

EXHIBIT A (REV. 01/03/2023)
UNIQUESOURCE PRODUCTS & SERVICES
CARVE-OUT LIST OF GOODS AND SERVICES

For all Goods and Services listed below, Section XIII of the Operational Agreement between UniqueSource Products & Services (formerly PIBH) and the Department of General Services (Department) governs and requires Commonwealth Purchasing Agencies (Commonwealth) to consult the UniqueSource eCommerce site (<http://www.costore.com/UniqueSourcePA/usercustom/splash.asp>). If the UniqueSource eCommerce site does not include pricing for a particular Good or Service, the Commonwealth shall contact the Department's Program Manager to request the establishment of a fair market price for the desired Good or Service. If/when it is determined that UniqueSource has the capability and capacity to provide the Good or Service, the Commonwealth shall offer these Goods or Services to UniqueSource at a Department-established fair market price. If UniqueSource declines the opportunity to provide the Goods or Services through any of their member agencies, the Commonwealth may then proceed to purchase the Goods or Services through another procurement method.

The UniqueSource eCommerce site includes both Department-approved contracted goods and services, and noncontracted goods and services. The Department-approved contracted goods and services are mandatory purchases, and are identified with a "**CWOPA Contract**" logo. The Commonwealth is not mandated to purchase any noncontracted goods and services from UniqueSource. Commonwealth procurement policies, regulations and thresholds apply to the non-contract goods and services.

Goods:

eCommerce Site includes, but is not limited to:

- **Chemical Cleaners:** asphalt release agent, disinfectants, degreasers, emulsifiers, tar/grease removers, vehicle cleaner
- **Clothing:** baseball caps, bibs, pajamas, patient gowns, sweatpants, sweatshirts
- **Décor:** draperies, mini-blinds, shades, vertical blinds
- **Domestics:** apron, bath towels, bath mats, bed linens, dish towel, kitchen dish cloth, shower curtains, washcloths
- **Food:** decaffeinated coffee, food service kits
- **Hand Tools:** construction, impact, landscape, tree shelters
- **Housekeeping:** brooms, mops, laundry bags/liners, scrub cloths, toilet tissue, bathroom supplies
- **HVAC Air Filters**
- **Office Supplies:** writing instruments, picture frames, remanufactured toner cartridges, dry erase/bulletin/cork boards
- **Roadside Traffic Devices:** roll-up safety signs, overlay patches, specialty folding aluminum signs, delineation devices, LED warning lights
- **Safety Gear:** T-shirts, sweatshirts, sweatpants, leggings, chaps, vests, hard hats, emergency blankets, poly bags
- **Logo Items:** silk-screening clothing

Services:

- **Assembly:** Where the Commonwealth has component parts requiring assembly, assemble the parts to Commonwealth specifications.
- **Call Center/Contact Center/Help Desk/Service Desk/Support Center:** Any procurement that includes a call center, contact center, help desk, service desk, or support center as a contract deliverable that is to be developed or operated for the Commonwealth must be submitted to the Department's Program Manager who will work with UniqueSource to determine if the service requirements fall within the carve-out for UniqueSource. UniqueSource may be required to provide an executive summary to demonstrate it can meet both the contract and appreciable contribution requirement.
- **Rolled Carpet and Carpet Tile Installation:** Carve-out is for installation services only; however, UniqueSource is also an authorized dealer for flooring material on the DGS Statewide Multiple Award Contract for Commercial Carpet and Carpet Installation.
- **Carpet Cleaning:** Includes recurring and one-time services within York, Cumberland, Dauphin, Lancaster, Lebanon & Perry counties
- **Catering:** Only in the service areas of UniqueSource member agencies listed below, assemble and deliver **basic boxed lunches and/or cold buffets** to purchasing agency specifications:

- **Member Agency:**
CPARC - "**The Sassy Gourmet**"
(boxed lunches and cold buffets)

- **Service area:**
Cumberland and Dauphin Counties within a 15-mile radius of Mechanicsburg

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- **Custodial/Janitorial:** Includes a variety of cleaning and maintenance duties on customized schedules; as well as enhanced cleanings, sanitizing, misting and electrostatic misting disinfecting services.
- **Digital Document and Electronic Content Management:** Includes, but not limited to, digitization project consultation including development of a Statement of Work, secure transport of source materials, preparation and scanning and imaging of source materials, indexing of imaged data, redaction, physical data storage, electronic data storage and retrieval and other related services the Commonwealth may desire to comply with mandated record retention policies.
 - The Commonwealth shall first offer Digital Document and Electronic Content Management Services to Department of Revenue, Bureau of Imaging & Document Management. If Department of Revenue is not capable of, and/or not interested in, providing the services, the Commonwealth is statutorily required to offer the service to UniqueSource at a Department-established fair market price.
- **Document Shredding (Off-Site):** Ongoing or one-time purge of confidential and non-confidential documents.
 - Any Commonwealth agency located within the Harrisburg Capitol Complex and surrounding area shall first refer to the DGS Statewide Requirements Contract for Document Shredding Services. If services are not available at a specific location within the Harrisburg Capitol Complex, then the Commonwealth is statutorily required to offer the service to UniqueSource at a Department established fair market price.
- **Grounds Maintenance:** Includes, but not limited to, mowing, edging, trimming, fertilizing, weed control and leaf removal.
- **Mail Preparation:** All aspects of mailing services, including but not limited to, copying, collating, folding, inserting, bulk-rate mailing.
 - The Commonwealth shall first offer mail preparation services to the Department's Bureau of Publications. If Bureau of Publications is not capable of, or not interested in, providing the services, then the Commonwealth purchasing agency is statutorily required to offer the service to UniqueSource at a Department-established fair market price.
- **Packaging/Repackaging:** Where the Commonwealth has goods on hand, package or repackage the goods according to purchasing agency specifications.
- **PennDOT Driver License and Identification Card Program**
- **PennDOT Rest Area/Welcome Center Sites:** Provide 24/7 day-to-day custodial, janitorial, and grounds maintenance services; and optional ancillary services, which may include, but not limited to, snow removal, landscaping, electrical, plumbing, painting, carpentry, building and site equipment maintenance, water and wastewater treatment.
- **Vending Services:** The Commonwealth is statutorily required to offer vending services to the Department of Labor & Industry, Bureau of Blindness and Visual Services (BBVS). If BBVS does not have any clients interested in providing vending services at a specific location, then the service must be offered to UniqueSource at a Department-established fair market price.