



**pennsylvania**  
DEPARTMENT OF GENERAL SERVICES

**ADMINISTRATIVE  
PROCEDURES  
FOR  
GESA  
DESIGN/BUILD  
CONTRACTS**

2011 REVISION

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**DEPARTMENT OF GENERAL SERVICES  
BUREAU OF CONSTRUCTION**

- J. The forms that follow ST-1 through ST-4 – have been developed by the DGS of General Services for use on the DGS's projects alone. The DGS assumes no responsibility or liability for any use of these forms on the public works projects of any other entity subject to the Act.
- K. The North American Free Trade Agreement (NAFTA) does not supercede or preempt the Act.

### ST-1

This form must be filled out for each "steel product" on a DGS project unless otherwise noted.

#### Section A

- Line #1** This is the GESA DBC's formal business name. If a sub's name appears on this form, the form must be rejected and resubmitted.
- Line #2** This is the GESA DBC's business address.
- Line #3** This is the GESA DBC's business phone number.
- Line #4** This is the date the ST form is submitted to DGS.
- Line #5** This is the DGS contract number for the Project.
- Line #6** This is the DGS Project description.
- Line #7** This is the "steel product" being certified, such as an I-beam, angle, bolt, channel, etc. The GESA DBC may not fill in the line with a description like "structural steel", "heating unit" or "air conditioning system".

**LINE #7 IS THE MOST CRITICAL PART OF THE FORM.  
FAILURE TO PROPERLY FILL OUT LINE #7 ON EACH ST FORM  
MAKES THE ENTIRE FORM INVALID AND A NEW FORM MUST BE  
SUBMITTED.**

**NOTE:** The GESA DBC does not have to submit a form for each piece of steel which is being put into the Project. The GESA DBC only has to submit an ST form for each type of steel product. For example, if the Project needs 56 I-Beams of varying lengths, the GESA DBC must submit **1 ST form** for "steel I-Beams" with a listing of the various sizes covered by that ST form. The GESA DBC does not submit 56 ST-1 forms. If, on the other hand, only 30 of the I-Beams are identifiable (stamped) structural steel, the GESA DBC submits an ST-1 form with Section B(1) marked off. The other 26 I-Beams are non-identifiable structural steel, so the GESA DBC must also submit an ST-1 with Section B(2) marked off and attach the appropriate supporting documentation.

If the GESA DBC is using different suppliers, each supplier must submit the appropriate steel form.

**Line #8** - This refers to the corresponding GSC-23 submittal number.

**Line #9** - This is the fabricator or supplier of the product listed on Line #7.

## SECTION B

### **ONLY ONE OF THESE ITEMS CAN BE CHECKED AS APPLICABLE**

\_\_\_\_\_ 1. **Identifiable Steel Product**

This type of steel product is limited to products which are stamped "made in the USA" or otherwise identifiable as U.S. steel.

**a) supporting documentation:** GESA DBC only needs to submit the ST-1 form. DGS field personnel will verify the markings when product arrives on-site.

\_\_\_\_\_ 2. **Non-identifiable Structural Steel Product**

This type of steel product is limited to items of structural steel which are not marked as made in USA.

**a) supporting documentation:** GESA DBC must also submit, attached to the ST-1 form, bills of lading, invoices and mill certificates.

\_\_\_\_\_ 3. **Non-identifiable, Non-structural Steel Product**

This type of steel product is every product which is non-structural steel, including, but not limited to, doors, doorframes, windows, machinery and equipment.

**a) supporting documentation:** Fully executed ST-2

**b) NOTE:** A steel product may not appear on any Application for Release of Payment until such time as the ST-1 and ST-2 are accepted by DGS.

## SECTION C

1. Language - **No modifications, cross-outs or alterations of any type may be made to the language of this certification paragraph.**

2. Signature - Two signatures are required on the ST-1 form. The GESA DBC's President/Vice President must sign on one line and the Secretary or Treasurer must sign as a witness. The names should be typed or printed beneath the signature lines. Failure to type in the names **does not** invalidate the ST form.

## ST-2

This form must be filled out for non-identifiable, non-structural steel products.

### **SECTION A**            **To be filled out by the Purchaser, the firm that pays the Fabricator.**

**Line #1** This is the name of the firm that is dealing directly with the Fabricator.

**Line #2** This is the purchaser's mailing address.

**Line #3** This is the purchaser's business phone.

**Line #4** This is the date the ST-2 form is sent to the fabricator.

**Line #5** This is the DGS contract number for the Project.

**Line #6** This is the DGS Project description.

**Line #7**            **This is the "steel product" being certified, such as a chiller, condenser, hollow metal doors. The GESA DBC may not fill in the line with a description like "structural steel", "heating unit" or "air conditioning unit". The model number, if any, of the steel product must be listed as indicated.**

<p style="text-align: center;"><b>LINE #7 IS THE MOST CRITICAL PART OF THE FORM. FAILURE TO PROPERLY FILL OUT LINE #7 ON EACH ST FORM MAKES THE ENTIRE FORM INVALID AND A NEW FORM MUST BE SUBMITTED.</b></p>
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**Line #8** This refers to the corresponding GSC-23 submittal number.

### **SECTION B**            **To be filled out by the Fabricator, the firm that assembles the product listed on Line #7.**

**Line #9** This is the Fabricator's name.

**Line #10** This is the Fabricator's mailing address.

**Line #11** This is the Fabricator's business phone.

**Line #12** This is the date the Fabricator receives the ST-2 from the Purchaser.

**Line #13** This is the Fabricator's Federal I.D. number.

### **SECTION C**

1. Language - **No modifications, cross-outs or alterations of any type may be made to the language of this certification paragraph.**
2. Signature - Two signatures are required on the ST-2 form. The GESA DBC's President/Vice President must sign on one line and the Secretary or Treasurer must sign as a witness. The names should be typed or printed beneath the signature lines. Failure to type in the names **does not** invalidate the ST form.

**ST-3**

**2-STEP ELIGIBILITY ANALYSIS:**

**BEFORE A GESA DBC CAN SUBMIT AN ST-3,  
THE FOLLOWING ANALYSIS MUST BE SATISFIED:**

**STEP #1:** The GESA DBC must establish that the "product" **contains BOTH:**

- Steel melted in the USA

**AND**

- Foreign Steel

Note: Step #1 focuses upon the **content** of the "product".

Note: The % need not be close; it can be 99-1, so long as there is **both** foreign and domestic steel in the "product".

**STEP #2:** The GESA DBC must establish that 75% of the **cost** of the "product" has been mined, produced or manufactured in the USA.

**Note:** Step #2 focuses upon the **cost** of the entire "product", not just the steel within it.

**SECTION A**

**Line #1** This is the GESA DBC's name.

**Line #2** This is the GESA DBC's business address.

**Line #3** This is the GESA DBC's phone number.

**Line #4** This is the date the ST-3 is submitted to the fabricator.

**Line #5** This is the DGS contract number for the Project.

**Line #6** This is the DGS Project description.

**Line #7** This is the "steel product" being certified, such as a chiller, condenser, hollow metal doors. The GESA DBC **may not** fill in the line with a description like "structural steel", "heating unit" or "air conditioning unit". The model number, if any, of the steel product must be listed as indicated.

**LINE #7 IS THE MOST CRITICAL PART OF THE FORM.  
FAILURE TO PROPERLY FILL OUT LINE #7 ON EACH ST FORM  
MAKES THE ENTIRE FORM INVALID AND A NEW FORM MUST BE  
SUBMITTED.**

Line #8 This refers to the corresponding GSC-23 submittal number.

**SECTION B**

**To be filled out by the Fabricator/Manufacturer, the firm that fabricates the product listed on Line #7.**

Line #9 This is the Fabricator's name.

Line #10 This is the Fabricator's business address.

Line #11 This is the Fabricator's business phone.

Line #12 This is the date the Fabricator receives the ST-3 from the purchaser.

Line #13 This is the Fabricator's Federal I.D. number.

Line #14 The Fabricator must insert the percentage of the cost of the articles, materials and supplies which have been mined, produced or manufactured in the U.S. for the product listed on Line #7.

**SECTION C**

1. Language - **No modifications, cross-outs or alterations of any type may be made to the language of this certification paragraph.**
  
2. Signature - Two signatures are required on the ST-3 form. The Fabricator's President/Vice President must sign on one line and the Secretary or Treasurer must sign as a witness. The names should be typed or printed beneath the signature lines. Failure to type in the names **does not** invalidate the ST form.

**NOTES on ST-3 Forms:**

- It is not necessary to submit an ST-1 with the ST-3.
  
- **DGS reserves the right to request additional documentation to support the percentage specified on Line 14. If the Fabricator/manufacturer refuses to produce such documentation and/or DGS deems it to be in the Commonwealth's best interests, DGS may request the Office of Inspector General to investigate the submission of the ST-3 form.**

**ST-4**

This form may be submitted in circumstances where the GESA DBC believes that the "product" on Line #7 is not made in sufficient quantities to satisfy the requirements of the contract.

The information submitted by a GESA DBC is subject to verification by the DGS. Any GESA DBC who executes a Purchase Order or other type of purchase agreement encompassing a "steel product" prior to receiving the DGS's written determination that the "steel product" listed on Line #7 of the ST-4 form is not manufactured in sufficient quantity to meet the requirements of the Project does so at its own risk and faces penalties including, but not limited to, non-payment for the product; removal and replacement of the product at its own costs; and/or an Office of Inspector General investigation which may lead to debarment.

**Domestic availability will be determined as of the date  
the ST-4 form is submitted to DGS for approval.**

**Line #1** This is the GESA DBC's formal business name.

**Line #2** This is the GESA DBC's business address.

**Line #3** This is the GESA DBC's business phone.

**Line #4** This is the date the ST-4 form is submitted to DGS.

**Line #5** This is the DGS contract number for the Project.

**Line #6** This is the DGS Project description.

**Line #7** This is the "steel product" being certified, such as a chiller, condenser, hollow metal doors. The GESA DBC may not fill in the line with a description like "structural steel", "heating unit" or "air conditioning unit".

**LINE #7 IS THE MOST CRITICAL PART OF THE FORM.  
FAILURE TO PROPERLY FILL OUT LINE #7 ON EACH ST FORM  
MAKES THE ENTIRE FORM INVALID AND A NEW FORM MUST BE  
SUBMITTED FOR APPROVAL.**

**Line #8** This refers to the corresponding GSC-23 submittal number.

**Line #9** These four lines, (a) through (d), are to be filled out completely by the GESA DBC. At least four suppliers/manufacturers must be contacted by the GESA DBC to ascertain if the "product" on Line #7 is manufactured with domestic steel.

## CERTIFICATION

1. Language - **No modifications, cross-outs or alterations of any type may be made to the language of this certification paragraph.**
2. Signature - Two signatures are required on the ST-4 form. The GESA DBC's President/Vice President must sign on one line and the Secretary or Treasurer must sign as a witness. The names should be typed or printed beneath the signature lines. Failure to type in the names **does not** invalidate the ST form.

## NOTE ON ST-4 FORMS:

- It is not necessary to submit an ST-1 form with an ST-4 form.