



Commonwealth of Pennsylvania
Department of General Services
Bureau of Procurement
555 Walnut Street, 6th Floor
Harrisburg, PA 17101-1914
Date: 09/18/2023

Toll Free Telephone: 1-866-768-7827
Local Telephone: 717-346-9009
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Email: GS-PACostars@state.pa.us
Website: www.costars.state.pa.us

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

Subject: COSTARS Administrative Fee (Renewal)
Contract Number: 008-E22-918 - Maintenance, Repair, & Operation Equipment & Supplies ("MRO")

Dear Contractor:

Thank you for your participation in Pennsylvania’s cooperative purchasing program, “COSTARS”, managed by the Department of General Services (“DGS”) Bureau of Procurement. As an awarded contract supplier having agreed to sell to registered local public procurement units and state-affiliated entities (together “COSTARS members”) who elect to participate in the contract and in accordance with contractual terms and conditions specific to the COSTARS Program, you are required to pay the applicable Administrative Fee for the contract year beginning 09/09/2023. The COSTARS Administrative Fee is applicable per contract, per contract year.

Contractor Classification	Required Administrative Fee
Department of General Services Self-Certified Small Diverse Business	\$166.00
Department of General Services Self-Certified Small Business	\$500.00
All Other Contractors	\$1500.00

If you have asserted that your firm is a DGS Self-Certified Small Business under the existing current contract term, please also submit a copy of your active Certification with payment of the administrative renewal fee. If your small business certification has expired, please re-certify prior to making payment for contract renewal. For more information about the Small Business Contracting Program or to see if your firm qualifies as a small business, please visit www.smallbusiness.pa.gov for specific program guidelines, Frequently Asked Questions, and a step-by-step instruction guide for self-certification.

You may remit payment by credit card, through the COSTARS Suppliers Gateway or by check. To remit payment by check, please print the second page of this remittance notice and send with your check for the appropriate amount payable to “Commonwealth of PA”. You must pay the Administrative Fee to continue to sell the awarded items/services to registered COSTARS members. If DGS does not receive your remittance by the last day of the current contract year, you will no longer be authorized to accept contract orders from COSTARS members.

Under Governor Wolf’s “Go-Time” initiative, we are tasked to work aggressively to reduce governmental costs at all levels while we continue to improve the efficiency of the public procurement process. As you consider whether to exercise your contract’s renewal option, we are asking our suppliers for price reductions to current pricing. This voluntary price reduction could apply to any or all manufacturer lines in your contract. Since there are typically efficiencies realized in later contract years, we hope that you will carefully consider this request and the possible competitive advantages it offers your company. As you know, many of our members make their buying decision based upon the contracts’ published price.

As always, your contracted price is the ceiling price that you may offer our members. You are always welcome to offer lower prices based upon negotiation. **Should you choose to offer a price reduction to current pricing, please contact us prior to processing your renewal and we will advise the necessary procedure.**

Thank you for your immediate response. Should you have any questions, please contact COSTARS Program staff by email to GS-PACostars@pa.gov or toll-free telephone at 1.866.768.7827.

Date:09/18/2023

SUBJECT: COSTARS Administrative Fee (Renewal)

CONTRACT NUMBER:	008-E22-918
VENDOR NUMBER:	547249
VENDOR NAME:	GERM SOLUTION SERVICE USA LLC
CONTRACT YEAR:	09/09/2023 - 09/09/2024
AMOUNT DUE:	500.00

REMIT TO: COMMONWEALTH OF PA
DGS BUREAU OF PROCUREMENT
BID ROOM
555 WALNUT STREET, 6TH FLOOR
HARRISBURG, PA 17101-1914

To remit payment by credit card, please login to the COSTARS Suppliers Gateway from the COSTARS website at www.costars.state.pa.us, logon to the PA [Supplier Portal](#) > Bidder tab > Enterprise Applications > then select COSTARS.
To remit payment by check, return this page with your check payable to “Commonwealth of PA” for the amount due.

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DGS must receive your remittance within 15 calendar days of the date of this letter or before the last day of the current contract year.