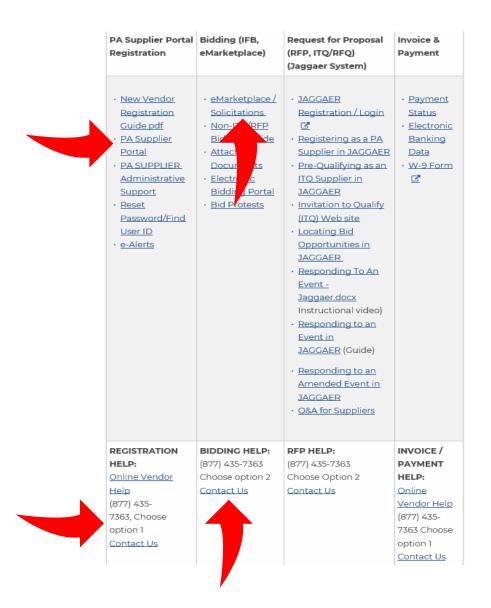
Contractor Registration and Online Bid Process for Well Plugging Contracts

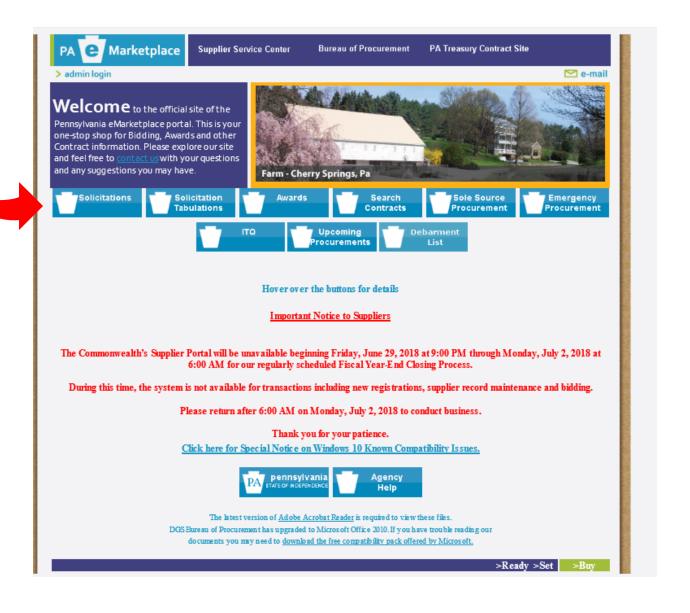
The Supplier Service Center provides a general overview of the resources for companies doing business with the commonwealth and will link to relevant webpages noted on following pages. Help resources are also included on this website. The "PA Supplier Portal Registration" and "BIDDING" columns will contain most of the necessary information for registering and bidding.

Click on eMarketplace/Solicitations under the BIDDING heading to view active solicitations.



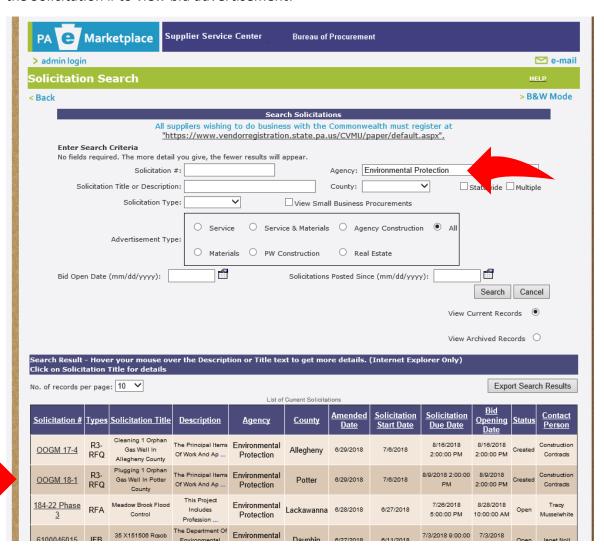
View DEP Bid Opportunities Here:

The <u>eMarketplace</u> lists all solicitations within the Commonwealth (you can filter by DEP projects) and can be reached through the <u>Supplier Service Center</u> webpage detailed above.



Example of solicitation page when bids are available. You cannot bid through this marketplace webpage, but you will be able to see if there is a pre-bid meeting and view dates associated with the bidding process. In order place a bid, utilize the following BidExpress section.

Choose "Environmental Protection" under Agency to narrow the results of the search. Click on the Solicitation # to view bid advertisement.



Important dates are also included in the advertisement, including pre-bid meeting and bid opening and closing dates/times.

ADVERTISEMENT INFORMATION						
General Information						
Department for this solicitation:	Procurement					
Date Prepared:	03/21/19	Types:		R3-RFQ		
Advertisement Type:	O Service O M	Service O Materials O Service & Materials O PW Construction • Agency Construction O Real Estate				
Solicitation/Project#: Description:	OOGM 18-4 Solicitation/Project Title: Clean and Plug 1 Oil and Gas Well in Butler County The principal items of work and approximate quantities are: to clean-out and plug one (1) abandoned oil and gas well, estimated to be 3,000 feet in depth, to Department specifications; to prepare and restore well sites/site; and to mobilize and demobilize plugging equipment. Beginning on the Issue Date, free copies of bid documents can be obtained by going to www.BidExpress.com, PA Department of Environmental Protection. MANDATORY PRE-BID CONFERENCE is scheduled for April 25, 2019 at 10:00 a.m. Representatives from the Department will meet the contractors at Edward C. McCullough Recreation Park at the Karns City Ballfield located along Park Drive off of Main Street (Route 268) in Karns City, PA. FAILURE TO ATTEND THE PRE-BID CONFERENCE WILL BE CAUSE FOR REJECTION OF THE BID.					
Department Information						
Department/Agency:	Environmental Protection			Delivery Location:		
County:	Butler			Duration:	60 calendar days	
Contact Information						
First Name:	Constru	iction	Last Name:	Contracts		
Phone Number: (XXX-XXX-XXXX)	717-78	7-7820	Email:	RA-ConstructionCon	tr@pa.gov	
Solicitation Information						
Bids must be received by the purchasing agency on the Solicitation Due Date no later than the Solicitation Due Time as set forth in the solicitation. Any conflict between the dates and/or times contained in the solicitation itself or its attachments and this advertisement shall be resolved in favor of the solicitation.						
Solicitation Start Date	elicitation Start Date: 04/12/19					
Solicitation Due Date:	05/16/19 Solicitation Due Time: 2:00 PM					
Solicitation Opening D	ate: 05/16/19	e: 05/16/19 Solicitation Opening Time: 2:00 PM				
Opening Location:	Rachel Carson State Office Building 15Th Floor Bid Room 400 Market Street Harrisburg Pa 17101					
No. of Addendums:	0	0				
Amended Date:	03/21/19					
This procurement is set aside for bid and award to small businesses only.						
Related Solicitation Files						

BidExpress

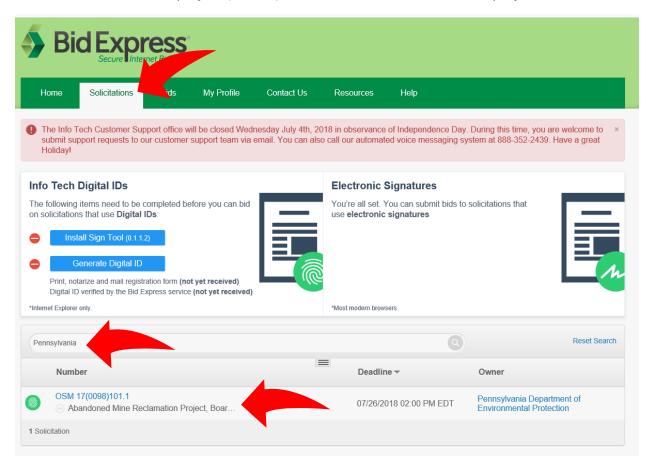
In order to view the bid documents in more detail you will need to have a BidExpress login account (www.bidexpress.com).

BidExpress does not charge to view the bid documents; however, a fee is required to place a bid on a project. DEP is not able to have these fees waived. There are two different methods of billing: \$50/month subscription for unlimited access to bids or \$35 for one solicitation. You can read the details of the project, see the schedule of prices, and view attachments without paying the fee. Bid bonds are generally required.

Any questions regarding the BidExpress process should be directed to BidExpress by choosing the "Help" tab.

You can search the available bids by choosing "Solicitations" tab and typing "Pennsylvania" in the search bar.

Click on the name of the project (in blue) in order to review details of the project.



Small Business Requirements

To bid on Small Business only projects, you must self-register as a small business here.

In order to qualify as a Small Business, your company must have a 3-year average gross income of less than \$38.5 million and less than 100 full-time employees.

SMALL BUSINESS CONTRACTING PROGRAM

The Commonwealth, through the Small Business Contracting Program, maintains a strong commitment to providing opportunities for small businesses to compete for prime contracting opportunities with the goal of promoting the economic growth and success of small businesses.

ELIGIBILITY REQUIREMENTS

Businesses interested in participating as a small business in the Small Business Contracting Program must first register to do business with the Commonwealth and self-certify as a "small business." To self-certify and participate as a Small Business, a business must meet each of the following requirements:

- · The business must be a for-profit, United States business.
- · The business must be independently owned.
- · The business may not be dominant in its field of operation.
- · The business may not employ more than 100 full-time equivalent employees.
- The business may not exceed three-year average gross revenues of \$38.5 Million, regardless of business type (effective 11/1/2018).

Businesses will be required to upload the first page of the company's three most recent federal tax returns which are required to verify annual gross revenues. You may redact your federal tax identification number, if desired. Acceptable file formats for tax upload include Portable Document Format (PDF) and Joint Photographic Group (JPG). If a business has not existed for three years, the average gross sales are computed for the period of the business' existence. For newly formed businesses, the determination is based upon projected gross sales.

Follow the step-by-step process below to complete self-certification as a small business. <u>Click here for additional information on the Small Diverse Business program for verification as a Minority, Woman, Veteran, Service Disabled Veteran, LGBT, and Disability-Owned Business Enterprise.</u>

NOTICE: Click here for Special Notice on Windows 10 Known Compatibility Issues.

STEP 1 - SUPPLIER REGISTRATION

To register as a vendor visit the <u>PA Supplier Portal</u> and click on Suppler Registration. Not sure if your company is registered? Don't know your registration number? Call toll free: (877) 435-7363 (option 1), or email <u>ra-psc_supplier_requests@pa.gov</u>.

Proceed to Step 2 if you already have a PA Vendor Number.

STEP 2 - SMALL BUSINESS SELF-CERTIFICATION REGISTRATION

Small business self-certification, a two-year certification which requires biannual renewal, is a prerequisite for verification as a Small Diverse Business. Visit smallbusiness.pa.gov for program guidelines, Frequently Asked Questions (FAQs), and step-by-step instructions for the self-certification process.

To access the small business application and begin the certification process:

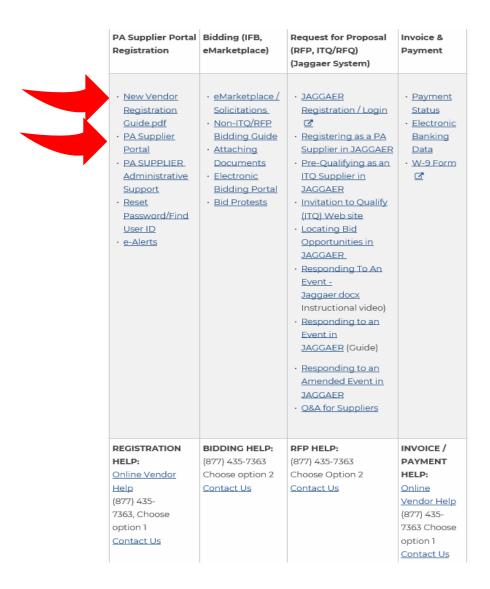
- 1. Go to the PA Supplier Portal and click Supplier Logon.
- Enter your user name and password. TIP: If you do not know your login information, select "Forgot your password" or
 "Forgot Your UserID" (preferred) or contact the Supplier Service Center at RA-PSCSRMPORTAL@pa.gov or (877) 435-7363,
 option 1.
- Click Bidder Tab > Enterprise Applications > Small & Small Diverse Business Program Application. TIP: View our
 application guide for basic troubleshooting for most common issues (e.g. the Enterprise Applications portal page appears
 blank), visit the <u>PA Supplier Portal Support</u> page, or contact the Supplier Service Center at <u>RA-PSCSRMPORTAL@pa.gov</u>
 or (877) 435-7363, option 1.

For assistance self-registering as a Small Business, contact the Supplier Service Center at RA-PSCSRMPORTAL@pa.gov or call (877) 435-7363.

Vendor ID

To bid on any Commonwealth job, you must have a Vendor ID Number to enter during the eBid process. You can search for your Vendor ID or obtain a new Vendor ID number by using links under the "PA Supplier Portal REGISTRATION" Heading.

Instructions to register for a Vendor ID are provided here.



Read the instructions and choose "Supplier Registration" in the upper left corner





ppller > Suppller Registration > PA Supplier Portal Home

Supplier Registration Supplier Service Center OB Services for Vendor

Welcome to the Pennsylvania Supplier Portal

The PA Supplier Portal is a secure site that allows suppliers to create an authorized Administrative User providing access to registration and self-management of supplier account data.

System Compatibility: VERY IMPORTANT - PLEASE REVIEW

- Internet Explorer 9.0 through 11.0 are the only certified browsers
 To confirm the current Internet Explorer version in use, go to About Internet Explorer (Alt + H)
 Inapported browsers with known compatibility issues:
 Google Crown, Microsoft Edge, Mocilla Fired, Saferi, and other browsers.
 Microsoft Windows 7.0, 8.0, and 8.1 are fet only supported Operating Systems

Latest News:

Emailed remittance notifications are now available before the payment date for Purchase Order invoices. The commonwealth is transitioning from paper-based remittance advices sent via the United States Postal Sen notifications.

$Please \ visit \ the \ Office \ of \ the \ Budget-Services-For \ Vendors-Direct \ Deposit \ \& \ e-Remittance \ website. \ \underline{<Click Here} \ for \ more \ information.$

- New Registration:

 Click Supplier Registration located on the left navigation bar.
 Click Supplier Registration in coated on the left navigation bar.
 Registration is required to participate in electronic bidding opportunities and allows for self-service management of supplier account data.
 Stabilish an Administrative User that is authorized to self-manage the account information.
 To display the current account administrator, erret the Tax ID Number and Vendor Number.

Already registered as an Administrative User for the PA Supplier Portal: Click the Log On box at the upper right-hand corner to log in or reset your passwor

Resources/Assistance:

The "Supplier Service Center" link, located on the left navigation bar, assists with registration, bidding, and account management. This site helps companies that want to sell materials or services to state agencies.

The "OB Services for Vendors" link, located on the left navigation bar, directs suppliers to the Office of the Budget web site dedicated to vendor information.

