



Commonwealth of PA, Department of General Services, Bureau of Procurement, 555 Walnut Street – 6<sup>th</sup> Floor, Harrisburg, PA 17101-1921

GERM SOLUTION SERVICE USA LLC  
Attn: DAVID RETTIG  
502 PERRY HWY  
HARMONY, PA 16037

**SUBJECT: COSTARS-008-E22-918 Maintenance, Repair, & Operation Equipment  
& Supplies ("MRO")**

Dear Sir or Madam:

The Department of General Services (DGS) is pleased to inform you that the COSTARS-008-E22-918 Maintenance, Repair, & Operation Equipment & Supplies ("MRO") Contract is awarded effective 09/09/2022 through 09/09/2023. It is now acceptable for you to proceed with sales of your contract offerings to COSTARS Purchasers (members). An executed copy of your Contract is attached for your reference.

DGS is posting to the DGS COSTARS website a "Vendor Contract", as well as any link to a Supplier website. Prospective COSTARS Purchasers may access the "Vendor Contract" via the COSTARS Members Area. To learn more about how COSTARS Purchasers view Vendor Contracts, visit the *Search COSTARS Exclusive Contracts* training module here: <https://tinyurl.com/memconsch>.

In accordance with Section 4 of the Terms and Conditions, DGS strongly encourages each Supplier to provide a dedicated website for COSTARS Purchasers, including a complete listing with contract pricing for all items required under the contract, product and customer support information, and the capability for COSTARS Purchasers to place online orders for contract items. If the Supplier provides a dedicated COSTARS website, the Supplier agrees to permit DGS to provide a link from the DGS COSTARS website to the dedicated Supplier COSTARS website to facilitate access by prospective COSTARS Purchasers.

The DGS COSTARS Program offers a Web-based Supplier Gateway within the PA Supplier Portal designed specifically for your use. The COSTARS Supplier Gateway will allow you to:

- Review your Vendor Contract exactly as it appears to our members.
- Review contract terms.
- Electronically assemble and report your quarterly contract sales.
- Pay annual administrative fees.
- Edit profiles.
- View training modules.
- View the Guide to COSTARS Marketing.

You may access the Supplier Gateway at [www.dgs.pa.gov/COSTARS](http://www.dgs.pa.gov/COSTARS). Select COSTARS Supplier Information > Supplier Portal Login. DGS COSTARS Program recommends that you take a moment to review the online training presentation and task modules found in the *COSTARS Training Center* before proceeding to use the Supplier Gateway. To access the training center, select the COSTARS Supplier Toolbox on the COSTARS Supplier Information page, then select COSTARS Supplier Online Training.

As a reminder, and in accordance with Section 14 of the Terms and Conditions, a Quarterly Sales Report for the period Quarter 3 (Jul - Sep) - 2022 will be due to the DGS COSTARS Program Office no later than 10/15/2022.

Please complete the report by logging into the Web-based PA Supplier Portal at <https://pasupplierportal.state.pa.us/irj/portal/login> to access the COSTARS Supplier Gateway by selecting the Bidder tab > Enterprise Applications > COSTARS.

If have any questions, please contact me at 717-346-2680 or COSTARS Program staff at 1-866-768-7827. Thank you for your participation in the COSTARS Program.

Sincerely,

David Gibson  
COSTARS Commodity Specialist

Attachments



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## Tips for Doing Business with COSTARS Members

- Understand the COSTARS Member market
- Market your company:
  - ✓ Email blasts
  - ✓ Direct mail
  - ✓ Direct sales calls or visits
  - ✓ Business cards w/ COSTARS logo
  - ✓ Association publications
  - ✓ Association conferences
  - ✓ Create events or sales
  - ✓ Create company pages on social media
- Use the “COSTARS Members List” to solicit business and to direct market your company’s contracted offerings (Download Members List from the Supplier Gateway in the Supplier Portal).
- Use the “COSTARS Logo” as part of your marketing strategy (Download logo from the Supplier Gateway in the Supplier Portal).
- Confirm COSTARS membership when receiving orders.
- Report your quarterly contract sales.
- Learn the COSTARS website and assist members (customers).
- Recruit qualified members.
- Like and follow COSTARS on Facebook and Twitter
- COSTARS members are **not** required to use COSTARS-exclusive or statewide contracts

If you have questions about marketing to COSTARS members, please contact us at 1-866-768-7827.

 <p>COMMONWEALTH OF PENNSYLVANIA</p> 	<p><b>FULLY EXECUTED</b></p> <p>Contract Number: 008-E22-918</p> <p>Original Contract Effective Date: 09/09/2022</p>
<p><b>Supplier Name/Address</b> GERM SOLUTION SERVICE USA LLC 502 PERRY HWY HARMONY, PA 16037</p>	<p><b>Commodity Specialist</b> Name: David Gibson Phone: 717-346-2680 Fax: 717-783-6241</p>
<p><b>Your SAP Vendor Number:</b> 547249</p>	<p><b>Contract Name:</b> Maintenance, Repair, &amp; Operation Equipment &amp; Supplies ("MRO")</p>
<p><b>Supplier Phone Number:</b> 4124001523</p>	<p><b>Solicitation No:</b> COSTARS-8</p>
<p>The issuance of this document constitutes evidence of a fully-executed contract between the Commonwealth of Pennsylvania and the Supplier.</p>	
<p>This contract is comprised of: The above referenced Solicitation, the Supplier's Bid, and any documents attached to this Contract or incorporated by reference in the solicitation and/or Supplier's Bid.</p>	