are defined as modifications to standard catalog items that do not change the product's primary function and that remain fully covered under the manufacturer's warranty. For example, a special may include modifying a standard bookcase to include five shelves instead of four. Special products shall be clearly identified on quotes as "SPECIAL" and priced using the same contract discount applied to the manufacturer's current published list price for the customized product.

The resulting contract(s) will include wire management which are components that organize, route, protect, and conceal power and low-voltage cabling. It may feature built-in pathways (raceways, conduits, trays, under-surface channels), access points (grommets, cutouts, hinged or removable covers), and hardware (clips, brackets, strain-relief devices, ties, and sleeves). All systems must meet applicable electrical codes, safety standards, and ADA requirements, support efficient maintenance and reconfiguration, and maintain a clean, professional appearance with minimal visible wiring across all furniture categories.

Awarded manufacturers will also be allowed to charge installation costs (see Additional Services Section III.7.B. Re: Installation) pursuant to any resulting contracts.

All awarded manufacturers shall provide products that are designed and manufactured to meet consistent, industry-leading standards for quality, durability, and performance.

Manufacturers shall clearly identify and define their **good, better, and best** product lines, including any higher-tier product lines offered, if applicable within their catalogue of offerings. These product line designations shall enable Commonwealth agencies to clearly identify and specify the quality level that best meets their operational needs when requesting quotes or placing orders.

All products shall meet American National Standards Institute (ANSI) and Business and Institutional Furniture Manufacturer's Association (BIFMA) durability standards for commercial use. Specification grade systems must be suitable for high-traffic institutional environments.

For the purposes of this contract, the following definitions apply:

Good Line: The manufacturer's entry level product line offering standard functionality and essential features. Products in this line meet all minimum performance requirements but generally include limited customization options and value-focused pricing.

Better Line: The manufacturer's intermediate product line offering enhanced functionality, improved durability. This level commonly offers broader material and finish selections with improved aesthetics and performance, representing the most frequently specified tier.

Best Line: The manufacturer's premium product line offering the highest available levels of quality, performance, and features. Designed for maximum durability, design flexibility, and high-visibility applications. Premium materials and finishes allow for greater design expression and customization, suitable for high visibility or design-forward environments.

A. Category 1 – Standard Office & System Furniture Products Lot

This Category includes the following:

Standard Office Products shall be defined as furniture designed, manufactured, and constructed for use in business, institutional, or public environments, such as offices, schools, and hospitality settings. It includes, but is not limited to, desks, tables, chairs, storage units, seating systems, and other standard office furnishings intended for commercial applications.

Systems Furniture Products shall refer to integrated panel-based, beam-based, benching, or similar workstation solutions composed of coordinated components such as desks, work surfaces, panels, screens, dividers, display elements, filing and storage units, support legs, and other compatible accessories—designed as a unified kit of parts that interconnect and function as a cohesive furniture system. Components within the system may be structural or non-structural and may be used in connected or freestanding configurations, provided they are designed to integrate with the manufacturer's coordinated system in dimensions, functionality, and compatibility.

Definitions: For the purpose of this IFB, **Category 1- Standard Office & System Furniture Products Lot** will include the following subcategories, which are defined below:

Beam-Based Workstations
Bookcases
Cabinets
Casegoods
Caseworks
Credenzas
Desks

Filing and Storage
Lounge Room Furniture
Overhead Storage Units
Panel-Based Workstation
Seating
Shelving Units
Systems Furniture
Tables

- **Beam-Based Workstation-** A type of Systems Furniture that uses a horizontal structural beam, spine, or rail to support and connect workstation components, including worksurfaces, storage, screens, accessories, and power/data. Beam-based workstations may be configured as individual or shared workstations, including benching configurations, and may accommodate fixed or height-adjustable worksurfaces.
- **Bookcases** – A workspace-designed shelving unit that blends functional storage with visual presentation, built to hold books, reference materials, binders, and decorative items, while also serving as a curated backdrop in professional settings.

Cabinets – A piece of office furniture designed to store and organize documents, supplies, and equipment in a structured, accessible way. It typically has drawers, shelves, or panels sized to standard folder widths, making it ideal for holding paperwork, records, and office materials.

- **Casegoods** - Freestanding furniture constructed as individual, substantially self-supporting units that do not depend upon a panel, frame, beam, rail, or other furniture system for structural support or functionality. Casegoods may be coordinated or combined to create a workspace but remain independently functional and may generally be relocated without disassembling or reconfiguring an integrated furniture system. Casegoods include freestanding desks, executive desks, credenzas, returns, bridges, bookcases, hutches, storage cabinets, wardrobes, and similar freestanding office furniture. Materials can include veneer, laminate, hardwood and metal.
- **Casework** - Casework are factory-fabricated wooden storage units, commonly referred to as millwork, available as built-in or modular cabinet systems. They provide specialized storage through components such as cabinets, drawers, shelving, and display units, offering efficient, organized space utilization within a facility.
- **Credenzas** – an office credenza is a versatile piece of furniture designed to provide additional storage and workspace in offices, boardrooms, or home offices.
- **Desks** – Work surfaces designed for individual use in office, educational, or institutional environments. They are available in a variety of configurations—including rectangular, L-shaped, and U-shaped—and are constructed from commercial-grade, non-upholstered casegoods materials such as wood veneer, laminate, metal, or other durable furniture-grade materials. These products may include drawers, modesty panels, pedestals, wire management, power access, and other compatible accessories. L-shape desks consist of a primary desk with an adjoining return that creates an L-shaped work surface, while U-shape desks include a primary desk with adjoining components that form a U-shaped workspace. All configurations are designed to meet durability, safety, and ergonomic standards, are not part of panel system structures, and will be considered casegoods.
- **Filing and Storage** – Office furniture designed for the organized storage, filing, security, and retrieval of documents, records, office supplies, equipment, and personal items in general office environments. Includes freestanding, mobile, under-desk, and overhead storage units, including but not limited to lateral and vertical file cabinets, pedestals, storage cabinets, credenzas, lockers, and similar office storage products. Products may include drawers, shelving, locking mechanisms, and other storage or file-management features. Materials include, but are not limited to, veneer, laminate, and metal. Materials include veneer, laminate, and metal.
- **Lounge Room Furniture** - Upholstered seating and complementary pieces for informal or waiting areas in offices, public, or institutional spaces. Includes lounge chairs, sofas, ottomans, and occasional tables designed for comfort, aesthetics, and commercial durability in a range of materials and styles.
- **Overhead Storage Units** –Storage components are installed above a worksurface or elevated from the floor and supported by a wall, panel, rail, or furniture system. Includes overhead cabinets, flipper-door units, open shelving, cubbies, and similar elevated storage components
- **Panel-Based Workstation** – A type of Systems Furniture that uses interconnected vertical panels as the primary structural framework to support and organize worksurfaces, storage, accessories, privacy elements, and power/data. Panel-based workstations may be configured as individual or shared workstations and may accommodate fixed or height-adjustable worksurfaces.
- **Seating** - A broad range of commercial-grade seating for offices and public spaces, offered in upholstered or non-upholstered options and built to meet durability, ergonomic, bariatric, safety, accessibility, environmental, and intensive-use standards. Includes specialty seating such as 24/7 intensive-use, bariatric, healthcare, laboratory, technical, drafting, equipment-accommodating, short-stature, jury, public/waiting, beam-mounted, high-density, stacking, tablet-arm, and other purpose-specific seating.

- **Shelving Units** - storage system designed specifically for office environments, used to organize, store, and display documents, files, books, and other office supplies in a structured, efficient manner.
- **Systems Furniture** – Furniture consisting of standardized, interchangeable, and reconfigurable components designed to be assembled in multiple configurations to create individual or shared workspaces. Systems Furniture typically relies on an integrated system of components—such as panels, frames, beams, rails, or other structural elements—to support or connect worksurfaces, storage, privacy elements, power/data components, and accessories. Systems Furniture includes panel-based workstations, benching systems, desking systems, and other modular workstation systems intended to be configured, expanded, or reconfigured through the addition, removal, or rearrangement of system components. The following three product divisions will apply to Systems Furniture Products. Bidders should submit discounts under the division that best describes the products being offered:

1. Systems – New

Modular, commercially manufactured systems furniture is composed of new components designed for flexible configuration. Products must allow reconfiguration to accommodate changing workspace and operational needs.

2. Systems – Matching Existing

New systems furniture components designed to integrate with an agency’s existing systems furniture. Products must align with existing finishes, styles, and dimensions to maintain a consistent and cohesive workspace.

3. Systems – Remanufacturing

Previously used systems furniture restored to like-new condition through repair, replacement, and refurbishment of components. Remanufactured items must meet current functional, durability, and performance standards.

- **Tables** - Freestanding furniture with a horizontal worksurface designed for work, dining, meeting, training, or similar functions. Tables may be provided in various sizes, shapes, heights, and configurations appropriate to their intended use, with optional features including but not limited to height adjustability, integrated power/data access, mobility, folding, and flip-top/nesting capabilities.

B. Category 2 – Ancillary Products Lot

This Category includes the following:

Ancillary Products will be defined as supportive items or spaces that enhance the functionality, comfort, and productivity of a workspace beyond the core furniture and primary work areas. They are not essential for basic operations but are designed to improve the employees’ experience, encourage collaboration, and adapt to modern workplace needs.

Definitions: For the purpose of this contract **Category 2 - Ancillary Products** will include the subcategories below and will be defined as follows:

Acoustic Products
Coat Storage
Collaboration Tools
Display Components

Ergonomic Furniture
Lecterns
Lighting
Surface Power Unit

- **Acoustic Products**- Furniture-related products designed to improve sound absorption, speech privacy, and acoustic control in interior environments. Includes desk dividers and screens, wall-mounted acoustic panels, ceiling-mounted or suspended acoustic products, freestanding or mobile room dividers, and similar acoustical solutions.
- **Coat Storage** –Ancillary furniture designed for the hanging and temporary storage of coats, garments, and personal items. Includes freestanding or mobile coat racks, coat hooks, costumers, coat trees, and similar products.
- **Collaboration Tools** – Portable freestanding displays products designed to facilitate meetings, presentations, brainstorming, and collaborative work including freestanding, mobile, or wall mounted dry erase boards, tackboards, presentation systems, display carts, collaboration tables, and related accessories.
- **Display Components** – Freestanding, wall-mounted, or integrated office furniture components designed to display information, literature, awards, merchandise, or decorative items within office, reception, educational, or public environments. Includes display cases, literature racks, brochure holders, presentation boards, shelving intended for display, trophy cases, and similar display products. Materials may include wood veneer, laminate, metal, glass, acrylic, fabric and other durable furniture-grade materials.
- **Ergonomic Furniture** - Designed to support posture, movement, and comfort during prolonged use, reducing strain and injury while improving health and productivity. Key features include adjustability, support, comfort, and functionality. Common examples include ergonomic chairs, sit-stand desks, keyboard trays, task lights, glare shields and monitor arms.
- **Lecterns** - Freestanding or mobile furniture designed to support presentations, speaking, or instruction. Lecterns may include height adjustability, ADA-accessible configurations, integrated power/data, microphone or audiovisual provisions, storage, and mobility features.
- **Lighting** - Task lighting, ambient lighting, and decorative fixtures to improve visibility and ambiance.
- **Surface Power Unit** - A self-contained electrical module designed to be mounted directly onto a horizontal or vertical surface — such as a desk, cubicle panel, or table — rather than being recessed into a wall. It provides one or more power outlets, often with additional features like USB charging, data ports, or multimedia connections, and is engineered for easy installation, reconfiguration, and compliance with electrical safety standards.

C. Category 3 – Specialized Furniture Products Lot

This Category includes the following:

Specialized Furniture Products shall be defined as furniture specifically designed and engineered to meet the functional, safety, and durability requirements of unique institutional or high-needs environments. This category includes furniture purpose-built for behavioral healthcare settings, general healthcare facilities, correctional and other secure institutions, ligature resistant applications, daycare environments, outdoor and patio use, and dormitory living. These products are constructed to address specialized performance standards such as enhanced safety, tamper resistance, infection control, durability under intensive use, and age-appropriate or environment-specific functionality.

Mattresses are not covered under this contract. Refer to UniqueSource, or Correction Industries contracts for purchase.

Definitions: For the purpose of this contract, **Category 3- Specialized Furniture Products Lot** will include the subcategories below and will be defined as follows:

Acoustic Booths
Behavioral Healthcare Furniture
Cafeteria Furniture
Correctional Institutional Furniture
Daycare Furniture
Demountable/Relocatable Walls

Dormitory
Educational Furniture
Healthcare Furniture
Hearing Room Furniture
Ligature Restraint
Mailroom Furniture
Outdoor/Patio Furniture

- **Acoustic Booths** - Enclosed spaces designed to reduce external noise and internal sound reflections for clear sound isolation. Commonly used in recording, broadcasting, offices, and testing environments. Features may include acoustic treatment, ventilation, lighting, power, sprinkler connections, and ADA-compliant options as required by code.
- **Behavioral Healthcare Furniture** – Specialized furniture designed for environments where occupant behavior may affect safety, security, and product durability. Commonly used in psychiatric hospitals, behavioral health units, rehabilitation centers, substance abuse treatment facilities, and similar care settings, these furnishings are engineered to minimize risks associated with self-harm, aggression, tampering, or misuse.

Key features may include anti-ligature and tamper-resistant designs, rounded edges, weighted or securely mounted construction, and durable materials that withstand intensive use while maintaining a therapeutic appearance. The furniture is intended to support patient comfort, dignity, and recovery while helping caregivers maintain a safe, secure, and healing environment for patients, staff, and visitors.

- **Cafeteria Furniture** – A collection of seating, tables, and related furnishings used in dining spaces such as cafeterias, schools, hospitals, offices, and community halls. It is designed to provide comfort, durability, and functionality, while also enhancing the atmosphere and usability of the space.
- **Correctional Institution Furniture**- Specialized furniture designed for correctional institutions, detention centers, prisons, and similar security facilities. These products are engineered to maximize safety, durability, and resistance to vandalism and misuse. Key features include anti-ligature designs, tamper-resistant construction, heavy-duty materials, and secure mounting options that reduce opportunities for self-harm, concealment, or weaponization.

Furniture is manufactured to meet applicable industry standards and guidelines, including those established by the American Correctional Association (ACA) and relevant National Institute of Standards and Technology (NIST) requirements. Designs incorporate human-centered principles that support rehabilitation, dignity, and occupant well-being while maintaining the highest levels of security for inmates, staff, and visitors.

- **Daycare Furniture** - Essential furnishings designed for childcare and early learning environments to create safe, comfortable, functional, and engaging spaces for children. These products are specifically sized and constructed to support the developmental needs of infants, toddlers, and young children while promoting learning, playing, supervision, and daily care activities. (Changing Tables, Children related chairs/desks/tables, Children Storage, Play areas, Nursery beds Cots, etc.
- **Demountable/Relocatable Walls** – In accordance with UCC § 403.42(c)(1)(xii), movable cases, counters, and partitions exceeding 5 feet 9 inches (69 inches) in height require a permit.

Manufacturers and Contractors shall not provide or install products requiring a permit unless all applicable permits and approvals have been obtained.

Agencies shall consult with the Bureau of Real Estate prior to purchasing or installing any applicable product exceeding 69 inches in height to determine permitting and approval requirements.

- **Dormitory** - Furniture designed for student residence halls, dormitories, and other shared living environments. These furnishings support daily living, studying, storage, and sleeping needs while providing durability for high-use educational - residential settings.
- **Educational Furniture** - Various types of furniture specifically designed and used in education environments. Classroom Furniture, Library's, Music rooms, etc.
- **Healthcare Furniture** – Furniture and equipment designed for hospitals, clinics, medical offices, long-term care facilities, rehabilitation centers, and other healthcare environments. These products are engineered to support patient care, clinical workflows, infection prevention, caregiver efficiency, and occupant comfort while meeting the durability and safety requirements of healthcare settings.

Common products include hospital beds, patient room furniture, overbed tables, bedside cabinets, medical carts, exam and treatment tables, recliners, waiting room seating, reception furnishings, and clinical storage solutions. Healthcare furniture is typically manufactured with easy-to-clean surfaces, antimicrobial or healthcare-grade materials, ergonomic features, and designs that support accessibility, patient mobility, and compliance with applicable healthcare regulations and industry standards.

- **Hearing Room Furniture:** Furniture designed for courtrooms, hearing rooms, boardrooms, and other formal proceedings or adjudicative settings. May include, but is not limited to, jury seating, tables, chairs, lecterns, counsel and witness furniture, and related furnishings in traditional or contemporary styles appropriate to the function and character of the space.
- **Ligature Restraint** - Safety design features used in behavioral health settings to reduce self-harm risk by minimizing or eliminating ligature points where cords or similar items could be attached. These features help create safer environments for vulnerable patients in healthcare facilities.
- **Mailroom Sorting System** – Equipment for organizing, classifying, and distributing mail/documents efficiently, often using automated sorting, tracking, and ergonomic design to improve accuracy and throughput.
- **Outdoor/Patio Furniture** - Furniture designed for outdoor commercial, institutional, and public-use environments, including patios, courtyards, terraces, rooftops, outdoor dining areas, campuses, parks, and recreational spaces. These furnishings are engineered to withstand exposure to weather, ultraviolet (UV) radiation, moisture, temperature fluctuations, and heavy use while maintaining their appearance and structural integrity.

Common products include tables, chairs, benches, lounge seating, picnic tables, umbrellas, planters, and related outdoor accessories. Outdoor furniture is typically constructed from durable materials such as powder-coated metal, stainless steel, treated wood, recycled plastic, resin, or all-weather composite materials and may feature corrosion-resistant finishes and low-maintenance designs suitable for long-term commercial use.

2. METHOD OF AWARD – BY MANUFACTURER:

Bidders must be the Original Equipment Manufacturer (OEM) of the products offered under this solicitation. Dealers, distributors, installers, resellers, or other third parties are not eligible to submit a bid as the prime Contractor.

For purposes of this contract, “Contractor” means the awarded Original Equipment Manufacturer (OEM) or Manufacturer.

The awarded OEM shall be solely responsible and fully accountable to the Commonwealth for complete performance of all requirements of the resulting contract, including all work and services performed by its authorized or assigned dealers, installers, carriers, suppliers, and other subcontractors.

The OEM shall retain responsibility for all aspects of contract performance, including, but not limited to, product design, product quality, warranty coverage and administration, pricing, invoicing, order fulfillment, contract administration, installation and related services, and ongoing product support. The use of dealers, installers, suppliers, carriers, or other subcontractors shall not relieve the OEM or Manufacturer of any contractual obligation or responsibility.

Bidders must offer a discount of not less than 40% from the Bidder’s current catalog pricing for each subcategory for which the Bidder submits a bid. A bid offering a discount of less than 40% for any subcategory may be rejected for that subcategory in accordance with the solicitation requirements.

Each manufacturer is responsible for entering all product lot and product subcategory discounts in the Cost Submittal Workbook and identifying its authorized dealers at time of bid in the Cost Submittal Workbook.

Contract awards will be awarded by the following lot and categories/subcategories:

A. Category 1 - Standard Office & Systems Furniture Products Lot:

The top five responsive and responsible manufacturers offering the highest discounts will receive an award of a contract.

To be eligible for award, a OEM must offer **all** products in the product subcategory included within the Standard Office & Systems Furniture Products Lot.

Subcategories to be awarded in this lot will include **all** the following:

Beam-Based Workstations
Bookcases
Cabinets
Casegoods
Caseworks
Credenzas
Desks

Filing and Storage
Lounge Room Furniture
Overhead Storage Units
Panel-Based Workstation
Seating
Shelving Units
Systems Furniture
Tables

B. Category 2 - Ancillary Product Categories:

Awards will be made separately for each Ancillary Product subcategory. OEM may receive awards in one or more subcategories. OEM bidding on the Standard Office & Systems Furniture Products Lot may also bid on these subcategories. An award in one product subcategory does not affect a manufacturer's eligibility for award in any other subcategory.

Up to five responsive and responsible manufacturers offering the highest discounts in each subcategory will receive an award.

Subcategories for Ancillary Furniture Products will include the following:

Acoustic Products
Coat Storage
Collaboration Tools
Display Components

Ergonomic Furniture
Lecterns
Lighting
Surface Power Unit

C. Category 3 - Specialized Furniture Product Categories:

Awards will be made separately for each Specialized Furniture product subcategory. OEM may receive awards in one or more subcategories. Manufacturers bidding on the Standard Office & Systems Furniture Products Lot may also bid on these subcategories. An award in one product subcategory does not affect a manufacturer's eligibility for award in any other subcategory.

Up to five responsive and responsible manufacturers offering the highest discounts in each subcategory will receive an award.

Subcategories for Specialized Furniture Products will include the following:

Acoustic Booths
Behavioral Healthcare Furniture
Cafeteria Furniture
Correctional Institutional Furniture
Daycare Furniture
Demountable/Relocatable Walls

Dormitory
Educational Furniture
Healthcare Furniture
Hearing Room Furniture
Ligature Restraint
Mailroom Furniture
Outdoor/Patio Furniture

In the event of a tie in any Category, and when the maximum limit of five manufacturers has already been reached for that product lot or subcategory, the DGS Commodity Specialist will request an independent adjustment to the discount from those tied manufacturers. The manufacturer with the highest discount after the requested adjustment will receive the award.

3. MINIMUM DISCOUNT:

All bidders must offer a minimum of a 40% or higher discount on their current catalog pricing.

The percentage discount shall be taken from the current manufacturer's published price list. The discount percentage must be expressed as a numeric figure not to exceed four digits, to ensure compatibility with the Commonwealth's electronic data entry system (e.g. 56.15%). Failure to provide the minimum discount will result in your bid being marked as non-responsive to the IFB.

4. CONTRACT TERM AND RENEWALS:

The initial term of the Contract shall be two 2-years with 3 1-year renewal options.

The term of the Contract shall commence on the Effective Date and shall end on the Expiration Date identified in the Contract, subject to the other provisions of the Contract.

The Effective Date shall be: a) the Effective Date printed on the Contract after the Contract has been fully executed by the Commonwealth (signed and approved as required by the Commonwealth contracting procedures) or b) the "Valid from" date printed on the Contract, whichever is later.

The awarded supplier percentage discounts shall remain firm for the entire contract period (the initial year plus any, and all renewal periods).

II. REQUIREMENTS

1. ELIGIBILITY REQUIREMENTS:

All bidders must meet the specifications below. These specifications can be found within the bid documents housed in the Pennsylvania Supplier Portal (<https://pasupplierportal.state.pa.us/iri/portal/anonymous>) and will be part of the contract if awarded.

The bidder must be an OEM. Authorized dealers and resellers are not eligible to bid on this IFB.

OEM may utilize authorized dealers/resellers for marketing. Authorized dealers shall be listed within the Cost Submittal Workbook.

Awarded OEM must notify the Commodity Specialist in writing of any changes to their dealer network, including additions or removals.

Any agreement or business arrangement between the OEM and its authorized dealers, resellers, installers, or other subcontractors shall not relieve the Manufacturer of any obligation, responsibility, or liability under the Contract. The OEM shall remain fully responsible for the performance of all Contract requirements, including any work performed by its authorized dealers, resellers, installers, or subcontractors.

OEM will be responsible for any subcontractors and using agencies may require background checks, security measures and reporting to hold subcontractors accountable for compliance.

2. PERSONNEL:

A point of contact shall be identified within the Cost Submittal Workbook to oversee all operations under the awarded contract. Manufacturers may assign approved dealers only to implement each agency project, the point of contact must be an employee of the OEM.

3. PRICE LISTS & CATALOGS:

A copy of the bidder's current catalog price list must be submitted with the bid response in the form of an embedded link. This link is to be provided solely as a reference to the items included in the catalog and the manufacturer's corresponding prices.

Manufacturers' products can be added or deleted to their current price lists throughout the contract term. Pricing can also be changed, however discount at time of bid must remain firm. OEM's are not required to notify the Department of General Services of price list updates during the term of the contract.

III. PROJECT SPECIFICATIONS

1. ORDERING THRESHOLDS:

Agencies must follow the ordering procedures depending upon the total estimated cost per project.

For the purpose of this contract “project” shall be define as: work for one agency at a location that meets one specific business need or objective for material purchases. Agencies shall not divide or separate related furniture requirements for the purpose of avoiding an applicable competition threshold or ordering requirement.

DGS, Bureau of Real Estate (BRE) or Capital Project Program Division (CPPD) may assist agencies in determining estimated cost of any projects.

Any purchase of demountable walls must have BRE approval.

When an Agency determines that it must use the same manufacturer to maintain compatibility, continuity, appearance, or consistency with existing furniture, the agency must submit a waiver request and justification to the Commodity Specialist. If approved, the approved waiver must be attached to the Purchase Order.

A. Projects under \$500,000:

The \$500,000 threshold applies solely to the total value of materials/products for the entire project and excludes the cost of any Additional Related Services, including installation, storage, relocation, reconfiguration, design services, and any other services identified in the Statement of Work.

For projects with a total material value under \$500,000, the purchasing agency may purchase from any manufacturer awarded the applicable Product Lot/Category or Product Subcategory under the Contract.

B. Projects \$500,000 and above:

The \$500,000 threshold is based solely on the total value of materials/products for the entire project. The value of Additional Related Services should not be included when determining whether the \$500,000 threshold has been exceeded. Additional Related Services include, but are not limited to, installation, storage, relocation, reconfiguration, and design services.

Projects with a total material value greater than \$500,000 may require a written Statement of Work (SOW).

Agencies may procure products only from OEM awarded a contract for the applicable product category or product subcategory.

- **Standard Office & Systems Furniture Lot:**

The purchasing agency shall solicit quotes from a minimum of three manufacturers awarded under the Standard Office & Systems Furniture Lot.

- **Ancillary & Specialized Furniture Products:**

When Ancillary & Specialized Furniture Products are required as part of a project, the purchasing agency may:

1. Purchase the required Ancillary and/or Specialized Furniture Products from the OEM selected for the Standard Office & Systems Furniture portion of the Project, provided that the OEM has also been awarded the applicable Ancillary or Specialized Furniture Product Subcategory.

or

2. Solicit a minimum of three quotations from OEM awarded under each applicable in the Ancillary and/or Specialized Furniture Product subcategory.

The Agency may select based on low-cost or Best Value. If the purchasing Agency selects a quotation other than the lowest-priced, the Agency shall document the Best Value basis for selection using the Furniture Best Value Determination Form. The determination shall identify the relevant factors supporting the selection and shall be attached with the Purchase Order.

Installation shall be quoted as a separate line item. The quotation shall clearly identify the applicable labor rate, contract discount at time of bid, estimated labor hours, and estimated installation cost (see Additional Services III.7.).

An Agency may purchase products from more than one Manufacturer for a project, provided each OEM holds an active Commonwealth contract; and has been awarded the applicable product category or product subcategory.

2. STATEMENT OF WORK:

A Project Statement of Work (SOW) may be required for all projects with material costs exceeding \$500,000.

The SOW shall clearly define the Agency's project requirements and provide sufficient information for Manufacturers to prepare complete and accurate quotations.

SOW's may include the following depending on the project needs:

- Project objectives and scope of work;
- The desired good, better, or best product line(s);
- The anticipated project schedule;
- Contact information for Project Manager;
- Applicable Product Categories and Product Subcategories;
- Floor plans and CAD drawings;
- Building information;
- Any additional documentation necessary to define the project requirements.

For complex projects, Manufacturers may request additional information or more detailed drawings before submitting a quotation.

The Agency shall designate a Project Manager within the SOW. The Project Manager will serve as the Agency's primary point of contact throughout the solicitation, procurement, and implementation of the project.

3. GENERIC DESIGN DEVELOPMENT AND LAYOUT SERVICES FOR PROJECTS:

Because of the Pennsylvania State Adverse Interest Act (71 P.S. § 776.4), Agencies should obtain furniture design and layout services independently from the selection of furniture Manufacturers for projects funded through FF&E bond funds or other applicable funding sources.

Agencies should obtain these services by either:

- Using the Department of General Services Consulting Services Invitation to Qualify (ITQ No. 4400007410 – Interior Design Services, Commodity Code 56000000-ITQ-567); or

- Engaging the Department of General Services Bureau of Real Estate (BRE).

For Capital Construction projects services are determined to be required as part of the Building Design Professional firm's scope of services at time of construction bid. The agencies should consult with Capital Programs-Capital Project Procurement Division (CP-CPPD) as early as possible during the building planning stages

The CP-CPPD shall:

Coordinate with the using Agency and the Capital Programs (CP) building design professional firm to provide the information necessary for the development of furniture layout and specification concepts.

Ensure the using Agency collaborates with the CP design professional firm and the CP FF&E Coordinator to identify and define project-specific furniture requirements.

Ensure that the building design professional firm performs all furniture design work in accordance with applicable ergonomic standards and industry's best practices.

Ensure that the building design professional firm develops comprehensive furniture layouts using a computer-aided design (CAD) platform (e.g., AutoCAD or equivalent) and provides a corresponding PDF version of all layouts.

Ensure that all plans are submitted in electronic format to the using Agency, the DGS FARM FF&E Coordinator, and the Furniture Commodity Specialist (CS), and that the Commonwealth retains the right to reproduce such plans and include generic layouts in solicitation materials.

Coordinate with the using Agency and DGS FARM FF&E Project Manager (PM) to establish the timeline for the solicitation process.

The Agency reserves the right to require all plans for a particular project to be submitted in an electronic format and e-mail and reserves the right to be able to make additional copies of the plans as needed and reserves the right to use generic drawings in any solicitation packet.

4. ON-SITE VISIT REQUIREMENTS:

Site visits are optional and are conducted solely at the discretion of the using Agency.

If a site visit is conducted:

- The Agency is responsible for scheduling and coordinating the visit.
 - a. Upon request, the Commodity Specialist (CS) may assist during the site visit.

5. QUESTIONS AND ANSWERS PROCESS:

All questions from a OEM or its dealer must be submitted to the Agency's Project Manager. The agency's assigned project manager must communicate all questions and answers to applicable OEM or dealers. If there are questions that the Agency Project manager cannot answer, the CS or building design professional can aid with answering questions.

6. AWARD DETERMINATION AND POST-AWARD PROCUREMENT:

The awarded Contractor(s) shall provide a detailed Bill of Materials (BOM) identifying all furniture and components to be procured under the Contract.

The BOM shall include:

- Product numbers
- Quantities
- Finishes, and Colors

The awarded Contractor and the using Agency may finalize colors, quality, quantities, finishes, and fabrics, provided all selections remain within the scope of work and reasonability. The Agency should note that the estimated proposal cost may be adjusted based on these finalized needs.

After award of a project, the Agency may procure additional items (e.g. chairs, filing cabinets, or similar goods) from the awarded Contractor, provided such items are within the scope of the original procurement and statement of work.

7. ADDITIONAL RELATED SERVICES:

Additional Related Services are optional and will not be used to determine contract awards. A Manufacturer may provide only those services for which it completed the applicable Cost Submittal Workbook fields. Project-management fees are not separately billable. Cells must be completed within the Cost Submittal Workbook, cells marked with "TBD" will not be accepted.

A. Final Design Services

B. Installation of New and Commonwealth Owned Items

C. Relocation and/or Reconfiguration of Manufacturer's Line of Furniture

D. Storage of Goods Beyond 90 Days

A. Final Design Services

Following the initial design meeting and the Agency's final selection of fabrics, finishes, colors, and materials, any subsequent revisions requested by the Agency (e.g., Revision 1, Revision 2, etc.) may be subject to design service charges.

This shall be a discount percentage off the manufacturers' current hourly labor rates. The discount percentage must be clearly identified within the Cost Submittal Workbook. Manufacturers shall provide the requesting agency with a quote showing their current design services' hourly rate and discount applied at time of bid submission. This discount shall remain firm throughout the contract terms and any renewals. Manufacturers can offer a higher discount percentage but cannot offer a lower discount than was submitted at time of bid.

Billable revisions shall be limited to modifications to the original project scope requested by the Agency. Revisions resulting from Manufacturer or assigned dealers errors, omissions, coordination issues, or failure to comply with the approved design shall not be billable

Such services may only be performed after an official award has been issued, in accordance with AIA requirements. Upon receipt of the award, the awarded Manufacturer shall initiate all required design work and finalize project details thereafter.

The Agency shall provide the resulting design details to the other awarded Manufacturers to verify alignment with their respective awarded product lines.

Final design deliverables may include, but are not limited to, CAD drawings, renderings, and floor plans that accurately reflect all final selections. All required deliverables must be submitted upon completion of the project.

Listed below are the specific requirements for design services to be performed by the awarded Contractor:

1. Project Management and Oversight

The Agency Project Manager (APM) and the Manufacturer's Designated Design Team (MDDT) shall collaborate throughout the final development of the project. The APM must review and approve each phase of the design process before the project advances to installation.

2. Design Review Meeting

The APM shall schedule a design review meeting with the awarded Manufacturer and selected Dealer/Reseller to discuss any changes from the original schematics. The Contractor shall designate a design coordinator who will serve as the primary point of contact for the APM.

During this meeting:

- The APM shall provide the MDDT with an inventory of any special equipment specifications.
- The parties shall discuss space utilization requirements not identified in the Statement of Work.

Additional considerations may include, but are not limited to, public access requirements, locations of specialized groups or large areas, security needs, accommodations for employees with disabilities, agency space standards, and product selections.

3. Post Award Design Plan-

If revisions are required to the initial design, the MDDT shall prepare a detailed design plan showing the placement of all furniture to be provided under the Contract. Plans must be prepared at a scale of 1/8" or 1/4".

The MDDT shall:

- Provide detailed specifications for all furniture, including wall heights, finishes, and panel types (e.g., solid, glass, acoustical).
- Ensure all elements align with the Statement of Work.

No changes to the approved design plan shall be permitted prior to occupancy, except where required to meet safety codes or when approved by the APM due to lessor or agency requirements.

4. Itemized Parts List / Bill of Materials (BOM)-

The Contractor shall provide the APM with a detailed BOM identifying all furniture and components to be procured under the Contract. The BOM shall include product numbers, quantities, finishes, and colors.

For projects involving re-utilized furniture, the Contractor shall also provide a separate inventory of all existing furniture to be reused. This list must be submitted in addition to the BOM for new items and any applicable listings for furniture covered under other contracts.

5. Pre-Installation Coordination-

Prior to installation, the Contractor shall:

- Identify the locations of all electrical receptacles and voice/data connections.
- Coordinate with the APM and the facility representative to confirm site-specific requirements, including elevator capacity, loading dock access, and other logistical considerations.

For projects involving reused furniture, the Contractor shall complete a comprehensive inventory of all existing items.

6. Installation Support and Availability-

The Manufacturer may charge for installation services at the rate(s) listed in the Cost Submittal Workbook under Additional Services – Installation of New and Existing Commonwealth Owned Products, as this contract includes both systems and commercial furniture under a single agreement.

The Manufacturer and/or assigned Dealer/Reseller shall remain available during installation to address questions, provide guidance, and, if required, conduct inspections to ensure installation is completed in accordance with the approved design plan.

7. Design Phase Approvals and Compliance

Each phase of the project must receive written approval from the APM before proceeding to the next phase. All design documents shall be submitted within established timeframes and must comply with Commonwealth of Pennsylvania space standards and accepted drafting practices.

B. Installation of New and Existing Commonwealth Owned Products:

Installation services under this section apply to newly purchased furniture materials or currently owned by the Commonwealth.

This shall be a discount percentage off the manufacturers' current hourly labor rates. The discount percentage must be clearly identified within the Cost Submittal Workbook. Manufacturers shall provide the requesting agency with a quote showing their current design services' hourly rate and discount applied at time of bid submission. This discount shall remain firm throughout the contract terms and any renewals. Manufacturers can offer a higher discount percentage but cannot offer a lower discount than was submitted at time of bid.

For the purposes of this Contract, "installation" means unpacking (if applicable), assembling, positioning the items in their final operational location, and removing and properly disposing of all packaging materials (if applicable). Installation shall result in the items being ready for their intended use.

However, installation is limited to setting the furniture in its final location or attaching it to other furniture, pre-existing electrical outlets, or pre-existing ventilation ducts that are outside of the walls. Under no circumstances shall the supplier do any additional electrical or HVAC work as part of the installation.

Per the Prevailing Wage Act, public works projects more than \$25,000 must use Prevailing Wages. The purchasing agency must include in the purchase order the minimum prevailing

wages to be paid by the contractor to its workers on the project if the installation of the furniture falls below the requirements of the Prevailing Wage Act. Some installation may be considered a public works project. (see [pt i ch 44 prevailing wage act.pdf](#)).

The Contractor must use Union Labor Rates for installation in areas/buildings that are Union covered, such as Philadelphia; or when a determination that the provisions of the Pennsylvania Prevailing Wage Act, 43 P.S. §165-1 through 165-17, apply to the installation. The Using Agency shall notify Contractors if the Prevailing Wage Act is applicable when requesting quotes.

C. Relocation and/or Reconfiguration of Manufactures Line of Furniture:

This service shall include the planning, coordination, and execution of the relocation and/or reconfiguration of an existing manufacturer's line of furniture.

When products are covered by an active warranty, any relocation, reconfiguration, disassembly, reassembly, or other service that could affect warranty coverage must be performed by the applicable Manufacturer or its Authorized Dealer.

Activities may include disassembly, transportation, redesign, and reinstallation of modular or systems furniture components to meet revised space requirements or functional needs.

Mileage shall be submitted as a per-mile rate with applicable mileage range and must be clearly identified in the Cost Submittal Workbook. Upon request, the manufacturer shall provide the Using Agency with a quote reflecting the applicable mileage rate submitted at time of bid. This mileage rate will remain firm throughout the contract terms and any renewals.

A. Planning and Coordination

The supplier shall provide comprehensive project planning and coordination services to ensure an efficient and organized relocation or reconfiguration process. This shall include, but not be limited to:

- Conducting an on-site assessment of the existing furniture layout.
- Developing a relocation or reconfiguration plan that optimizes space utilization and workflow.
- Coordinating all logistical requirements, including labor, transportation, and equipment scheduling.
- Ensuring minimal disruption to Agency operations during the relocation or reconfiguration process.

B. Compliance and Safety

All work shall be performed in accordance with manufacturer's specifications, applicable safety regulations, and Agency facility policies. The supplier shall ensure that all components are properly handled, transported, and reassembled to maintain product integrity and warranty coverage.

C. Deliverables Upon Completion of Project

Upon completion, the supplier shall provide the Agency with:

- An updated floor plan reflecting the new furniture configuration.

- A summary report documenting the scope of work completed, including any components replaced or modified.
- Confirmation that all furniture items have been reinstalled and inspected for proper function and condition.

D. Storage of Goods Is Beyond 90 Days

Furniture may be stored in a warehouse or other approved storage location if the agency is unable to accept delivery. Storage charges shall not accrue until 90 calendar days after receipt of the purchase order, provided the agency has indicated that they cannot accept delivery.

This should be disclosed within the Cost Submittal Workbook as a daily rate and remain firm throughout the contract terms and any renewals.

IV. ORDERING AND ADDITIONAL INFORMATION

1. PURCHASE ORDERS:

No blanket purchase orders shall be allowed under this contract. Purchase Orders may be issued electronically or through facsimile equipment. Receipt of the electronic or facsimile transmission of the Purchase Order shall constitute receipt of an order.

There is no minimum order amount for this contract.

Agencies must obtain a manufacturer's current price sheet and attach to their purchase order along with any applicable quotes.

2. QUOTES:

Manufacturers are responsible for providing quotations to purchasing agencies. If a manufacturer authorizes a dealer to provide quotations on its behalf, only authorized dealers listed in the manufacturer's Contract Overview may be used.

All quotes shall include, at a minimum, the following information:

- Date of Quote
- Manufacturer Contract Number
- Manufacturer List Price
- Manufacturer Discount Percentage must be applied at time of bid
- Manufacturer Final Sale Price
- Additional Services shall be quoted in accordance with the Cost Submittal Workbook and as specified in this Statement of Work.

Quotes from the Manufacturer shall include the Manufacturer's Suggested Retail Price (MSRP) from its current catalog, the percentage discount at time of bid, the resulting Commonwealth net price, and contract number and date.

Installation cost shall be listed as a separate line item on all quotes but must show the discount at time of bid on current labor rates.

All quotes shall remain valid for a minimum of 30 calendar days from the date of issuance of quotes.

Under no circumstances shall the Manufacturer apply tariffs, credit card fees, or any additional fees or surcharges. Any such charges will be disregarded by the Commonwealth.

3. CONFIRMATION OF PURCHASE ORDERS:

Orders received by the Contractor after 4:00 p.m. will be considered received the following business day. The Contractor must acknowledge receipt of an order within 10 business days from the day the purchase order is issued to the Contractor. To ensure timely delivery, the Commonwealth should follow up on orders if written acknowledgement is not received within 10 business days. Contractors must provide documentation of order to the ordering agency including manufacturer order number/reference and estimated delivery.

Awarded Contractors are responsible for accepting POs Monday – Friday 6:00 a.m. – 5:00 p.m. The supplier must have the ability to accept orders manually, electronically, over the phone or via fax.

4. INVOICING:

Invoicing should be sent upon delivery and installation of the items to the using agency and not when they are shipped to the installing dealer or OEM.

5. MANUALS:

It shall be the responsibility of the successful supplier to furnish and distribute their furniture catalogs including Manufacturers Retail Price List, Wood Finish Charts, Plastic Laminate Colors and/or Wood Grain Patterns Charts and Swatch Samples of fabrics and Vinyl Upholstery Fabrics. The using agencies will be responsible for returning all catalogs and swatches at their expense within 45 days after the purchase order is issued. If the above reference material is not returned in a timely manner, the vendor may bill the using agency for the reference materials. Using Agencies may retain the OEM price list only. Digital finish and fabric libraries may be accepted in lieu of physical samples where appropriate.

Using agencies may request to have a representative conduct an in person visit to the using agency. If requested by the using agency, the visit must be made within 15 working days after the request.

Buyer's Reference Material: Upon request of the using agency the manufacturer may be required to furnish catalogs, swatches, or other reference material which may be retained by the buyer at no charge.

6. WARRANTY:

The Contractor must warrant all equipment including parts and labor against defects in workmanship and materials for a minimum of five years. Warranty service may be performed at the requested Commonwealth agency site or at the supplier's service center; however, the vendor shall be responsible for the removal, shipping, transportation, and installation costs involved with the repair or replacement. During the warranty period, the manufacturer's standard warranties for equipment will apply, unless they conflict with the above warranty provisions.

WARRANTY SHALL COMMENCE WITH FINAL ACCEPTANCE.

The contractor warrants that all furniture equipment will perform in accordance with the published specifications and shall be free from defects in materials, workmanship, and title for a minimum of five (5) years from date of acceptance by the buyer.

During the warranty period, the vendor agrees to repair or replace any defective part(s) without charge to the using agency as outlined under these specifications. All parts removed shall become the property of the vendor.

After awarded project is completed the Contractor must provide an electronic warranty package that includes service contact information.

7. MOVING AND STORAGE:

Should the Agency wish to relocate office furniture from one facility to another, the Agency and Suppliers shall follow the Moving and Storage ITQ Contract and Guidelines. For additional information, contact the Commodity Specialist identified in the ITQ Documents available through the Department of General Services, Commonwealth of Pennsylvania. [ITQ Documents | Department of General Services | Commonwealth of Pennsylvania](#)

8. FLAMMABILITY TEST:

All fabrics and stuffed materials must meet or exceed those described in California Technical Bulletin 117-2013, entitled, "Requirements, Test Procedure and Apparatus for Testing the Flame Retardance of Resilient Filling Materials Used in Upholstered Furniture.

9. GEOGRAPHIC COVERAGE:

All bidders must be able to provide service and products to the entire Commonwealth of Pennsylvania. Bids offering limited or restricted geographic coverage may be deemed non-responsive and rejected from consideration.

10. COMMONWEALTH HOLIDAYS' and OVERTIME:

The following dates are recognized as official Commonwealth Holidays':

New Years Day
Martin Luther King Jr's Birthday
Presidents' Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Indigenous Peoples' Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

Please note that Sundays are not considered Commonwealth Holiday.
Overtime eligibility may begin after 40 hours worked within a standard workweek.

11. BUSINESS MEETINGS & REPORTING:

Quarterly reports on the usage of this contract may be requested by the DGS Commodity Specialist and provided by the supplier and/or agency. Each report shall include, at a minimum:

- A.** Product subcategories, furniture, additional services charges, and any other data needed for contract oversight. Reporting should use a standard format and be provided by the contract holder even when sales run through dealers.
- B.** Summary of Activities: A summary of all services and material provided under the Furniture Equipment Contract performed and/or delivered during the reporting period, including quantities, dates, deliveries and locations.
- C.** Transaction Listing: A copy of the Purchase Orders issued or processed during the reporting period.
- D.** Additional Information: Any additional information including P-Card purchases requested by the CS to support oversight and compliance.

All reports shall be submitted within 15 calendar days following the end of each quarter, unless otherwise specified in writing by the Commodity Specialist.

12. DELIVERY:

FOB DESTINATION PRICING SHOULD INCLUDE INSIDE DELIVERY

Items ordered from this contract will be delivered within a reasonable time, not to exceed 120 calendar days after receipt of the Purchase Order, unless otherwise agreed to, in writing, between the agency and the supplier. The supplier must deliver the product(s) to the shipping address specified in the Purchase Order.

The supplier must contact the ordering agency prior to making the delivery and mutually agree on the date of delivery and the approximate time.

13. MINIMUM SHIPPING ORDER:

The minimum order qualifying for Free on Board (F.O.B.) destination prices placed against this contract shall be \$500. F.O.B. is a shipping term that indicates the point at which liability and ownership of goods transfer from the seller to the buyer. It specifies the responsibilities for shipping costs and risks associated with the goods.

Orders under \$500 may be delivered with additional freight costs added to invoice. Vendors shall provide ordering agencies with written notice of additional freight charges prior to shipment. All agencies must approve of the additional freight charge.

14. RETURNS:

Any items delivered in poor condition, in excess of the amount ordered, or not included in the purchase order may, at the discretion of the ordering agency, be returned to the supplier at the supplier's expense within 30 days of delivery. Credit for the returned goods shall be made immediately after the supplier receives the returned items.

The Commonwealth will not be charged restocking fees unless the ordering agency made the error. If a Commonwealth agency places an incorrect order, the Agency will return the item(s) at its own expense and may be charged a restocking fee not to exceed 5% per item. The Agency is responsible for all costs associated with the return, including freight. The supplier must issue credit immediately after receiving the returned item(s).

In the event that a product is rejected at time of delivery, the Contractor's driver will take the product back immediately. Replacement of the product for that rejected product will be delivered to the agency within six weeks.

If a product is determined to be unacceptable after delivery, the ordering agency may contact the Contractor to arrange pick-up, credit, and replacement. The supplier must remove the unacceptable product within 15 days of the date the issue is identified and communicated. Any unacceptable product left at the facility for more than ten days will become the property of the Commonwealth for disposal as they choose. If invoices have been submitted, the supplier must issue full credit for the affected products(s).

15. PACKAGING:

Packaging shall conform to acceptable industry standards.

16. BIDDING INSTRUCTIONS:

A. Question & Answer Period

All questions regarding the IFB must be submitted in writing to the email address of the Issuing Officer provided in the solicitation. Questions received within 48 hours prior to the bid due date and time will be answered at the discretion of the Commonwealth. All answers will be provided in writing and posted on eMarketplace (<https://www.emarketplace.state.pa.us/>) as an addendum. See "Questions" in attached Terms and Conditions for additional information.

Char C. Riley, Commodity Specialist
Department of General Services
Bureau of Procurement
1800 Herr Street, 2nd Floor Arsenal Building
Harrisburg, Pa 17103
(717-346-4868
chariley@pa.gov

B. Required Documentation

Failure to submit required documentation may result in the bid being considered non-responsive and removed from consideration.

Bidders must be registered in the Commonwealth's procurement system prior to submitting a bid.
www.pasupplierportal.state.pa.us.

All bids must be submitted online through the state's bidding system. Suppliers must include all required documents with their bid. If any required documents are missing, the bid may be rejected.

The following documentation must be completed and submitted with the bid. Failure to submit the completed documentation listed below will result in the bid being rejected.

- Cost Submittal Workbook
 - All suppliers provide referenced OEM's price list(s) via a web link and attach to Cost Submittal Workbook

Bidders may not edit prefilled cells and formulas. Bidders should complete cells highlighted in blue within the Cost Submittal Workbook.

In addition, as indicated in Parts I and II of the Terms and Conditions, the following documents must be submitted with the bid. Failure to submit any of the documentations listed below may result in the bid being deemed non-responsive and rejected.

- Lobbying Certifications and Disclosure BOP-1307
- Worker Protection Act BOP-2201
- Reciprocal Limitations Act GSPUR-89
- Iran Free Certification and Disclosure
- COSTARS Election (Optional)
- Small Diverse Business (SDB)/Veteran Own Business (VBD) documentation (Optional)
- All suppliers provide referenced OEM's price list(s) via a web link and attach to Cost Submittal Workbook

C. Pennsylvania Supplier Portal

All bids must be received in the Pennsylvania Supplier Portal (<https://pasupplierportal.state.pa.us/irj/portal/anonymous>) by (due date).

Only electronic bid submission will be considered and accepted.

Bidder reference materials include:

[Supplier Registration Guide](#)
[Supplier Bidding Guide](#)
[Attaching Documents](#)
[Electronic Bidding Portal](#)

17. POST-AWARD ADMINISTRATION:

The Using Agency and/or the Department of General Services (DGS) will monitor, and review Manufacturer performance based on how the contract is used, the work performed, and any potential risks.

Performance reviews may consider quality of work, timeliness, compliance with contract requirements, pricing accuracy, and responsiveness. Manufacturers may be asked to attend meetings to discuss performance or address any issues.

The Commonwealth may document performance issues and require corrective action.