

NEW TRANSMITTAL FORM

Date: June 1, 2009

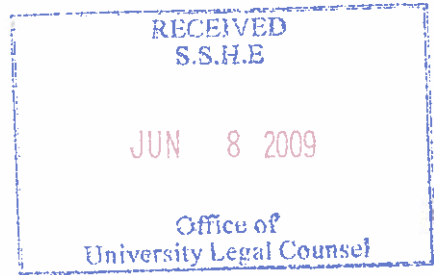
SSHE CONTRACTS FOR APPROVAL

TO:

FROM:



Lock Haven University
State System of Higher Education



The attached contract is submitted for review:

<u>Contract No.</u>	<u>Contractor</u>	<u>SS# or Federal I.D.#</u>
SP#4000017722	GTS-WELCO	26-1202062

<u>Contract Amount</u>	<u>Effective Date</u> (leave blank)	<u>Termination Date</u>
\$7,000.00		6/30/2010

Check below if signatures are needed:

- James Dillon
- Construction Support

Attach an extra copy of construction contracts between \$250,000 and \$500,000. If preapproved construction contract form, check form number below.

- | | | | |
|--------------------------|----------|--------------------------|----------|
| <input type="checkbox"/> | 71-K-100 | <input type="checkbox"/> | 71-K-130 |
| <input type="checkbox"/> | 71-K-110 | <input type="checkbox"/> | 71-K-140 |
| <input type="checkbox"/> | 71-K-120 | | |

DOCUMENTS ATTACHED

- | | | | |
|--------------------------|---------------------|-------------------------------------|--|
| <input type="checkbox"/> | Bidding Information | <input checked="" type="checkbox"/> | Contract consisting of (1) page. |
| <input type="checkbox"/> | Certification | <input checked="" type="checkbox"/> | Attachment I consisting of (1) page. |
| <input type="checkbox"/> | Sole Source | <input checked="" type="checkbox"/> | Attachment II consisting of (2) pages. |
| <input type="checkbox"/> | Emergency | <input checked="" type="checkbox"/> | Attachment A consisting of (26) pages. |

IF ANY OF THE REQUIRED INFORMATION HAS NOT BEEN PROVIDED (e.g. Federal I.D.#, bidding information, signature lines). THE CONTRACT WILL BE RETURNED TO THE UNIVERSITY FOR COMPLETION.

EXECUTION DATE ENTERED AND ATTACHMENTS (IF ANY) HAVE BEEN UPLOADED TO SAP

LOCK HAVEN UNIVERSITY
GAS CYLINDER SERVICES

LHU Responsibilities:

- Beginning July 1, 2009, all Faculty and Staff members are required to use GTS for **all** cylinder needs referenced on Service Purchase Contract #4000017722.
- For safety reasons, Faculty and Staff members are no longer permitted to take cylinders to GTS, have them filled, and bring them back to campus, no exceptions.
- To schedule pick-up/delivery services from GTS, please call the local distributor at 570-748-3294 and reference the University's Blanket Contract Number #4000017722.
- Each Faculty/Staff member is responsible for scheduling the day and time for the pick-up/delivery of cylinders. Cylinders being delivered to campus will need to be signed for by the requesting party upon delivery. Delivery tags must then be forwarded to Accounts Payable to ensure proper charge-backs to University cost centers. GTS will not deliver cylinders without the Requestor, or an appointed LHU employee, being there to accept and sign for the delivery.
- Upon calling GTS to schedule services, Faculty/Staff members must fill out and send down to Accounts Payable a "Blanket Contract Use Form" which is available on the Purchasing Website at <http://www.lhup.edu/purchasing>. A Blanket Contract Use Form *must* be completed each time services are requested from GTS. The signatures of the Requestor and the Department Chair *or* Director will be sufficient for requesting GTS services.

GTS Responsibilities:

- Upon request, GTS is responsible for the removal, refilling, and delivery of cylinders on campus.
- GTS will deliver requested cylinders either "same day" or "next day" depending upon when service calls are placed. Calling by 4:00 p.m. one day will guarantee next day delivery, except for Wednesdays.
- GTS will not deliver cylinders without the requestor, or an appointed LHU employee, being there to accept and sign for the delivery.
- GTS will inspect each cylinder upon pick-up/delivery to ensure its safety.
- GTS will, when appropriate, make recommendations to Faculty/Staff members regarding proper use and safe handling of the cylinders.
- GTS will notify the University if they become aware of unsafe practices occurring with the use and handling of the cylinders on campus.

LOCK HAVEN UNIVERSITY
CYLINDER DESCRIPTION

Price

AC 4	\$31.14/cyl.
AC 4.5	\$42.10/cyl.
AI 0.0SP-K	\$56.28/cyl.
AR 4.8Z-K	\$50.46/cyl.
AR S	\$19.10/cyl.
AR STAR14-Q	\$15.12/cyl.
AR T	\$37.50/cyl.
CD 20	\$14.15/cyl.
CD 3.0-K	\$54.60/cyl.
HE 5.0UH-K	\$112.60/cyl.
HE 5.0UH-T	\$114.35/cyl.
HE H	\$75.60/cyl.
HY 5.0UH-K	\$61.19/cyl.
HY 5.0UH-T	\$64.85/cyl.
HY H	\$23.75/cyl.
NI 5.0UH-T	\$46.00/cyl.
NI 55	\$8.10/cyl.
NI H	\$11.80/cyl.
NI HY5C-K	\$137.48/cyl.
NI T	\$12.10/cyl.
OX H	12.55/cyl.
OX S	\$7.50/cyl.

CONTRACT SERVICE REQUEST FORM

#4000017722

1. Fill in all the information requested on this form. Keep one copy and forward "approved" original to the Purchasing Office.
2. Form must be received in the Purchasing Office at least two (2) weeks in advance of the date of service for contracts under \$1,500.00. Forms for Contracts in excess of \$1,500.00 must be received in the Purchasing Office at least six (6) weeks in advance, in order to obtain University Legal Counsel's "required" approval. Justification for late submittal must be provided below if contract request is not submitted in advance as indicated.
3. Form must be approved by the Department Chairperson and/or Dean and Vice-President.
4. This is only an information form; the actual contract will be prepared by the Purchasing Office.

NOTE: ALL CONTRACT REQUESTS IN EXCESS OF \$10,000.00 MUST BE BID. PLEASE PROVIDE AT LEAST THREE (3) POSSIBLE BIDDERS & ADDRESSES, ALONG WITH DETAILED SPECIFICATIONS.

DATE OF REQUEST: May 6, 2009

Attn: Lisa Floruss, Store Manager

CONTRACTOR'S NAME: GTS-Welco

FED. I.D. or
SOC. SEC. NUMBER:

FULL ADDRESS: 6 Woodward Avenue, Lock Haven, PA 17745

CONTRACTOR'S PHONE NUMBER: 570-748-3294 DATE(S) OF SERVICE: July 1, 2009 - June 30, 2010

REQUESTOR: Becky Proctor REQUESTOR'S PHONE: 484-2010

TYPE OF SERVICE: Campus-wide refilling and delivery services for gas cylinders for the Main & Clearfield Campuses.
(Attach complete specifications for service to be performed)

(Explain why the institution needs the service)

PURPOSE AND JUSTIFICATION FOR SERVICE: In an effort to better manage what cylinders are on campus, who is responsible for them, what budget is to be charged for them, etc. the Procurement Office will be putting a Blanket Contract in place for the 2009/2010 fiscal year. The Blanket Contract will include same day or next day delivery to the "requestor's" office.

GL/COMMITMENT ITEM: 650999

FUND/COST CENTER: 5011132000 OR WBS ELEMENT:

CONTRACT AMT.: \$ Not To Exceed \$7,000.00

(SPECIFY EXACTLY HOW TOTAL AMOUNT WAS FULFILLED)

APPROVED BY:

DEPARTMENT CHAIRPERSON

DATE

[Redacted Signature]

5/11/09

DATE

[Redacted Signature]

[Redacted Signature]

V. PRESIDENT

DATE

JUSTIFICATION FOR LATE SUBMITTAL:

TWO OTHER POSSIBLE BIDDERS & ADDRESSES

RETURN FULLY-APPROVED FORM TO:
KELLY HIBBLER (PURCHASING DEPT.)

5/11/09