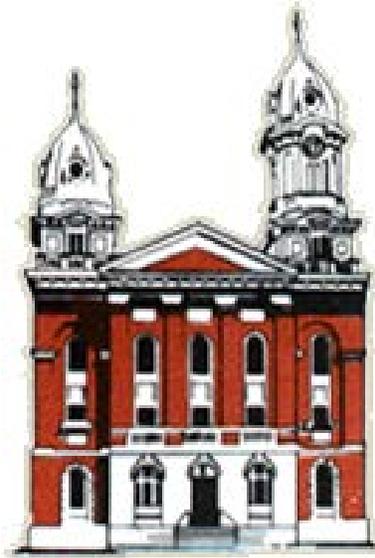


BID SPECIFICATIONS PACKET

Remodeling Work at the Scrubgrass Senior Center



COUNTY OF VENANGO

Courthouse Annex
1174 Elk Street
Franklin, PA 16323

Phone: 814-432-9508
Fax: 814-432-4741

BOARD OF VENANGO COUNTY COMMISSIONERS

Timothy S. Brooks
Vincent L. Witherup
Bonnie S. Summers

Date Issued: September 1, 2015
Date of Bid Opening: September 18, 2015
Courthouse Annex – Room 100 – 10:30 a.m.

BACKGROUND INFORMATION

The County of Venango is soliciting proposals from contractors to complete certain renovations to the Scrubgrass Grange Building which houses the Scrubgrass Senior Center located on the lower level of the building. The work will include renovating the men's and women's restrooms to make them handicapped accessible and replacing and insulating the suspended ceiling in the main meeting area and in both restrooms. The work to be included under this contract shall include all labor, equipment and materials necessary to complete the renovation project. Should the total expense reach the threshold of \$25,000 PA prevailing wages will apply.

SCOPE OF WORK

Replace suspended ceiling in the main meeting area and in the men's and women's restrooms and insulate with R30 fiberglass with a plastic vapor barrier. The kitchen panels may be removed and replaced as necessary to get the insulation in place. This also includes moving furnishings as necessary and removing dust and debris in the area involved. New lights are to be installed in the main meeting area.

Both men's and women's restrooms are to be completely remodeled with auto-activated fixtures and dispensers. Remove and discard fixtures. Temporarily cap water and drain lines. Remove and replace wall tiles, flooring and lighting. Install wiring as needed for auto flush valves on fixtures and make sure that the drain system is vented properly and to make corrections to the current venting if required. Update exhaust fans to make sure that they are vented to the outside. Install new overhead ceiling and mirror lights and GFCI outlet. Replace partitions with resin partitions with doors. Install vinyl floor with 4" vinyl/rubber cove. Install ¾" CPVC water lines to accommodate new fixtures as needed. Replace doors to the restrooms, if necessary. Colors for walls, flooring, and partitions will be determined by the Senior Center Services Advisor.

GENERAL CONDITIONS

- A. No verbal instructions or verbal information to perspective bidders will be binding on the County. The written specifications will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness before the opening of the bids. Questions or concerns should be addressed at the pre-bid conference that will be scheduled with all prospective bidders. Should any alterations to the specifications be made, written addenda will be emailed/mailed or faxed to all bidders. These addenda shall then be considered to be part of these specifications.

- B. Submission of a proposal will be considered as conclusive evidence of the bidder's complete examination and understanding of the specifications.
- C. The County reserves the right to reject any or all proposals; the right to request additional information from any vendor; the right in their sole discretion, to accept the proposal considered most favorable; and the right to waive minor irregularities in the procedures or bids if it is deemed in the best interest of the County of Venango.
- D. The award will be made to that responsive and responsible bidder whose bid, conforming to specifications, will be most advantageous to the County, price and other factors considered, such as quality of service. The award may or may not be made to the firm with the lowest cost.
- E. The County shall have the right, without invalidating the contract, to make additions to or deductions from the items or work covered by the specifications. In case such deductions or additions are made, an equitable price adjustment shall be made between the County and the vendor. Any such adjustments in price shall be made in writing.
- F. The bidder will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or handicap. The bidder will take affirmative action to ensure that applicants are employed without regard to race, color, religion, sex, age, handicap or national origin. Bidders will take steps to insure employees are treated during employment without regard to race, color, religion, sex, age, handicap or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

Indemnification

The vendor shall assume the defense of and indemnify and hold harmless the County, their officers, agents and employees from and against all claims, demands, actions, suits and proceeding by others and against all liability, both negligent and non-negligent, arising directly or indirectly out of the actions of the vendor in their performance of this contract.

Insurance

The successful vendor shall procure, maintain and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with the work performed on behalf of the County by the vendor, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted

fifteen (15) days prior to the commencement of work, and such coverage shall be maintained by the vendor for the duration of the contract period; for occurrence policies. Claims made policies shall be in force or that coverage purchased for three (3) years after contract completion date.

General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

Minimum Limits

General Liability:

- \$3,000,000 General Aggregate Limit
- \$3,000,000 Products and Completed Operations
- \$3,000,000 Personal and advertising Injury
- \$3,000,000 Each Occurrence Limit
- \$ 100,000 Fire Damage Limit
- \$ 10,000 Medical Expense Limit

Automobile Liability

Coverage sufficient to cover all vehicles owned, used or hired by the vendor, his agents, representatives, employees of subcontractors.

Minimum Limits

Automobile Liability

- \$1,000,000 Combined Single Limit
- \$1,000,000 Each Occurrence Limit
- \$ 5,000 Medical Expense Limit

Workers' Compensation

Limits as required by the Workers' Compensation Act of Pennsylvania
Statutory Limits: \$1,000,000

Owners' and Contractors' Protective Policy

Policy will be in name of the County.
Minimum limits: \$3,000,000

Coverage Provisions

All deductibles or self-insured retention shall appear on the certificate(s). Vendor is responsible to pay any and all deductibles and/or self-insured retentions that may apply to the required insurance.

Venango County, its officers/officials, employee, agents and volunteers shall be added as "additional insured" as their interests may appear. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.

The vendor's insurance shall be primary over any applicable insurance or self-insurance maintained by the County.

The vendor shall provide thirty (30) days written notice to the County before any cancellation, suspension or void of coverage in whole or part, where such provision is reasonable.

All coverages for subcontractors of the vendor shall be subject to all of the requirements stated herein.

All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, either the insurer shall reduce or eliminate such deductible or self-insured retention; or the vendor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

Failure to comply with any reporting provisions of the policy(ies) shall not affect coverage, provided the County, its officers/officials, agents, employees and volunteers.

The insurer shall agree to waive all rights of subrogation against the County, its officers/officials, agents, employee or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.

The vendor shall furnish the County certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(ies) to bind coverage on its behalf, it executed by a broker, notarized copy of authorization to bind or certify coverage shall be attached.

All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A: VII. If A.M. Best rating is less than A: VII, approval shall be received from County's Risk Officer.

All coverage designated herein shall be as broad as the Insurance Services Office (ISO) forms filed for use with the Commonwealth of Pennsylvania.

Failure of vendor to obtain and maintain the required insurance shall constitute a breach of contract and vendor will be liable to the County for any and all costs, liabilities, damages and penalties (including attorney's fees, court and settlement expenses) resulting from such breach, unless County provides vendor with a written waiver of the specific insurance requirement.

None of the requirements contained herein as to the types, limits or County's approval of insurance coverage to be maintained by vendor are intended to and shall not in any manner, limit, qualify or quantify the liabilities and obligations assumed by vendor under

the contract documents, any other agreement with the county or otherwise provided by law.

Hold Harmless Clause

The vendor shall, during the term of the contract including any warranty period, indemnify, defend and hold harmless the County, its officials, employees agents and representatives thereof from all suits, actions or claims of any kind, including attorney's fees brought on account of any personal injuries, damages or violations of rights sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

At no time shall the vendor permit any mechanics or similar liens to attach to the County's premises on account of labor or material furnished to the contractor or claimed to have been furnished to the vendor, in connection with its work hereunder.

Debarment Clause

Vendor must certify that neither it nor any of its employees or affiliates providing services hereunder currently under suspension or debarment by the Commonwealth of Pennsylvania or the Federal Government. Provide shall not enter into any subcontract for any work under this contract with any subcontractor who is currently suspended or debarred by the Commonwealth of Pennsylvania or the Federal Government. A list of suspended and debarred individual or contractors may be obtained by contacting the following: Department of General Services, Office of Chief Counsel, 603 North Office Building, Harrisburg, PA 17125; phone: 717-763-7472 and fax: 717-787-9138.

BID INSTRUCTIONS

- Bid specifications may be obtained at the Office of the Chief Clerk, Courthouse Annex Building, 1174 Elk Street, Franklin, PA 16323, Monday through Friday, 8:30 a.m. to 4:30 p.m., except on legal holidays. Bid packets may be requested by phone at 814-432-9508, by fax at 814-432-4741 or via email at djones@co.venango.pa.us.
- Bids must be signed by an official authorized to bind the bidder and contain a statement ensuring that the proposal is firm for a period of at least 90 days from the date of receipt.
- Bids must be submitted in sealed envelopes, clearly marked on the outside "Renovations at the Scrubgrass Senior Center". Bids will be accepted in the Chief

Clerk's office **until 10:30 a.m. on September 18th** after which immediately thereafter bids will be publicly opened and read aloud in Room 100 in the Courthouse Annex.

- Bids must be submitted in triplicate (3 copies). All bids shall be accompanied by cash, a certified check, cashier's check, or bank good faith check made payable to the County of Venango or other irrevocable letter of credit drawn upon a bank authorized to do business in the Commonwealth or by a bond with corporate surety equal to 10% of the bid total.
- Bids must indicate the date you plan to begin the renovation project with the **understanding that the project must be completed on or before January 15, 2016.**
- The County reserves the right to conduct personal interviews of any or all bidders after bids have been received and publicly opened, prior to selection. The County will not be liable for any costs incurred by the bidder in connection with such an interview.
- Any bid received after the date and time specified will not be considered.
- Bids may be withdrawn or modified in person by a bidder or their authorized representative, provided that their identity is made known and they sign a receipt for the bid before the September 18, 2015 deadline.
- The County will not be liable for any costs incurred in the preparation of the bids or attendance at the pre-bid conference.
- Each bidder shall be expected to furnish the County with additional information as may be reasonably required.
- The County will not be responsible for any costs not included in the bids and any subsequent contracted-for costs.
- The Venango County Board of Commissioners reserves the right to reject any or all proposals and to waive any defects or irregularities in the best interest of the County.

- **A MANDATORY PRE-BID CONFERENCE** will be held on September 15, 2015 at 9:00 a.m. at the Scrubgrass Senior Center which is located in the Scrubgrass Grange Building at 5104 Emlenton Clintonville Road, Emlenton. The County contact person for this project is:

Susan B. Walters
Senior Center Services Advisor
Creekside Center
228 Seneca Street
Oil City, PA 16301
814-676-8316
swalters@co.venango.pa.us

Questions regarding the requirements to submit bids should be addressed to:

Denise Jones
Chief Clerk/County Administrator
Venango County Courthouse Annex
1174 Elk Street
PO Box 831
Franklin, PA 16323
814-432-9508
djones@co.venango.pa.us

BID FORM

We submit the following in response to the Request for Bids from Venango County for the remodeling of the Scrubgrass Senior Center bathrooms and replacement of the ceiling at 5104 Emlenton Clintonville Road, Emlenton, located in the Scrubgrass Grange building:

TOTAL LUMP SUM \$ _____

ATTACH DETAILED INFORMATION REGARDING:

- ✓ YOUR REFERENCES
- ✓ YOUR INSURANCE COVERAGES
- ✓ THE DATE YOU ANTICIPATE WORK TO BEGIN
- ✓ PROJECTED PROJECT SCHEDULE
- ✓ A 10% BID BOND, CASH OR CERTIFIED CHECK EQUAL TO THE TOTAL DOLLAR AMOUNT OF YOUR BID
- ✓ LITERATURE ON TOILETS, SINKS, FAUCETS, PAPER TOWEL DISPENSERS, TOILET PAPER DISPENSERS, SOAP DISPENSERS, LIGHT SWITCHES , MIRRORS, LIGHTS, CEILING FANS, BATHROOM STALLS, FLOORING, WALL COVERINGS AND OTHER REQUIRED ADA EQUIPMENT TO BE INSTALLED.
- ✓ LITERATURE ON CEILING TILES.

CONTACT INFORMATION

Vendor: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

Contact Person: _____

Title: _____

Authorized Signature: _____

Date: _____