COMMONWEALTH OF PENNSYLVANIA
STD-278P Rev.01/17/03

SERVICE PURCHASE CONTRACT

ICS: ☐ 310 ☐ 320

ISSUING OFFICE	CONTRACTOR'S NAME & ADDRESS	SHOW THIS CONTRACT INQUIRY NUMBER ON INVOICE
PA State System of Higher Education **West Chester University of Pennsylvania** **Purchasing Department** **201 Carter Drive, Suite 200** **West Chester, PA 19383**	**INTERIOR MAINTENANCE CO., INC.** **45 SCOTTDALE RD** **LANDSDOWNE, PA 19050** **Contact Person Phone:** **Jon Barrett Fax:**	**SP 4000030917** **PROVIDE SERVICE AND BILL TO:** **West Chester University of PA** **Accounts Payable** **201 Carter Drive, Suite 200** **West Chester, PA 19383**
Contracting Officer Phone: **Joan Hanby Fax:** **Reference Number : SP**	**Contractor's Federal Id or Soc.Sec.No**	**Contact Person** **Theresa Firkaly Fax:**
Effective Date: / **Expiration Date: 06/30/2013**	**Contractor's License or Registration No.**	**CONTRACT NOT TO EXCEED $ 9,800.00**

SPECIFIED	QUANTITY	UNIT PRICE	TOTAL PRICE
PLEASE NOTE: To ensure proper and efficient invoice processing please make sure to include the 10 digit Purchase Order number or Service Purchase Contract number on your invoice when submitting for payment. Invoices received that do not contain this number will cause a delay in processing payment and / or will be returned.			
Clean grease exhaust ducts			$ 9,800.00
for the following locations: Lawrence Center, Sykes Student Union Building, South Campus Deli, Lawrence Diner. Work to be done on a quarterly basis, as per the attached one-page of Specifications, the same being incorporated herein to the Service Purchase Contract. Coordinate service with Steve Murphy, 610-436-6967. This order includes Standard Terms and Conditions found at PASSHE website: http://www.passhe.edu/partners/Documents/STD-274Rev050704.pdf and are hereby incorporated herein by reference as if fully attached. This Service Purchase Contract becomes effective once the effective date is fixed by the Contracting Officer after the Contract has been fully executed by Contractor and by the Commonwealth and all approvals required by Commonwealth contracting procedures have been obtained. The Contract shall not be a legally binding contract until after the Effective Date is affixed and the fully executed Contract has been sent to the Contractor.			
SERVICE CODE:		**TOTAL ▶**	**$ 9,800.00**

In compliance with the contract terms, conditions and specifications, the undersigned, on behalf of the Contractor, which intends to be legally bound hereby, offers and agrees to provide the specified services at the price(s) set forth above at the time(s) and point(s) specified. In addition to this document, the following contract terms, conditions and specifications are a part of the contract :
1. STD-274 available at http://www.passhe.edu/partners/Documents/STD274_SAP.pdf

▼ COMMONWEALTH SIGNATURE ▼	▼ CONTRACTOR'S SIGNATURE (IN INK) ▼
PURCHASING AGENCY HEAD OR DESIGNEE DATE	PRESIDENT/VICE PRESIDENT/MANAGER/PARTNER/OWNER DATE (SIGN BELOW,PRINT NAME,AND CIRCLE TITLE)
APPROVED AS TO FISCAL RESPONSIBILITY,BUDGETARY ▼APPROPRIATENESS AND AVAILABILITY OF FUNDS▼ COMPTROLLER DATE	SECRETARY/ASSISTANT SECRETARY/TREASURER/ASSISTANT TREASURER DATE (SIGN BELOW,PRINT NAME, AND CIRCLE TITLE)

COMMONWEALTH ATTORNEY APPROVALS
▼ APPROVED AS TO FORM AND LEGALITY ▼

PURCHASING AGENCY ATTORNEY	DATE	OFFICE OF GENERAL COUNSEL(IF REQUIRED)	DATE	OFFICE OF ATTORNEY GENERAL(IF REQUIRED)	DATE

FUND	DEPT	APP.	YR	LDG	ORG	COST FUNCTION		OBJ		AMOUNT OF ENCUMBRANCE		PRE-EMCUMBRANCE NUMBER	AMT.OF PRE-ENC. LIQUIDATED		CODED
															PRE-AUDIT
															POSTED