

COSTARS

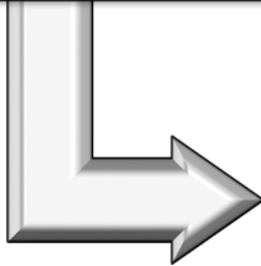
A nighttime photograph of a city skyline reflected in a body of water. The central focus is a large, illuminated dome, likely a state capitol building, with a full moon in the sky above it. The lights from the buildings and the moon are reflected in the water. The text 'Simplifying Local Procurement' is overlaid in white serif font.

Simplifying Local Procurement

Agenda

COSTARS

Background of
Program



How to Use the
Program



Support
Information

COSTARS Background

1998

Legislature passed the Commonwealth Procurement Code - Act 57

2002

Legislature expanded the scope of eligible participants

2004

Legislature passed an amendment to the Procurement Code - Act 77 establishing the COSTARS Program

PA Procurement Law

Contracts

**Below
\$10,500**

- No advertising, competitive bidding or price quotes required

**Between
\$10,500
and \$19,400**

- Three informal price quotes required with award to the lowest

**More than
\$19,400**

- Advertise twice and formal competitive bidding required

COSTARS or other acceptable cooperative purchasing programs are exceptions.

PA Procurement Law, cont.

- LPPU's (COSTARS members) are prohibited from separating the elements of a purchase with the intent to avoid bidding requirements.
- Only public agencies (not suppliers) are subject to PA Procurement Law
- Municipal governing bodies are free to enact more restrictive procurement regulations; however, they may not enact less restrictive regulations
- Check with your solicitor to determine if your municipality has enacted more restrictive procurement regulations

COSTARS

Cooperative Purchasing Program

- Effective business tool for registered commonwealth local public procurement units (LPPUs) and suppliers
- Contract has been established by DGS
- Eliminates the costs of public bidding procedures
- More competitive pricing and choice
- Increased opportunity for all types of businesses to compete for millions of dollars of government business

- Political subdivision
- Public authority
- Tax-exempt, non-profit education or public health institution or organization
- Non-profit fire company, non-profit rescue company, or non-profit ambulance company
- Any other entity, including council of government or an area government that expends public funds for the procurement of supplies and services

LPPU, cont.

- LPPUs must register on the COSTARS website to become members.
- Members may purchase from COSTARS-exclusive or piggyback off of COSTARS-participating statewide contracts.
- The department reserves the right to review membership eligibility on a case-by-case basis.

COSTARS Contracts

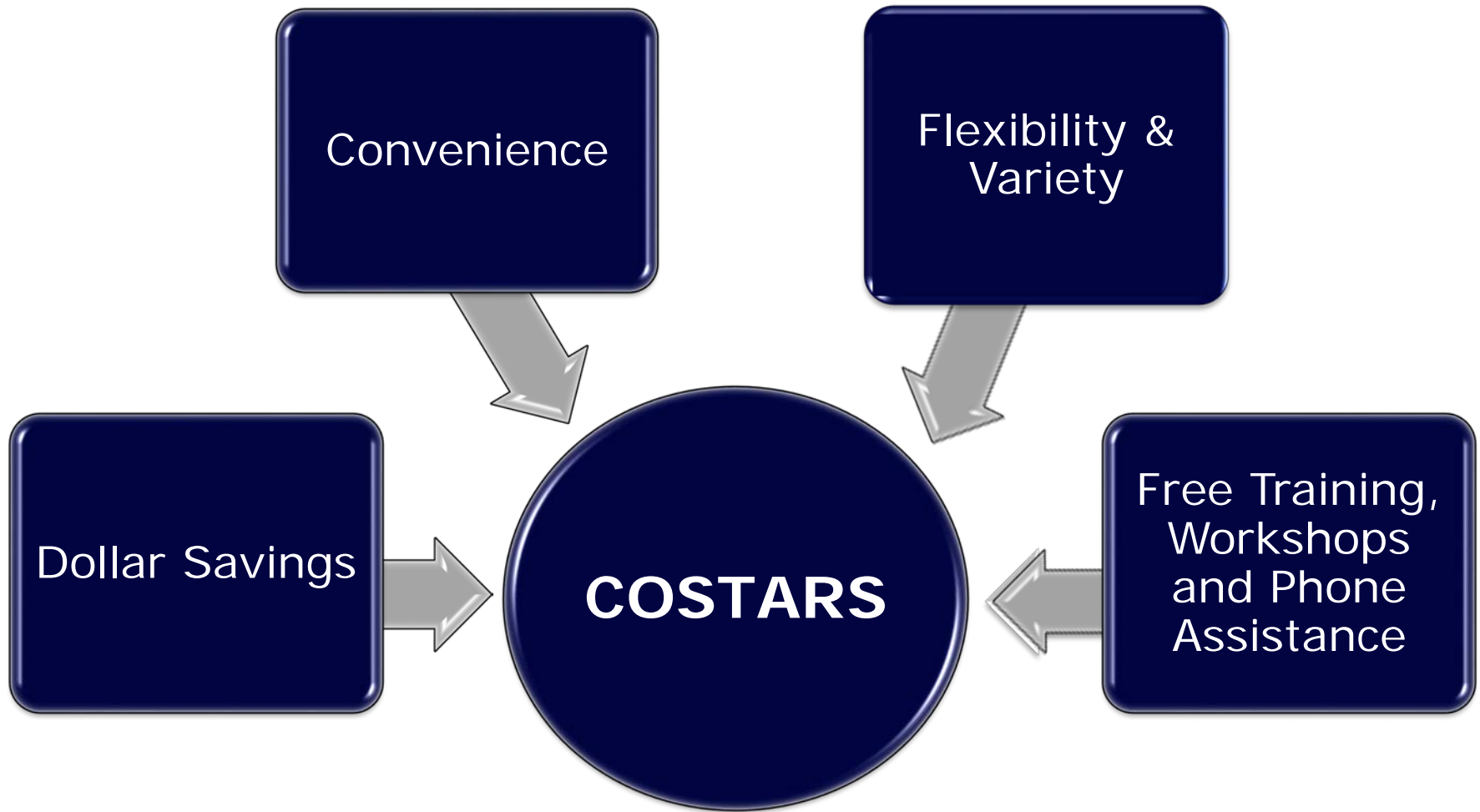
- Developed when a statewide contract supplier base is reduced by more than 50 percent
- Created exclusively for use by LPPUs, based upon perceived need
- Awarded to all “responsive and responsible” bidders

COSTARS Contracts vs. State Contracts

COSTARS Contracts	Statewide Contracts
Multiple choice of suppliers	One or few suppliers
Competitive pricing	Competitively priced through supplier bidding

COSTARS contracts allow members to choose suppliers based on price, geography, quality, brand, etc.

Member Benefits



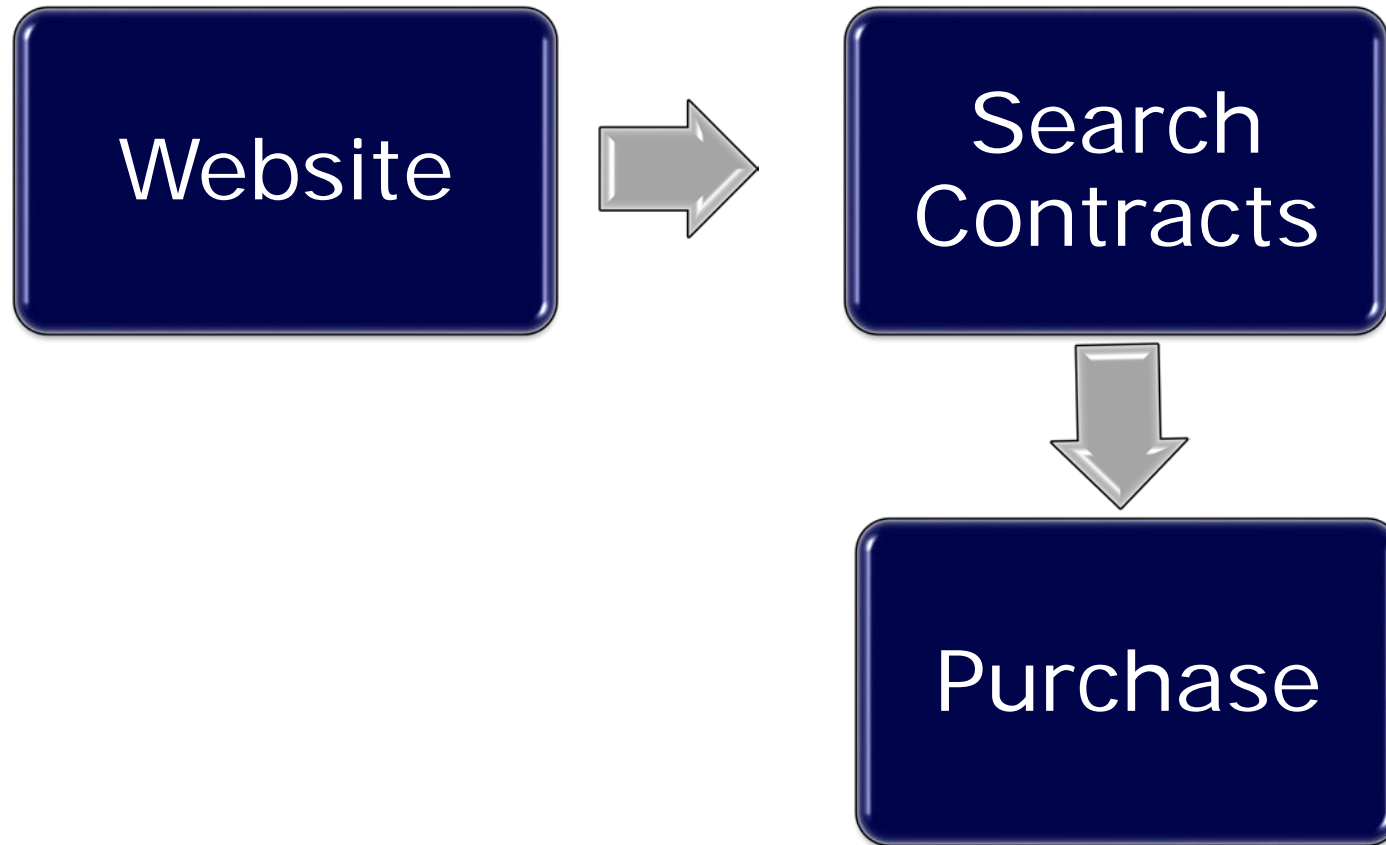
Savings to COSTARS Members

FY 2013

Transactional Savings	\$ 49,654,707
Commodity Savings	\$152,017,144
Total savings	\$201,671,851

COSTARS

How to use the COSTARS Program



COSTARS Website

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

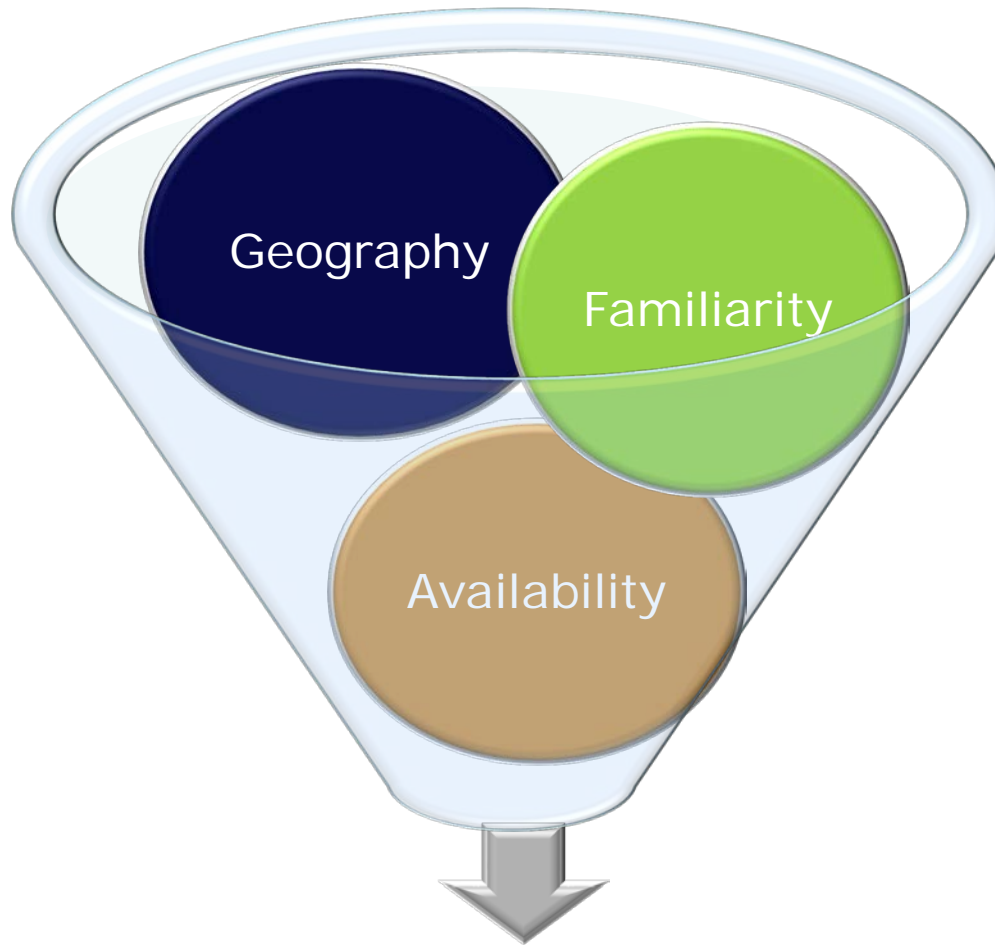


Searching Contracts

- Search COSTARS contracts via the COSTARS website.
- Call at least three or four COSTARS suppliers for quotes to ensure you're getting the best value for your taxpayers.
- Suppliers are encouraged to offer competitive pricing and they are prepared to negotiate.
- Search statewide contracts via eMarketplace to compare pricing.
- Contact suppliers directly to place an order.

Search COSTARS Contracts

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



Narrow Your Search

COSTARS Contracts

33

Exclusive Contracts

From Copiers to Municipal Work Vehicles

**Guide to COSTARS
Exclusive Contracts**

COSTARS™

Complete Contract Listing as of 05/30/2014
Contract Number • Contract Name • Contract Scope

Refer to Bid Solicitation posted at www.costars.state.pa.us > Bidding
Opportunities for complete scope and contract terms & conditions.

COSTARS-1 Copiers
Consumable Copier Supplies including but not limited to fuser, developer, toner, and staples • Copier Accessories and or Optional Features including, but not limited to, hole punch unit, additional paper drawers, mailboxes, saddle-stitch finisher, fax board, scan system, wireless LAN and antenna, coin controller, software and software maintenance • Copier Installation Purchase • Copier Lease • Copier Maintenance and Repair • Outright Copier Purchase

COSTARS-3 IT Hardware
Desktop PCs and Monitors • Items to Support Multimedia Communications and LANs • Laptops/Notebooks and Personal Computing Devices • Peripherals and Networking Gear • Servers and Data Storage • Telephony Equipment and software to accommodate COMPUTER to COMPUTER voice service.
Does not include fixed or mobile telephone systems.

COSTARS-4 Office Supplies
Industry Standard General Office Supplies • Paper • School Supplies • Toner Cartridges (including remanufactured)

COSTARS-5 Janitorial Supplies
Cleaning Supplies and Chemicals • Commercial and Industrial Floor Mats • Deodorizer/Odor-Counteractant • Dilution Control Systems • Floor Care Machines • Floor Finisher and Remover (supplies and chemicals) Janitorial Paper Products • Specialized Floor Cleaning Equipment Rental • Trash liners • Vacuums and Accessories (excludes Central Vacuum Systems)

COSTARS Contracts

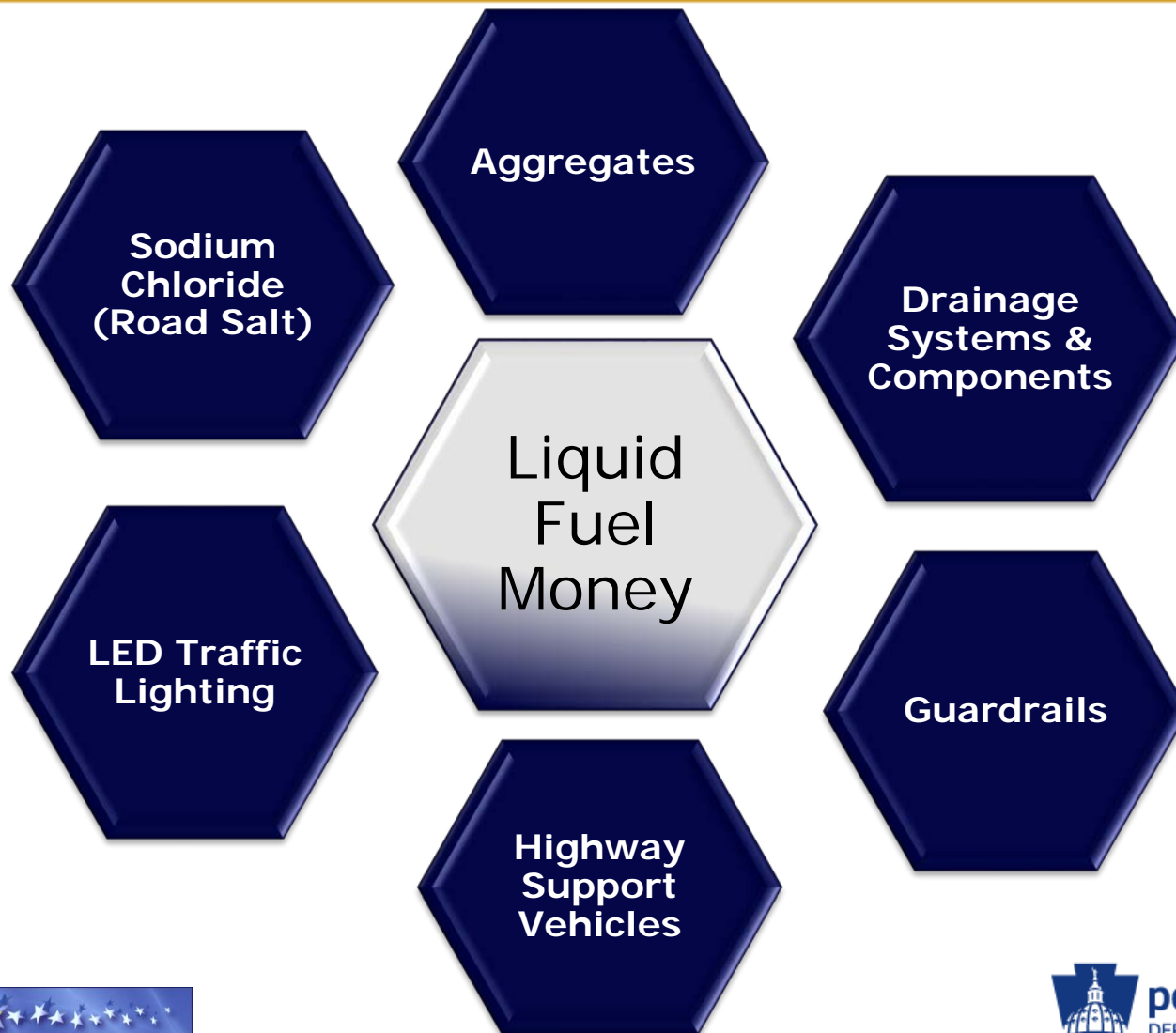
COSTARS-8 Maintenance Repair and Operation Equipment and Supplies

- Electrical Supplies
- Flooring
- General Hardware
- Hand and Power Tools
- HVAC
- HVAC Filters
- Industrial Plumbing
- Lamps and Ballasts
- LED Lighting
- Material Handling
- Metalworking
- Motors and Power Transmission
- Outdoor Tools
- Paint
- Pneumatics
- Pumps and Plumbing
- Safety
- Security
- Test Equipment

Liquid Fuel Monies

- Municipalities receive money based on population and number of miles of roadway
- All purchased commodities must meet PennDOT specifications
- COSTARS suppliers must meet PennDOT specifications
- Spending is audited by the state

Liquid Fuel Monies, cont.



Search COSTARS Contracts

Salt/Sand Spreader



Search COSTARS Contracts

PA.GOV BUSINESSES LOCAL GOVERNMENT & SCHOOLS STATE GOVERNMENT

COSTARS (COOPERATIVE PURCHASING)

- SURPLUS SUPPLIES & EQUIPMENT
- CONSTRUCTION PROGRAM RESOURCES
- PENNSYLVANIA STANDARDS LABORATORY
- DISASTER/ EMERGENCY PROCUREMENT
- LINE-OF-DUTY DEATH BENEFITS

PROGRAM RESOURCES

MEMBER INFORMATION

AGGREGATES & ANTI-SKID MATERIALS

FLAG NOTICES

EMARKETPLACE

PA SUPPLIER PORTAL

(A yellow arrow points to the 'MEMBER INFORMATION' link.)

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



Statewide Contracts

More than **200** statewide contracts
available to COSTARS members

From Spring Water to Road Salt

Statewide Contracts

- Power Equipment
- Audio Visual Services & Equipment
- Fuel
- Tires
- Temporary Clerical Services
- Carpet
- Universal Fleet Card
- Small Package Delivery
- Advertising Services
- Drafting & Engineering Supplies
- Energy Consulting Services
- Equipment Maintenance
- Medical Services
- Professional Training Services

Compare with Statewide Contracts



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COSTARS (Cooperative Purchasing Program)

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

WELCOME TO THE COSTARS MEMBERS AREA!

CONTRACTS:

Registered COSTARS members have the option to purchase from COSTARS Contracts or from a large selection of Statewide Contracts if they have consented to participate. And, participation in any COSTARS purchasing is completely voluntary, meaning that each COSTARS member purchases products and services through its regular procurement procedures.

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

Because the Commonwealth awards contracts through its own competitive bidding process, COSTARS procurements meet the cooperative purchasing requirements under 62 Pa.C.S. § 1902 (Title 62-Procurement) for local government purchasing. However, other statutory provisions, including but not limited to, the requirement for prevailing wage determination, may apply. Government entities should consult their solicitors to determine if they meet their procurement requirements. We suggest that private purchasers refer to their charters, by-laws, or other policies and/or consult with their directors or legal counsel for guidance.

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

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



Finalize the Deal



Compare prices
to COSTARS
quotes

Call your
finalists

Negotiate
the best
deal if the
contract
permits

Prepare
your
purchase
order

Searching Aggregates Contract

There are two methods members can use to purchase from the Aggregates Contract:

Mini-bid Process

- If you require the supplier to deliver your order, you must use the Mini-bid Process
- If you prefer to pick up your order, you may use the Mini-bid Process or Source Pick-up Pricing

Source Pick-up Pricing

- Identify the supplier who sells the material you require and purchase directly from that supplier

Search Aggregates – Mini Bid

- You **MUST** send a Request for Quote to ALL qualified suppliers
- Do not send a Request for Quote to, or accept a quote from any supplier who has not indicated they will allow piggyback purchases

Search Aggregates – Mini Bid

- Do not send a Request for Quote to, or accept a quote from any supplier not listed in the Aggregates and Anti-skid Materials Contract Number 5610-15
 - **Doing so is a violation of the contract and can result in an Audit Finding against your municipality**
- Ultimately, you **MUST** choose the low-bid supplier or reject all bids
- Whether you email or fax your RFQs, remember you are required to contact all qualified suppliers listed in your county

Search Aggregates – Mini Bid

- If you are having the material delivered, you **must** accept the lowest quote
- If you are picking up the material yourself, you may account for your transportation cost to determine the lowest quote (e.g. if supplier **A** quotes \$10 per ton and is 25 miles away, and supplier **B** quotes \$10.25 per ton and is one mile away, you may choose supplier **B** based upon the better value)

Search Aggregates - Mini Bid

PA.GOV

BUSINESSES LOCAL GOVERNMENT & SCHOOLS STATE GOVERNMENT

COSTARS (COOPERATIVE PURCHASING)

SURPLUS SUPPLIES & EQUIPMENT

CONSTRUCTION PROGRAM RESOURCES

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PA SUPPLIER PORTAL

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DEPARTMENT OF GENERAL SERVICES

TOM WOLF, GOVERNOR | CURTIS M. TOPPER, ACTING SECRETARY

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

COSTARS™

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

COSTARS™

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Search Aggregates - Source Pick Up

If you will be picking up the material, follow these steps:

- Choose a vendor, aggregate and price for the material you require.
- Contact the supplier using the information in the Vendor Information tab at the bottom of the spreadsheet.
- Identify yourself as a COSTARS member and that you would like to use the Source Pick-up Pricing.
- Place your order.

***NOTE: Always reference Contract #5610-15 on your purchase order**

Search Aggregates - Source Pick Up

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

MEMBER INFORMATION

MEMBER ELIGIBILITY REQUIREMENTS

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

A "local public procurement unit" is defined as:

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

Member Access: [MEMBERS](#)

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

Member Resources:

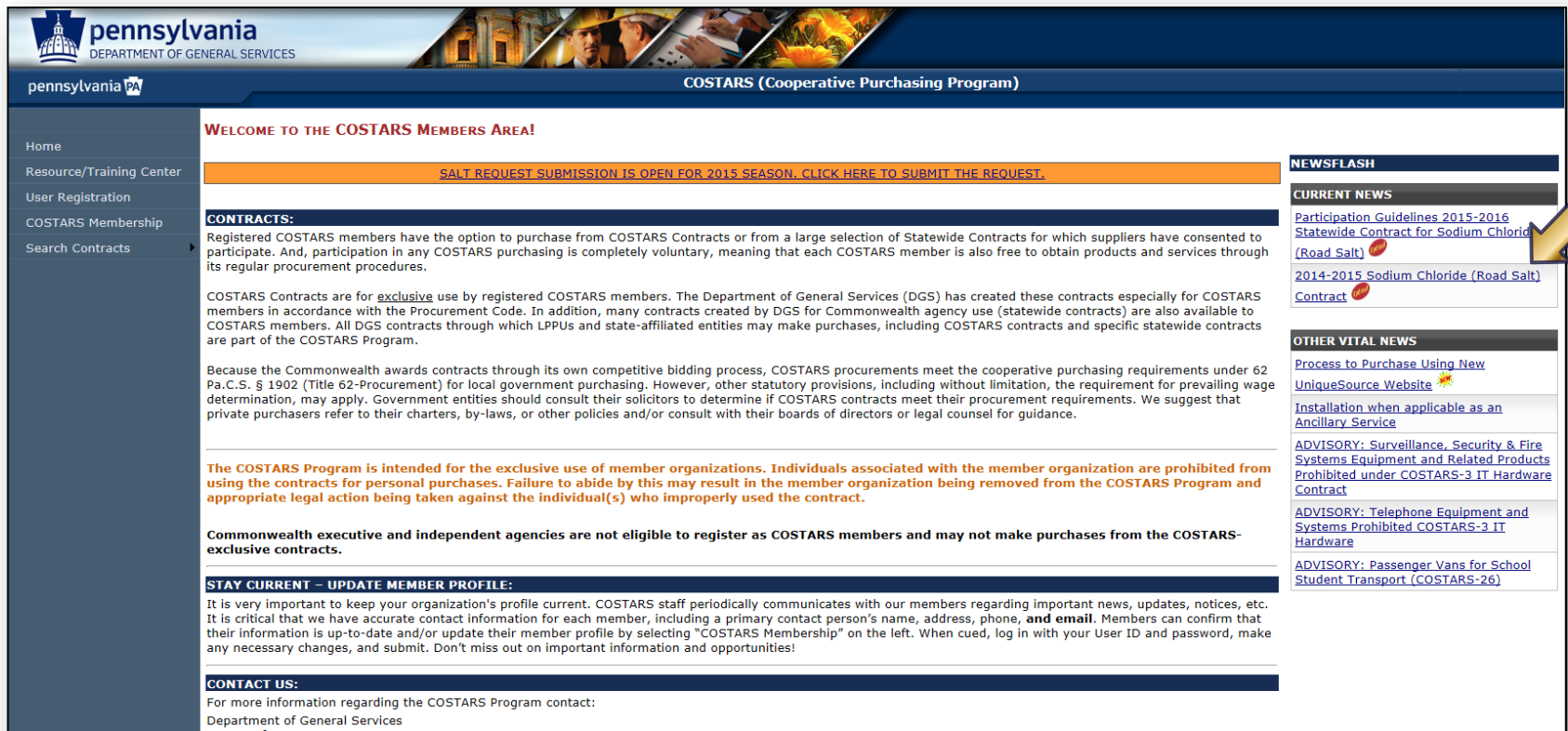
- [COSTARS Member Brochure](#)
- [Guide to COSTARS Exclusive Contracts](#)
- [COSTARS Training Survey](#)
- [Aggregates & Anti-Skid Materials Search](#)

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Road Salt Contract

The Road Salt contract will be posted in August indicating your supplier and pricing. The contract can be printed out for your records by using the COSTARS website.



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Home
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WELCOME TO THE COSTARS MEMBERS AREA!

SALT REQUEST SUBMISSION IS OPEN FOR 2015 SEASON. CLICK HERE TO SUBMIT THE REQUEST.

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

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

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

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

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

CONTACT US:
For more information regarding the COSTARS Program contact:
Department of General Services

NEWSFLASH

CURRENT NEWS
[Participation Guidelines 2015-2016 Statewide Contract for Sodium Chloride \(Road Salt\)](#)
[2014-2015 Sodium Chloride \(Road Salt\) Contract](#)

OTHER VITAL NEWS
[Process to Purchase Using New UniqueSource Website](#)
[Installation when applicable as an Ancillary Service](#)
[ADVISORY: Surveillance, Security & Fire Systems Equipment and Related Products Prohibited under COSTARS-3 IT Hardware Contract](#)
[ADVISORY: Telephone Equipment and Systems Prohibited COSTARS-3 IT Hardware](#)
[ADVISORY: Passenger Vans for School Student Transport \(COSTARS-26\)](#)

Audit Ready Suggestion

- Print COSTARS supplier contract
- Include name of supplier, price/discount
- Attach items to copy of your purchase order

Other Uses For COSTARS Program

- **Price Benchmarking**

Even if you purchase through another source, use to ensure competitive price

- **Budgeting and Grant Writing**

Estimate commodity costs

The COSTARS Program

- Reduces administrative costs of bidding and contract award
- Provides flexibility in choosing a supplier
- Allows for product customization
- Competitive pricing plus negotiation saves taxpayer funds
- Opportunity for local businesses to compete for millions of dollars in government business



Contact Us

COSTARS

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Department of General Services



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



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COSTARS™ 



The COSTARS Program

A nighttime photograph of a city skyline. The central focus is a large, ornate building with a prominent, brightly lit dome, likely a state capitol building. The city lights are reflected in a body of water in the foreground. The text is overlaid on the image in a large, white, serif font.

Passport to
Business Opportunity
and
Procurement Savings