

**BID ITEM WORKBOOK**

**COSTARS-2 Supplement #8 Office Furniture  
BIDDER/CONTRACTOR DATA**

<b>BIDDER/CONTRACTOR'S LEGAL NAME:</b>	<u>Pennsylvania Office Service Group, Inc.</u>
D/B/A NAME, IF APPLICABLE:	
BIDDER ADDRESS:	<u>309 South 10th Street</u> <u>Lemoyne, PA 17043</u>
PA NAME(S):	
Primary POC regarding IFB/Contract:	<u>Linda Till</u>
Secondary POC regarding IFB/Contract:	<u>Elizabeth "Libby" Noon</u>
PHONE NUMBER:	<u>717-763-4793</u>
FAX NUMBER:	<u>717-763-5652</u>
EMAIL ADDRESS:	<u>ltill@posgnet.com</u>
COMPANY'S GENERAL WEBSITE ADDRESS	<u>www.posgnet.com</u>

<b>SEND PURCHASE ORDER(S) TO NAME:</b>	<u>Pennsylvania Office Service Group, Inc.</u>
D/B/A NAME, IF APPLICABLE:	
ADDRESS:	<u>309 South 10th Street</u> <u>Lemoyne, PA 17043</u>
POC regarding PURCHASE ORDER(S):	<u>Elizabeth "Libby" Noon</u>
PHONE NUMBER:	<u>717-763-4793</u>
FAX NUMBER:	<u>717-763-5652</u>
EMAIL ADDRESS:	<u>enoon@posgnet.com</u>

<b>SEND PAYMENT(S) TO NAME:</b>	<u>Pennsylvania Office Service Group, Inc.</u>
D/B/A NAME, IF APPLICABLE:	
ADDRESS:	<u>309 South 10th Street</u> <u>Lemoyne, PA 17043</u>
POC regarding PAYMENT(S):	<u>Mary Jo Kyle</u>
PHONE NUMBER:	<u>717-763-4793</u>
FAX NUMBER:	<u>717-763-5652</u>
EMAIL ADDRESS:	<u>mkyle@posgnet.com</u>

<i>The bidder shall answer the following questions.</i>			
QUESTION	YES	NO	COMMENTS
1) Does the Bidder-Contractor have any minimum order requirements? If yes, please explain.	X		MINIMUM ORDER \$500 / ANYTHING UNDER \$500 THERE WILL BE A \$25 SERVICE FEE
2) In accordance with Section 14 of the <i>Standard Terms and Conditions</i> , the Contractor shall deliver all item(s) F.O.B. Destination.			
a.) Is the Bidder-Contractor quoting shipping costs as a separate line item?	X		FREIGHT & FUEL SURCHARGES
b.) If no, is the Bidder-Contractor including shipping costs in its pricing?			
3) Does the Bidder-Contractor offer any pricing incentive(s) such as for Internet ordering? If yes, please explain.		X	
4) Does the Bidder-Contractor offer any prompt payment discount(s)? If yes, please explain.		X	
5) a.) Does the Bidder-Contractor accept credit card(s) as a method of payment from any Purchaser? If yes, please specify the particular type(s) of card(s) accepted:	X		VISA, MASTERCARD, AMERICAN EXPRESS
b.) If yes, does the Bidder-Contractor charge any fee(s) to the Purchaser for payment(s) made by credit card? If yes, please explain.		X	
6) Does the Bidder-Contractor charge any late fee(s) to the Purchaser for payment not made in accordance with Section 11 of the <i>Standard Terms and Conditions</i> ? If yes, please explain.	X		1% FOR PAYMENTS RECEIVED AFTER 30 DAYS
7) After notification of contract award, is the Bidder-Contractor willing to further negotiate pricing with COSTARS members?	X		
8) a.) Does the Bidder-Contractor offer lease and installment purchases?		X	
b.) If yes, does the Bidder accept DGS Leasing and Installment Purchase Terms and Conditions? If no, please include the Bidder's standard leasing or installment purchase terms and conditions with bid package.			
9) If the Bidder is a manufacturer bidding directly, does the Bidder wish to offer contract items via its dealer network? If yes, please attach (as an extra tab(s) to the workbook) a list of authorized dealers including supplier information and stating any dealer's territory breakdown (such as counties, municipalities, or regions). Also, indicate on the Bidder-Contractor Data Sheet a representative for Purchasers to contact regarding POs and payment.		X	
10) Is the Bidder-Contractor going to provide a dedicated COSTARS website for Purchasers (see Section 9 of the <i>Standard Terms and Conditions</i> )? If yes, how much time after notification of contract award will the Bidder-Contractor need to have the website up and running?		X	

**BID ITEM WORKBOOK**  
**COSTARS-2 Supplement #8 Office Furniture**  
**SERVICE AREA**

**BIDDERS/CONTRACTOR'S LEGAL NAME:** PA Office Service Group Inc.

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

**SERVICE AREA**

Statewide

**OR**

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

















### **ANCILLARY SERVICES**

COSTARS CONTRACT SERVICES OFFERED BY:  
PENNSYLVANIA OFFICE SERVICE GROUP, INC.  
309 SOUTH 10<sup>TH</sup> STREET  
LEMOYNE, PA 17043

### **COMMERCIAL SERVICES**

Interior Design Services	\$55.00 / hour
Project Management	\$58.00 / hour
Installation Services	
A. Non-Union	\$40.00 / hour
B. Union	\$84.00 / hour
Reconfigure Services	\$40.00 / hour
Relocation Services	\$40.00 / hour

### **ADDITIONAL SERVICES**

Storage	\$1.00 / sq. ft
Fabricoate	
A. Task Seating	\$15.00 each
B. Lounge Chair	\$25.00 each
C. Loveseat/Sofa	\$35.00 each
Panel Cleaning	\$40.00 / hour
Truck Charge	\$125.00

### **TRAINING**

Ergonomic Seating Training	\$60.00 / hour
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### **NOTES:**

- Minimum Services: 2 Hour Weekday, 6 Hour Saturday, 8 Hour Sunday & Holiday
- Overtime is considered any hours after an eight hour work period or after 4:00pm.
- Saturday is considered overtime.
- Sunday and Holidays are considered double time.