

DATE: January 17, 2025

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

ADDENDUM NO. 2

on

PROJECT NO. DGS C-0015-P002 PHASE 002

PROJECT TITLE - DGS Space Occupancy and Utilization Planning

PROFESSIONAL:

Department of General Services
1800 Herr Street
Harrisburg, PA, 17103

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

ADMINISTRATIVE CHANGES – ALL CONTRACTS

Item 1 - See below for clarifications issued via this Addendum.

Item 2 - The DGS BRE Space Optimization and Utilization Plan Guidelines are attached for reference.

Item 3 - The BDISBO presentation is attached for reference.

SPECIFICATION CHANGES – ALL CONTRACTS

Item 1 - N/A

DRAWING CHANGES – ALL CONTRACTS

Item 1 - N/A



C-0015-P002-001 - DGS Space Occupancy and Utilization Planning

ADDENDUM #2

Questions, Responses and Clarifications

Proposer Submitted Questions and Responses		
TAG	QUESTION	RESPONSE
1	Can you provide additional detail on what is expected within the Site/Grounds conditions assessments? Will Site/Grounds conditions assessments be required if no FCAs are present at a site(s) currently? RFP Section 4.3.e.4 "Perform Site/Grounds conditions assessments at all the above locations receiving Facilities Conditions Assessments."	It is now hereby confirmed that site condition assessments are to be included for each of the four buildings, encompassing the circulation paths, roads, parking areas, and any other significant site features in their immediate vicinity. Based on the findings, the assessments will include detailed recommendations for improvements or repairs to enhance safety, accessibility and functionality.
2	Please confirm if base files given will be AutoCAD or Revit (BIM) and if final deliverables will be required to be transformed into Revit per this statement: RFP Section 4.3.f.3c "Digital drawing files shall be prepared in Revit software in order to facilitate uploading into the TRIRIGA asset management platform currently in use by the Commonwealth."	The base plans will be furnished to the consultant in AutoCAD format. The consultant shall provide final deliverables in Revit format as stated in the RFP. Creations of base plans where none exist is not anticipated but would be compensated as an additional service if needed.
3	Can you share details on what you have currently in terms of AutoCAD drawings for the four sites in-scope? Do the drawings encompass each building? What is missing? How old are the drawings? Have there been capital projects post-AutoCAD drawings?	Base plans are available for all buildings specified in the RFP. The drawings are updated periodically but will require validation by the consultant.
4	Can you provide additional guidance on the level of detail expected on the FCAs? Are we looking to get a sense of major improvements and deferred maintenance at a high-level, or are we looking to perform a full FCA with detailed inspections reviewing all building systems, deficiencies, replacement values, corrective actions, etc.?	FCAs will be completed to a Uniformat Level 3 and will have detailed inspections and reports.
5	Can you provide the last time FCAs were completed (if at all) for each of the four buildings in-scope?	FCAs for the four buildings within the scope were never conducted.
6	The RFP states that the DGS BRE has completed Phase 1 of a space optimization and utilization initiative where guidelines aimed at maximizing space efficiency were developed. The RFP also outlines proposed tenants of the 4 in scope buildings. Has the BRE already determined the total space needs of the Departments proposed	The consultant's scope of work will include addressing space needs and programming as part of the project deliverables.



Pennsylvania
Department of General Services

	to occupy each building or is that part of the work to do?	
7	As part of the BRE's Phase 1 work, has the BRE established guiding principles to be used in guiding scenario planning for the proposed tenant agencies?	Yes, the guidelines are attached for reference.
8	Have the agencies identified to move into the 4 buildings been notified of the changes or is change management and communications included in the scope?	DGS BRE will manage communication with the agencies.
9	Will the agencies that currently occupy the buildings in scope remain in those locations?	Potentially. A key part of this effort will involve evaluating and identifying the most suitable location for the identified agencies based on their specific needs and requirements as part of a comprehensive overview.
10	Can an overview of the findings from Phase 1 be provided?	Yes, the findings will be presented to the consultant selected for negotiations.
12	The contract duration is listed as 140 days for Phases 1-4, and 180 days for Phase 5. Based on our read of the Phase 5 requirements, Phase 5 consists of an evaluation of the engagement and an associated report. Is the intention of Phase 5 to monitor progress across implementation of the plan? Follow up - is DGS open to discussion around the timing dedicated to each phase within the overall 320 contract days?	Yes, Phase 5 will involve monitoring the progress of the plan's implementation. DGS is open to discussion regarding the timing and is willing to negotiate the proposed total duration given a mutually agreed-upon and reasonable time frame can be established between all parties involved.
13	Can you please confirm that "Pennsylvania Department of General Services / DGS Space Occupancy and Utilization Planning C-0015-P002 - Strategic Facilities Planning Consulting Services" is the official response title we should use for the proposal as there are other names used throughout the documents.	The proposal should be titled "Technical Submittal for Strategic Facility Planning Consulting Services for the Department of General Services" and include the RFP No. "DGS 2024-DGS-SFP-1" on the cover page.
14	What elements of TRIRIGA or any other tools are being used to monitor occupancy levels at sites? How does that vary from traditional office locations to alternate-use spaces?	DGS BRE current use of Portfolio, Leasing, and Space Management modules of TRIRIGA is expected to be supplemented by way of the space utilization plans to be delivered under this study.
15	Do you have badge data to gain utilization insight?	No such information is currently expected to be available.
16	Do you use a seat reservation system for desking? If so does it apply to those with assigned seats?	Adoption of such a system beyond conference areas may be facilitated, in part, by the results of this study.
17	Would you be open to occupancy studies to record the usage of space?	Refer to the RFP.
18	How many departmental lead interviews should be planned for across the 4 sites? 1 per Department listed or more?	We recommend planning one interview per department initially to align with the listed scope. However, additional interviews may be necessary to account for large departments, site-specific variations, or to gather more detailed insights as needed. Please communicate



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		how you recommend addressing this component via your proposed work plan.
19	Can workplace surveys (upon review and approval) to employees be implemented as part of the stakeholder data-gathering process?	Yes.
20	Are the departments supported by DGS on the Microsoft 365 platform?	Yes.

December 2, 2024

Below are general recommendations developed through the Space Optimization and Utilization Plan (SOUP) that should be referenced during space planning efforts. These guidelines are subject to change.

- Adherence to [Manual 260.01, Manual for Space Utilization](#)
- Plan for 200 usable square feet per person space capacity on any given day. Additional casual and informal seating may be added to provide supplemental overflow space. For example:
 - An organization may have 80 employees in their complement but on any given day an average of 40 employees are likely to be on-site; therefore, this organization's space would be approximately 8,000 SF and have 40 traditional workspaces
 - A building that has 50,000 usable square feet of office space should accommodate 250 employees on any given day with traditional workspaces
- Target building occupancy rate - 85%. For example:
 - A building that accommodates 250 employees on a given day should have an average of 213 employees on site per day. This can be achieved by increasing the employee density of spaces and creating shared amenities.
- Plan for maximum mobility and flexibility – spaces should support multifunctionality as often as possible and furniture should be easily moved/reconfigured to different spaces
 - Filing cabinets, bookshelves, lockers and other supplemental office equipment should be in open space in lieu of being placed in a dedicated room, unless there is a distinct operational need to do so
- Employees that are on site 3+ days per week will be allocated an assigned desk
- Employees averaging less than 3 days/week on site are expected to share desks
- Office sizes are to be consistent regardless of position or title and planned according to functional need and ADA compliance - consistent sizes support space flexibility.
- Spaces that are used infrequently and non-essential to an organization's core mission should be in common core space to be leveraged by multiple organizations. Examples include breakrooms/ kitchenettes, nursing parents' rooms, supplemental conference space, hearing rooms, and overflow workspace. These supplemental core spaces are also defined by who has access to them.
 - **Neighborhood spaces** are shared amongst building tenants and available on each floor of office space where possible.
 - **Flex spaces** are available to all commonwealth employees, are typically managed by DGS, and strategically located based on operational needs and availability / proximity to similar resources in other buildings.

Pre-Bid Meeting BDISBO Presentation

C-0015-P002 - Strategic Facilities
Planning Consulting Services

Issuing Officer-

Susan Stanisic— sstanisic@pa.gov

January 16, 2025 2:00 PM



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

RFP No. DGS 2024-DGS-SFP-1

- PART 1 – GENERAL INFORMATION FOR PROPOSERS
- PART 2 PROPOSAL FORMAT AND REQUIRED INFORMATION
 - 2-1. PROPOSAL SUBMISSION -
 - ITEM # 2. Small Diverse Business (SDB) Participation Submittal
 - ITEM #3. Veteran Business Enterprise (VBE) Participation Submittal
 - 2-2 Mandatory Proposal Requirements
 - 2-3 Proposal Format

Appendices

- SDB Participation Packet-Prof Selections-0015P002
- VBE Participation Packet-Prof Selections-0015P002

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



Solicitation Specific Goals



[PA - eMarketplace](#)

C-0015-P002	SDB	VBE
	16%	3%

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

Primes are welcome to exceed the goal!



SDB and VBE Classification

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

SB Eligibility Requirements

- The business must be a for-profit, United States business.
- The business must be independently owned.
- The business may not be dominant in its field of operation.
- The business may not employ more than 100 full-time equivalent employees.
- The business may not exceed three-year average gross revenues of \$47 Million, regardless of business type.

Small Diverse Business (SDB)

Goal oriented

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

Veteran Business Enterprise (VBE)

Goal oriented

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

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

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




Finding SDB/VBE vendors

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



Quick Search

**pennsylvania**
DEPARTMENT OF GENERAL SERVICES

Supplier Search

Home PA eMarketplace ~ Search Contracts ~

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

Quick Search

Supplier Name or SAP Number

Search

Reset

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

Advanced Search

Show 10 entries

Export to Excel Reset Search Criteria

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

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



Advanced Search

Supplier Classifications

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

☐ Select all Classifications
☐ Select all Small Diverse Business Classifications

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

UNSPSC Description

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

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

UNSPSC Codes

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

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

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

← OR ↓

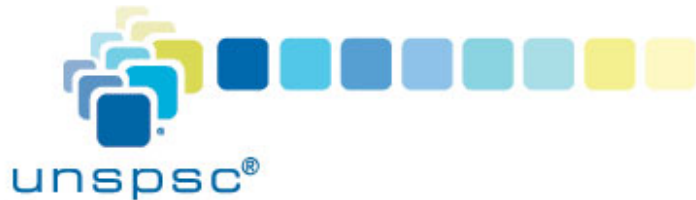
Browse and select one or more codes. Don't know the codes you want? Download the entire list in Excel.

See slide 13 to understand the UNSPSC code hierarchy.

Click arrow to expand Segment for additional codes



UNSPSC Commodity Code Search



Find A Partner

Menu

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

Search the Code

Version 24.0301
Code Number: (2-8
digits)

Code Name:

Welcome

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

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

- Company-wide visibility of spend analysis
- Cost-effective procurement optimization
- Full exploitation of electronic commerce capabilities



UNSPSC Commodity Code Search

Write down
your code
selections



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Version 24.0301

Search Code

Search Title

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



Advanced Search

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

PA Counties

- ☐ Grant County
- ☐ Clearfield County
- ☐ Clinton County
- ☐ Columbia County
- ☐ Crawford County
- ☒ Cumberland County
- ☒ Dauphin County
- ☐ Delaware County
- ☐ Elk County
- ☐ Erie County
- ☐ Select all Counties

Supplier Classifications

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

UNSPSC Codes

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

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

Search

Reset



Search Results

Advanced Search

Show 25 entries

Export to Excel Reset Search Criteria

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

Certified Small Businesses

- Advanced Building Controls LLC
- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

Small Diverse Businesses

- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

Veteran Business Enterprise

- Advanced Cleaning Solutions LLC



Supplier Profile

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

← SB, SDB & VBE Expiration Dates

Supplier Classifications

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

← SB, SDB & VBE Classifications

Contact Information

Contacts

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



Search Results

Advanced Search						
Show <input type="text" value="25"/> entries			Export to Excel Reset Search Criteria			
Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	DB Validity Dates	VBE Validity Dates	COSTARS
ADVANCED AUDIO VISUAL SALES INC	JOHN GREENE DIRECTOR OF SALES John.Green@advancedav.com (Phone) 610-719-6194 (Fax) 610-692-8421	208 CARTER DRIVE SUITE 7 WEST CHESTER, PENNSYLVANIA 19382 (Phone) 610-719-6194				No
ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC)	Craig Connelly CCONNELLY@ADVANCEDBLDGCONTOLS.COM (Phone) 215-520-9964	PO BOX 303 HOLICONG, PENNSYLVANIA 18928 (Phone) 215-520-9964	2/11/2019-2/28/2021			No
ADVANCED BUILDING PERFORMANCE INC ()	Pei Pei Cavalier PEIPEI@ABPCX.COM (Phone) 301-760-9989	11225 HURDLE HILL DR POTOMAC, MARYLAND 20854 (Phone) 301-760-9989 abpcx.com	12/20/2019-12/20/2021	12/20/2019-12/20/2021		No
ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)	Nicholas Ward cleanteam@advancedsolutionsPA.com (Phone) 610-597-0012	PO BOX 3223 ALLENTOWN, PENNSYLVANIA 18106	2/27/2018-3/31/2020	2/27/2018-3/31/2020	2/27/2018-3/31/2020	No

Certified Small Businesses

- Advanced Building Controls LLC
- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

Small Diverse Businesses

- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

Veteran Business Enterprise

- Advanced Cleaning Solutions LLC



Excel Export Results – Supplier Contacts

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

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

Suppliers	Supplier Addresses	Supplier Contacts	Counties	Supplier Classifications	ITQs	ITQ Contracts	UNSPSC Codes
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SDB/VBE Forms in e-Builder

Pennsylvania Department of General Services / DGS Space Occupancy and Utilization Planning

➔ C-0015-P002 - Strategic Facilities Planning Consulting Services

Status

Bid Package	Open
Bidding	Pending
Response Submitted	No

13 Days 4 Hours 12 Minutes Left

Due on 01.28.2025 at 2:00 PM
(GMT-05:00) Eastern Time (US & Canada)

Package Invitation

Accept

Decline

Q&A Board

Scroll down to
find SDB and
VBE
Participation
Packets

Bid Info

Invitation Documents (8)

Addenda (1)

⬆ Hide All | ⬆ Show All



Download was successful.

Close

01 Project Manual

3.78 MB

✓ Complete

SDB Participation Packet-Prof Selections-0015P002.pdf

503.46 KB

✓ Complete



New Forms and Processes

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

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



Solicitation-Specific Goals

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

PLEASE READ BEFORE COMPLETING THESE DOCUMENTS

Bidders/Offerors do not need to return SDB-1 with their SDB Participation Submittal

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

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

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

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

II. SDB Eligibility:

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

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

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

Pennsylvania Department of General Services



SDB Submittal – SDB-2

CRITICAL
✓ Check One, and
Only One, Box

SDB-2 SDB PARTICIPATION SUBMITTAL

CHECK ONE, AND ONLY ONE, BOX. FAILURE TO COMPLY WILL RESULT IN REJECTION OF YOUR APPLICATION.

Click on bold titles to navigate to that specific page.

☐ **I agree to meet the SDB**

participation goal in full.

I have completed and am submitting with my application an **SDB Utilization Schedule (SDB-3)**, which is required in order to be considered for professional selection.

☐ **I am requesting a partial waiver of the SDB participation goal.**

After making good faith outreach efforts as more fully described in the **Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal**, I am unable to achieve the total SDB participation goal for this solicitation and am requesting a partial waiver of the SDB participation goal.

I have completed and am submitting with my application both of the following, which are required in order to be considered for professional selection:

1. an **SDB Utilization Schedule (SDB-3)** for that portion of the SDB participation goal for which I intend to meet; AND
2. a **Good Faith Efforts Waiver Request** for any portion of the SDB participation goals that I do not intend to meet.

☐ **I am requesting a full waiver of the SDB**

participation goal.

After making good faith outreach efforts as more fully described in the **Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal**, I am unable to achieve any part of the SDB participation goal for this solicitation and am requesting a full waiver of the SDB participation goal.

I have completed and am submitting with my application a **Good Faith Efforts Waiver Request** for the complete SDB participation goal, which is required in order to be considered for professional selection.

NOTE: SDB firms who are submitting as Applicants must complete an **SDB Utilization Schedule (SDB-3)** identifying any self-performance towards the SDB participation goal.



SDB Utilization Schedule – SDB-3

SDB-3 SDB UTILIZATION SCHEDULE

COMPLETE THE FOLLOWING IF YOU WILL BE UTILIZING SDB CONSULTANTS (SUBCONTRACTORS) TO MEET THE GOAL IN FULL OR IN PART

Applicants are not required to identify the specific SDB consultants within this SDB Utilization Schedule, but must identify the total percentage (%) of work to be performed by SDB consultants. However, the selected Applicant must submit, at the completion of program validation, consultant agreements for SDBs listed on Exhibit A of the agreement and all other SDB consultant agreements used to meet the portion of the SDB participation goal listed below. To receive credit toward meeting the SDB participation goal, the SDB consultant must be a DGS-verified SDB as of the execution of the consultant agreement.

Percentage of work to be performed by SDB consultants: %



SDB Utilization Schedule – SDB-3 cont'd

SDB-3 SDB UTILIZATION SCHEDULE

COMPLETE THE FOLLOWING IF YOU ARE AN SDB APPLICANT (PRIME)

Applicant's SAP Vendor Number (6-digit number):

Applicant's SDB Verification Number (located on DGS SDB verification):

Type of SDB: ☐ MBE
☐ WBE
☐ DOBE
☐ SDVBE
☐ LGBTBE

Percentage of work to be self-performed by SDB Applicant: %



Guidance to Document GFE SDB-4

READ, READ, READ

- The ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the Offeror of the responsibility to make Good Faith Efforts to meet the stated participation goal.
- Prime must complete all components of the GFE paperwork. Details/Evidence are important, proof is required.
- Carefully review SDB and VBE submittal Instructions, specifically Section VI of SDB/VBE-1 which lists pertinent items as Fatal errors.



Good Faith Efforts Packet SDB-5

Good Faith Efforts (GFE) Partial or Full Waiver

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



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Please double check to make sure we are using professional design terminology.

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GFE Waiver – Part 1

Anticipated Scopes of Work Applicant Made Available to SDBs

Part 1 – Anticipated Scopes of Work Applicant Made Available to SDBs

Identify the anticipated scopes of work that the Applicant made available to SDB consultants. This includes, where appropriate, those items the Applicant identified and subdivided into economically feasible units to facilitate the SDB participation. It is the Applicant's responsibility to demonstrate that the total percentage of the anticipated scopes of work identified for SDB participation met or exceeded the SDB participation goal set for the procurement.

Anticipated Scopes of Work	Does Applicant normally self-perform this work?	Was this work made available to SDB Firms? If not, explain why.
	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

Attach additional sheets if necessary.



GFE Waiver – Part 2

Identified SDBs and Record of Solicitations

Part 2 – Identified SDBs and Record of Solicitations

Identify the SDBs solicited to demonstrate interest to perform the Anticipated Scopes of Work made available for SDB participation. Include the name of the SDB solicited, anticipated scopes of work for which the Applicant solicited interest, date and manner of initial and follow-up, whether the SDB provided a response, and whether the SDB will be used toward meeting the SDB participation goal.

Note: Copies of all written solicitations and documentation of follow-up calls to SDBs must be attached to this form. For each Identified SDB listed below that Applicant is not using to meet the SDB participation goal, Applicant should submit an SDB Consultant Unavailability Certificate signed by the SDB or a statement from the Applicant that the SDB refused to sign the SDB Consultant Unavailability Certificate.

Name of Identified SDB and Classification	Describe Anticipated Scope of Work Solicited	Initial Solicitation Date & Method	Follow-up Solicitation Date & Method	Details for Follow-up Calls	SDB interested in Anticipated Scope of Work?	Will SDB be Used?	Reason SDB Rejected
SDB Name: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		Date: <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date: <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date and Time of Call: Spoke with: Left Message:	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Used other SDB <input type="checkbox"/> Used non-SDB <input type="checkbox"/> Self performing
SDB Name: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		Date: <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date: <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date and Time of Call: Spoke with: Left Message:	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Used other SDB <input type="checkbox"/> Used non-SDB <input type="checkbox"/> Self performing

Attach additional sheets as necessary.



GFE Waiver – Part 3

SDB Outreach Compliance Statement

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

Part 3 – SDB Outreach Compliance Statement

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

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

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

4. Bonding Requirements (Please Check One):

☐

This project does not involve bonding requirements.

☐

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

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

☐

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

☐

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

☐

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



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GFE Waiver – Part 4

Additional Information Regarding Rejected SDB Quotes

SDB-5

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

Part 4 – Additional Information Regarding Rejected SDBs

This form must be completed if Part 2 indicates that an SDB was rejected because the Applicant will use a non-SDB or will self-perform the Anticipated Scopes of Work. List the Anticipated Scopes of Work, indicate whether the work will be performed by a non-SDB or will be self-performed, and if applicable, state the name of the non-SDB firm.

Describe Anticipated Scope of Work not being performed by SDBs	Self-performing or using non-SDB (provide name of non-SDB if applicable)	Reason why SDB was not used for anticipated scope of work along with brief explanation
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name:	<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name:	<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name:	<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name:	<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name:	<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other

Attach additional sheets as necessary.



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GFE Waiver – Part 5

SDB Subcontractor Unavailability Certificate

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

Part 5 – SDB Consultant Unavailability Certificate

1. It is hereby certified that the firm of _____
(Name of SDB)
located at _____
(Number) (Street)
_____ was offered an opportunity to provide
(City) (State) (Zip)
_____ on DGS Project No. _____
(anticipated scope of work)
by _____
(Name of Applicant's Firm)

2. _____ (SDB), is unavailable for the anticipated scope of work
for this project for the following reason(s):

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

(DGS SDB Verification #) (Telephone #)

3. If the SDB does not complete this form, the Applicant must complete the following:
To the best of my knowledge and belief, the above-listed SDB is either unavailable for the anticipated
scope of work for this project or did not provide a response.



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Please replace with professional design packet screenshot.

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SDB/VBE Response Submittal

Electronic Bid Submission Disabled

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



Best Practices

Do's

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

Don'ts

- Make any assumptions.
- Copy SDB submittal paperwork. Download and complete the VBE submittal separately, titles and accuracy matter.
- Skip any portion of the GFE request documentation.



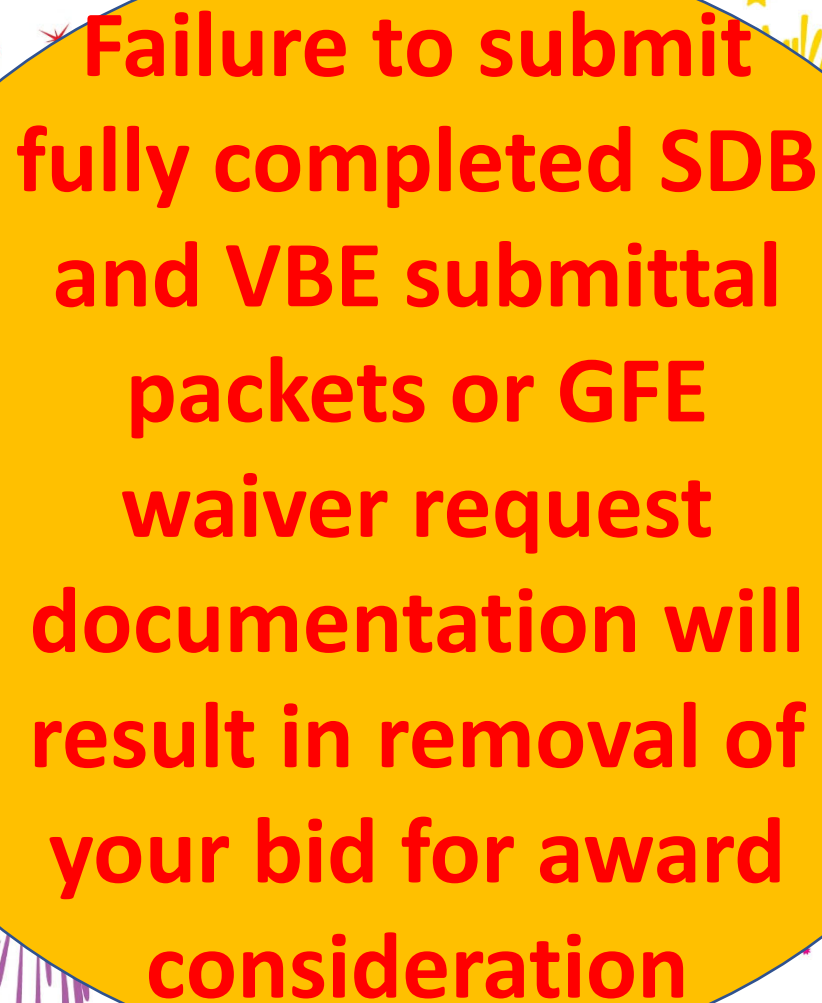
REMINDER



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



REMINDER



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



Questions?



BDISBO Contact Info

Bureau of Diversity, Inclusion and Small Business Opportunities

North Office Building
401 North Street, Room 611
Harrisburg, PA 17120-0500
717.783.3119

GS-BDISBO@pa.gov

