

**BID ITEM WORKBOOK****COSTARS-8 Maintenance, Repair & Operation Equipment & Supplies ("MRO")****BIDDER/CONTRACTOR DATA**

<b>BIDDER/CONTRACTOR'S LEGAL NAME:</b>	McClure Company		
D/B/A NAME, IF APPLICABLE:			
BIDDER ADDRESS:	4101 N. 6th St Harrisburg, PA 17105		
COUNTY LOCATED IN:	Dauphin		
PA Legislative House District Number	104	PA Legislative Senate District Number	15
<b>VENDOR NUMBER:</b>	117888		
<b>DGS Self-Certified Small Business (SB)</b> <input type="checkbox"/>	<b>Certification Number</b> _____		
Primary POC regarding IFB/Contract:	Randy Hoffman		
Secondary POC regarding IFB/Contract:	Erik Schoener		
PHONE NUMBER:	717-233-6431		
FAX NUMBER:	717-233-2549		
EMAIL ADDRESS:	randyhoffman@mcclureco.com		
COMPANY'S GENERAL WEBSITE ADDRESS			

<b>SEND PURCHASE ORDER(S) TO NAME:</b>	McClure Co	
D/B/A NAME, IF APPLICABLE:		
ADDRESS:	4101 N. 6th St. Harrisburg, PA 17105	
COUNTY LOCATED IN:	Dauphin	
HOURS OF OPERATION:	7am to 5 pm	
POC regarding PURCHASE ORDER(S):	Randy Hoffman	
PHONE NUMBER:	717-233-6431	
FAX NUMBER:	717-233-2549	
EMAIL ADDRESS:	randyhoffman@mcclure.com	

<b>SEND PAYMENT(S) TO NAME:</b>	McClure Co	
D/B/A NAME, IF APPLICABLE:		
ADDRESS:	4101 N. 6th St Harrisburg, PA 10105	
POC regarding PAYMENT(S):	Barb Smathers	
PHONE NUMBER:	717-233-6431	
FAX NUMBER:	717233-2549	
EMAIL ADDRESS:	barbsmathers@mcclureco.com	

**BID ITEM WORKBOOK**

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

**QUESTIONS**

BIDDERS/CONTRACTOR'S LEGAL NAME: McClure Company

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

The bidder must answer the following questions:

QUESTION	YES	NO	EXPLANATION
1) Does the Bidder-Contractor have any minimum order requirements? <b>If yes, please explain.</b>		X	
2) In accordance with Section 14 of the <i>Standard Terms and Conditions</i> , the Contractor shall deliver all item(s) F.O.B. Destination. a.) Is the Bidder-Contractor quoting shipping costs as a separate line item? b.) If no, is the Bidder-Contractor including shipping costs in its pricing?	X		
3) Does the Bidder-Contractor offer any pricing incentive(s) such as for Internet ordering? <b>If yes, please explain.</b>		X	
4) Does the Bidder-Contractor offer any prompt payment discount(s)? <b>If yes, please explain.</b>		X	
5) a.) Does the Bidder-Contractor accept credit card(s) as a method of payment from any Purchaser? <b>If yes, please specify the particular type(s) of card(s) accepted:</b> b.) If yes, does the Bidder-Contractor charge any fee(s) to the Purchaser for payment(s) made by credit card? <b>If yes, please explain.</b>	X		Visa, MasterCard and Discover
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> ? <b>If yes, please explain.</b>		X	
7) After notification of contract award, is the Bidder-Contractor willing to further negotiate pricing with COSTARS members?	X		
8) <del>Does the Bidder-Contractor offer lease and installment purchases?</del>			Not applicable to this contract.
9) If the Bidder is a manufacturer bidding directly, does the Bidder wish to offer contract items via its dealer network? <b>If yes, please complete LIST OF AUTHORIZED DEALERS sheet of this workbook</b> 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> )? <b>If yes, how much time after notification of contract award will the Bidder-Contractor need to have the website up and running?</b>		X	

## BID ITEM WORKBOOK

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

#### SERVICE AREA

BIDDERS/CONTRACTOR'S LEGAL NAME: \_\_\_\_\_

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 |  |

**BID ITEM WORKBOOK****COSTARS-8 Maintenance, Repair & Operation Equipment & Supplies ("MRO")****PRODUCT CATEGORY/MANUFACTURER LIST****BIDDERS/CONTRACTOR'S LEGAL NAME:**McClure Company

The bidder must identify the product category(ies) and manufacturer line(s) for the items that the bidder is offering. If the Bidder is not a manufacturer, it must certify in writing listing all manufacturers for which the Bidder is authorized to sell those manufacturer's goods and materials, as required by this Contract. Refer to Paragraph 7 b. of the *Instructions to Bidders for COSTARS Contracts* for further guidance.

	<b>PRODUCT CATEGORY</b> <i>(Identify all that are applicable with a checkmark.)</i>	<b>MANUFACTURERS</b> <i>(State ALL that are applicable. Attach additional sheet(s) to this workbook if necessary.)</i>
<input type="checkbox"/>	Electrical Supplies	
<input type="checkbox"/>	Flooring Materials	
<input type="checkbox"/>	General Hardware	
<input type="checkbox"/>	Hand & Power Tools	
<input checked="" type="checkbox"/>	HVAC Equipment, Parts & Accessories	Trane, Carrier, JCI, Honeywell, Aeon, Lochirvar, A.O. Smith, McQuay, US Boiler
<input checked="" type="checkbox"/>	HVAC Filters	Tri-Dim, Flanders
<input type="checkbox"/>	Industrial Plumbing Supplies	
<input type="checkbox"/>	Lamps and Ballasts	
<input checked="" type="checkbox"/>	LED Lighting Fixtures, Bulbs & Accessories	Grainger
<input type="checkbox"/>	Material Handling Equipment & Supplies including Warehouse Machinery & Attachments	
<input type="checkbox"/>	Metalworking Machinery	
<input type="checkbox"/>	Motors and Power Transmission	
<input type="checkbox"/>	Outdoor Tools	
<input type="checkbox"/>	Paint & Painting Supplies	
<input type="checkbox"/>	Pneumatic Equipment & Components	
<input type="checkbox"/>	Pumps and Plumbing Supplies	
<input type="checkbox"/>	Safety Equipment & Supplies	
<input type="checkbox"/>	Security Products	
<input type="checkbox"/>	Test Equipment, Instruments & Replacement Parts or Accessories	

**BID ITEM WORKBOOK****COSTARS-8 Maintenance, Repair & Operation Equipment & Supplies ("MRO")  
ANCILLARY SERVICES, IF APPLICABLE**BIDDERS/CONTRACTOR'S LEGAL NAME: McClure Company

A Contractor may choose to offer ancillary services in conjunction with the products it provides to the Purchaser. However, any ancillary services offered must be (1) expressly authorized in the original IFB/Contract, (2) directly related to the delivery, installation or normal use of the product or component parts purchased, (3) limited to the actual product or component parts purchased, and (4) initiated/ordered at the time of product purchase. Stand-alone services and services for products not purchased from this supply Contract, including existing equipment for which component parts from this contract are purchased, are not within the scope of this supply Contract. The Department of General Services reserves the right to determine which ancillary services shall be included in any contract. Refer to Paragraph 8 of the *COSTARS Contract Special Terms and Conditions* for further guidance.

	ANCILLARY SERVICES	PRICING
<input checked="" type="checkbox"/>	Customization	Pricing will be negotiated with the COSTARS member
<input checked="" type="checkbox"/>	Special Delivery Arrangements	Pricing will be negotiated with the COSTARS member
<input checked="" type="checkbox"/>	Training	Pricing will be negotiated with the COSTARS member
<input checked="" type="checkbox"/>	Extended Warranty	Pricing will be negotiated with the COSTARS member
<input checked="" type="checkbox"/>	Post Warranty Support and Maintenance Service	Pricing will be negotiated with the COSTARS member
<input checked="" type="checkbox"/>	Assembly/Installation/Construction Activities	Pricing will be negotiated with the COSTARS member

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

**BID ITEM WORKBOOK**  
**COSTARS-8 Maintenance, Repair & Operation Equipment & Supplies ("MRO")**  
**BID ITEM SHEET**

**BIDDERS/CONTRACTORS LEGAL NAME:** McClure Company

**PRICING**  
 The Bidder may offer any type of discount, mark-up, or other pricing structure such as multiple discounts for different lines of products, or different price lists, or different classes of Purchasers, or different prices for different quantities of products. Please reference Subsection 8.b. of the Special Terms and Conditions for further guidance.  
 After Contract award, a Contractor may offer, either on its own initiative or at a Purchaser's request, additional discounts, reduced mark-ups, customized lists, or discounted prices for any purchases within the scope of the Contract, even if such discounts, mark-ups, or discounted prices were not included in the bid prices.

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

<b>MANUFACTURER:</b>	<u>Trans, Carrier, JCI, Honeywell, Aeon, Lochinvar, A.C. Smith, McQuay, US Boiler, Tri-Din, Flanders, Granger</u>
<b>PRICING STANDARD:</b> (Check that which is applicable.)	<input type="checkbox"/> Catalog or Manufacturer's/Distributor's Most Recently Published Price List Less % of Discount <input checked="" type="checkbox"/> Suppliers Cost Plus % of Mark-up <input type="checkbox"/> Custom List including Net Prices
<b>PRICE LIST IDENTIFICATION:</b>	CATALOG OR PRICE LIST NAME: <u>Johnsons Supply</u> IDENTIFICATION NO. (IF APPLICABLE): <u>HVAC Catalog 205 - 2015 (298-998)</u> EFFECTIVE DATE: <u>1/1/2015</u> CLASS OF PURCHASER: _____ (i.e. All Purchasers or separate lines for specific classes, such as Educational Purchasers and Non-educational Purchasers.)

<b>SAMPLE PRICING TEMPLATE</b> <i>It is suggested, but not required, that the Bidder submit pricing using the template. The Bidder shall attach and submit any different format with its Bid Item Workbook.</i>	<b>EXAMPLE - VOLUME PRICING</b>		
ITEM CATEGORY	VOLUME BAND I [SPECIFY QUANTITY] % DISCOUNT FROM LIST PRICE	VOLUME BAND II [SPECIFY QUANTITY] % DISCOUNT FROM LIST PRICE	VOLUME BAND III [SPECIFY QUANTITY] % DISCOUNT FROM LIST PRICE
<i>Sample 1 - Percent Discount(s) from identified Catalog or Manufacturer/Distributor's Price List. Discounts shall remain firm for the entire contract period. (Reference Special Terms and Conditions, Subsection 8.c.)</i> Trans, Carrier, JCI, Honeywell, Aeon, Lochinvar, A.C. Smith, McQuay, US Boiler	10%	_____ %	_____ %
<i>Sample 2 - Percent Mark-up above the Suppliers Specified Cost. Mark-ups shall remain firm for the entire contract period. (Reference Special Terms and Conditions, Subsection 8.c.)</i>	VOLUME BAND I [SPECIFY QUANTITY] % MARK-UP ABOVE COST SHEET _____ %	VOLUME BAND II [SPECIFY QUANTITY] % MARK-UP ABOVE COST SHEET _____ %	VOLUME BAND III [SPECIFY QUANTITY] % MARK-UP ABOVE COST SHEET _____ %
<i>Sample 3 - Customized List. A Contractor may update its Contract pricing information. (Reference Special Terms and Conditions, Subsection 8.c.)</i>	VOLUME BAND I [SPECIFY QUANTITY] NET PRICE \$ _____	VOLUME BAND II [SPECIFY QUANTITY] NET PRICE \$ _____	VOLUME BAND III [SPECIFY QUANTITY] NET PRICE \$ _____