



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

IMR Digital (Keystone Digital Imaging, Inc. dba)
Attn: ANTHONY PARRELL
20 UNICO DR
WEST HAZLETON, PA 18202-1169

SUBJECT: COSTARS-009-E23-101 Graphic & Printing Services, Equipment and Supplies

Dear Sir or Madam:

The Department of General Services (DGS) is pleased to inform you that the COSTARS-009-E23-101 Graphic & Printing Services, Equipment and Supplies Contract is awarded effective 06/13/2023 through 06/13/2024. 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. 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) - 2023 will be due to the DGS COSTARS Program Office no later than 10/15/2023.

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 717-703-2946 or COSTARS Program staff at 1-866-768-7827. Thank you for your participation in the COSTARS Program.

Sincerely,

Emanuel L Williams

Emanuel L. Williams
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>FULLY EXECUTED</p> <p>Contract Number: 009-E23-101</p> <p>Original Contract Effective Date: 06/13/2023</p>
<p>Supplier Name/Address IMR Digital (Keystone Digital Imaging, Inc. dba) 20 UNICO DR WEST HAZLETON, PA 18202-1169</p>	<p>Commodity Specialist Name: Emanuel Williams Phone: 717-703-2946 Fax: 717-783-6241</p>
<p>Your SAP Vendor Number: 504098</p>	<p>Contract Name: Graphic & Printing Services, Equipment and Supplies</p>
<p>Supplier Phone Number: 800-537-4613</p>	<p>Solicitation No: COSTARS-9</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>	

BID DOCUMENT

COSTARS-9 Graphic & Printing Services, Equipment and Supplies

BIDDER/CONTRACTOR DATA

BIDDER/CONTRACTOR'S LEGAL NAME:	Keystone Digital Imaging, Inc.
Bidder Address:	20 UNICO DR
	WEST HAZLETON, PA 18202-1169
County Located In:	Luzerne
Vendor Number	504098
DGS Self-Certified Small Business (SB)	Other
Primary POC regarding IFB/Contract:	ANTHONY PARRELL
Secondary POC regarding IFB/Contract:	
Phone Number:	800-537-4613
Fax Number:	570-459-5443
Email Address:	APARRELL@IMRDIGITAL.COM
Company's General Website Address:	WWW.IMRDIGITAL.COM

SEND PURCHASE ORDER(S) TO NAME:	Keystone Digital Imaging, Inc.
D/B/A Name, If Applicable	IMR Digital
Bidder Address:	20 UNICO DR
	WEST HAZLETON, PA 18202-1169
County Located In:	Luzerne
Hours of Operation:	6:00am - 4:30pm M-F
POC regarding Purchase Order(s):	ANTHONY PARRELL
Phone Number:	800-537-4613
Fax Number:	570-459-5443
Email Address:	APARRELL@IMRDIGITAL.COM

SEND PAYMENT(S) TO NAME:	Keystone Digital Imaging, Inc.
D/B/A Name, If Applicable	IMR Digital
Bidder Address:	200 Racoosin Dr.
	Suite 101-103
	Aston, PA 19014
POC regarding Payment(s):	ANTHONY PARRELL
Phone Number:	800-537-4613
Fax Number:	610-604-0304
Email Address:	cmanning@kdi-inc.com

BID DOCUMENT

COSTARS-9 Graphic & Printing Services, Equipment and Supplies

QUESTIONS

BIDDER/CONTRACTOR'S LEGAL NAME: Keystone Digital Imaging, Inc.

Question	Yes	No	Explanation
1) Does the Bidder-Contractor have any minimum order requirements? If yes, please explain.		X	
2) Is the Bidder-Contractor quoting shipping costs as a separate line item?	X		
3) Is the Bidder-Contractor including shipping costs in its pricing? If not applicable, select No.		X	
4) Does the Bidder-Contractor offer any pricing incentive(s)? If yes, what are the incentives.		X	
5) Does the Bidder-Contractor offer any prompt payment discount(s)? If yes, what are the discounts.		X	
6) Does the Bidder-Contractor accept credit card(s) as a method of payment from any Purchaser? If yes, please specify the particular type(s) of card(s) accepted.	X		VISA MASTERCARD AMEX DISCOVER
7) Does the Bidder-Contractor charge any fee(s) to the Purchaser for payment(s) made by credit card? If yes, what are the fees.		X	
8) Does the Bidder-Contractor charge any late fee(s) to the Purchaser for payment not made in accordance with the Terms and Conditions? If yes, what are the fees.	X		1.5% per month after 30 days
9) After notification of contract award, is the Bidder-Contractor willing to further negotiate pricing with COSTARS member?	X		
10) Is the Bidder-Contractor going to provide a dedicated COSTARS website for Purchasers (see the Standard Terms and Conditions)? If yes, and if known, please provide URL address.	X		

BID DOCUMENT

COSTARS-9 Graphic & Printing Services, Equipment and Supplies

SERVICE AREA

BIDDER/CONTRACTOR'S LEGAL NAME: Keystone Digital Imaging, Inc.

Adams	Allegheny	Armstrong
Beaver	Bedford	Berks
Blair	Bradford	Bucks
Butler	Cambria	Cameron
Carbon	Centre	Chester
Clarion	Clearfield	Clinton
Columbia	Crawford	Cumberland
Dauphin	Delaware	Elk
Erie	Fayette	Forest
Franklin	Fulton	Greene
Huntingdon	Indiana	Jefferson
Juniata	Lackawanna	Lancaster
Lawrence	Lebanon	Lehigh
Luzerne	Lycoming	McKean
Mercer	Mifflin	Monroe
Montgomery	Montour	Northampton
Northumberland	Perry	Philadelphia
Pike	Potter	Schuylkill
Snyder	Somerset	Sullivan
Susquehanna	Tioga	Union
Venango	Warren	Washington
Wayne	Westmoreland	Wyoming
York		

BID DOCUMENT
COSTARS-9 Graphic & Printing Services, Equipment and Supplies

BIDDER/CONTRACTOR'S LEGAL NAME: Keystone Digital Imaging, Inc.

Ancillary Service	Pricing	Additional Detailed Pricing
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BID DOCUMENT
COSTARS-9 Graphic & Printing Services, Equipment and Supplies

Manufacturer		
IMR Digital		
	Category	Quick Copy Services
	Custom List for Services	20220520 - IMR Digital Pricing Catalog.pdf
	Volume Pricing	
	Catalog or Price List Name	Custom Price List
	Class of Purchaser	All
	State/Country of Manufacture	PENNSYLVANIA
	Notes	