

# **BID SPECIFICATIONS PACKET**

## **“RENOVATION OF 110 ELM STREET”**



### **NORTHWEST BEHAVIORAL HEALTH MANAGEMENT PARTNERSHIP, INC.**

2520 New Butler Road  
New Castle, PA 16101

Phone: 724-657-3470

Fax: 724-657-3461

A collaboration of Crawford, Mercer and Venango Counties

**Date Issued: SEPTEMBER 28, 2015**

**Date of Bid Opening: OCTOBER 23, 2015, 11:00 AM**

Venango County Human Services Complex

Community Conference Room

1 Dale Avenue

Franklin, PA 16323

Northwest Behavioral Health Management Partnership, Inc. is soliciting proposals from contractors to renovate a home located at 110 Elm Street, Franklin, PA. This project is a collaborative effort of three Counties including Mercer, Crawford and Venango County. The residence will be renovated to accommodate three consumers, one from each County, who have been institutionalized for a period of time, but have proven that they are prepared to live in a more traditional setting. Residents will receive support 24/7/365 by staff provided by Hand in Hand Christian Counseling Services. The work to be included under this contract shall include all labor, equipment and materials necessary to complete the project.

### OUTLINE OF RENOVATION WORK

**Item #1:**

Relevel gutters for proper drainage, remove one downspout from interior drainage and apply exterior.

**Item #2:**

Remove existing and pour a 4" Slab adjacent to the current porch area.

**Item #3:**

Install hand rails on the step area at the rear of the dwelling (iron rails) to match.

**Item #4:**

Repair a portion of the Garage Door, it appears the rollers will have to be replaced and or repaired.

**Item #5:**

Move the Hot Water tank over to the chimney area with liner hookup; to remove class B chimney out of the basement window and repair the window.

**Item #6:**

Kitchen and Dining room area; remove the island area completely to open the air and repair floor as required to match.

**Item #7:**

Rework the first floor area; Rework Bedroom and add bathroom #3 to end up with (2) bathrooms and (2) bedrooms.

7A:

Remove (2) closets, one in the bedroom and one in the dining area, this will extend the bedroom size; frame in drywall, mud, prime and paint.

7B:

Frame in the new bathroom and the balance of the wall for the new closet to provide for this bedroom.

7C:

Install the New Bathroom fixtures and plumbing required and install exhaust fans.

7D:

Modify all electrical with a ground faults, new lights and plugs.

7E:

Drywall, mud, prime, paint.

7F:

Install linoleum flooring and trim in new areas.

**Item #8:**

Large room adjacent to the Garage, convert into one bedroom one bathroom with usable laundry section and a hallway to the new garage.

8A:

Remove the side door and fill in completely. Repair exterior door area to match.

8B:

Remove entrance to the garage and fill in.

8C:

Frame in the bedroom with one entrance door, hallway at minimum 42" into the garage with a new door entrance. Additional Hallway is for entry into the Laundry room which must be at a minimum of 36" wide. Frame in the new bathroom within the bedroom complete with ADA ready shower. Drywall, mud, prime & paint.

8D:

Provide electrical; new modifications to accommodate the new layout with ground faults where necessary.

8E:

Reroute all sheet metal HVAC distribution for the new layout, branches to be in the attic area. Insulate mastic and install dampers as required for balanced HVAC system operation.

8F:

Provide all fixtures, electrical, lighting, exhaust fan, etc. for the new bathroom and full shower hook up with modifications to the laundry. Modifications to accommodate new bathroom and laundry.

8G:

Install wood laminate flooring in bedroom areas and linoleum in bath/laundry areas with proper trim for finish.

**Item #9:**

Rework Basement into a living area with one complete bathroom and bedroom.

9A:

Modify plumbing and fixtures to facilitate modified layout. Include exhaust fan.

9B:

Reroute the duct work from the center of the dwelling to the outside wall area.  
Install dampers as required for proper operation.

9C:

Rework the drywall and build new soffits to cover the sheet metal duct work;  
After all the ducts are reconnected and sealed (i.e. mastic), repair, drywall, mud  
and paint.

**Item 10:**

Contractor to clean entire work area and remove all construction debris from the site.

All work to meet International Building Code, National Electrical Code and Accessibility Code requirements.

All color choices and fixtures to be installed must be reviewed and approved by the Owner's Representative prior to work being completed.

Application and costs of all required permits are the responsibility of the contractor and will be given to Project Manager upon request.

\*\*\*ALL WORK MUST BE COMPLETED BY **DECEMBER 18, 2015**\*\*\*

**GENERAL CONDITIONS**

- A. Work will commence on or before **November 9, 2015** with all work and clean-up completed by **December 18, 2015**. Should work not be completed by said dates, liquidated damages in the amount of \$500 per day will be assessed for each day beyond the specified deadline date.
- B. No verbal instructions or verbal information to perspective bidders will be binding on Northwest Behavioral Health Management Partnership, Inc. 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

with Bill Buchna at the Venango County Housing Office. CONTRACTORS WILL BE REQUIRED TO ATTEND THE PRE-BID CONFERENCE SCHEDULED FOR FRIDAY, OCTOBER 16<sup>th</sup> AT 10:00 A.M. AT THE 110 ELM STREET PROPERTY. Should any alterations to the specifications be made, written addenda will be mailed and/or faxed to all bidders. These addenda shall then be considered to be part of these specifications.

- C. Submission of a proposal will be considered as conclusive evidence of the bidder's complete examination and understanding of the specifications.
- D. Northwest Behavioral Health Management Partnership, Inc. 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 Northwest Behavioral Health Management Partnership, Inc.
- E. The award will be made to that responsive and responsible bidder whose bid, conforming to specifications, will be most advantageous to Northwest Behavioral Health Management Partnership, Inc., 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.
- F. Northwest Behavioral Health Management Partnership, Inc. 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 Northwest Behavioral Health Management Partnership, Inc. and the Vendor. Any such adjustments in price shall be made in writing.
- G. 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 Northwest Behavioral Health Management Partnership, Inc., 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 Northwest Behavioral Health Management Partnership, Inc. 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 & 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 or subcontractors.

## **Minimum Limits**

Automobile Liability

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

## **Worker's 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 Northwest Behavioral Health Management Partnership, Inc.

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.

Northwest Behavioral Health Management Partnership, Inc., its officers/officials, employees, agents and volunteers, individually and collectively, 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 Northwest Behavioral Health Management Partnership, Inc.

The vendor shall provide thirty (30) days written notice to Northwest Behavioral Health Management Partnership, Inc. before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.

All coverage's for subcontractors of the vendor shall be subject to all of the requirements stated herein. The subcontractor's insurance must name Northwest Behavioral Health Management Partnership, Inc. as additional insured. The Vendor shall maintain each subcontract's certificate of insurance on file and provide such information to Northwest Behavioral Health Management Partnership, Inc.

All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by Northwest Behavioral Health Management Partnership, Inc. At the option of Northwest Behavioral Health Management Partnership, Inc., 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 Northwest Behavioral Health Management Partnership, Inc., its officers/officials, agents, employees and volunteers.

The insurer shall agree to waive all rights of subrogation against Northwest Behavioral Health Management Partnership, Inc., its officers/officials, agents, employees 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 Northwest Behavioral Health Management Partnership, Inc. 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, if 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 Venango 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 Northwest Behavioral Health Management Partnership, Inc. for any and all cost, liabilities, damages, and penalties (including attorney's fees, court, and settlement expenses) resulting from such breach, unless Northwest Behavioral Health Management Partnership, Inc. provides Vendor with a written waiver of the specific insurance requirement.

None of the requirements contained herein as to the types, limits, or Northwest Behavioral Health Management Partnership, Inc.'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 Northwest Behavioral Health Management Partnership, Inc., or otherwise provided by law.

Failure of Vendor to provide insurance as herein required or failure of Northwest Behavioral Health Management Partnership, Inc. to require evidence of insurance or to notify Vendor of any breach by Vendor of the requirements of this Section shall not be deemed to be a waiver of any of the terms of the Contract Documents, nor shall they be deemed to be a waiver of the obligation of the Vendor to defend, indemnify, and hold harmless the indemnified parties as required herein. The obligation to procure and maintain any insurance required is a separate responsibility of Vendor and independent of the duty to furnish a copy or certificate of such insurance policies.

### **Hold Harmless Clause**

The vendor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless Northwest Behavioral Health Management Partnership, Inc., 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, his employees, or sub-contractor, or anyone directly or indirectly employed by or under supervision of any of them in the prosecution of the operations included in this contract, 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 Northwest Behavioral Health Management Partnership, Inc. 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.

## **BID INSTRUCTIONS**

- Bid specifications may be obtained at the Venango County Housing Office located at 1 Dale Avenue, Franklin, PA, 16323, Monday through Friday, 8:30 a.m. to 4:00 p.m., except on legal holidays. Bid packets may be requested by phone at 814.432-9752; by fax at 814.432-9781 or via email at: [bbuchna@co.venango.pa.us](mailto:bbuchna@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 30 days from the date of receipt.
- Bid quotes must include the use of prevailing wage rates for project totals that are in excess of \$25,000.
- Bids must be submitted in sealed envelopes, clearly marked on the outside “Renovations at 110 Elm Street”. Bids will be accepted at the Venango County Housing Office **until 11:00 A.M. on OCTOBER 23, 2015**, after which immediately thereafter bids will be publicly opened and read aloud in the Community Conference Room located in the Human Services Complex, 1 Dale Avenue, Franklin, PA 16323.
- Bids must be submitted in duplicate (2 copies). All bids shall be accompanied by cash, a certified check, cashier’s check, bank good faith check, made payable to Northwest Behavioral Health Management Partnership, Inc., 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, which must be on or before **NOVEMBER 9, 2015**, with the understanding that the project must be completed by **DECEMBER 18, 2015**.
- Northwest Behavioral Health Management Partnership, Inc. reserves the right to conduct personal interviews of any or all bidders after bids have been received and publicly opened, prior to selection. Northwest Behavioral Health Management Partnership, Inc. 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 **OCTOBER 23, 2015** 11:00 a.m. deadline.
- Northwest Behavioral Health Management Partnership, Inc. 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 Northwest Behavioral Health Management Partnership, Inc. with additional information as may be reasonably required.
- Northwest Behavioral Health Management Partnership, Inc. will not be responsible for any costs not included in the bids and any subsequent contracted-for costs.
- Northwest Behavioral Health Management Partnership, Inc. reserves the right to reject any or all proposals, and to waive any defects or irregularities in the best interest of Northwest Behavioral Health Management Partnership, Inc.
- A MANDATORY PRE-BID CONFERENCE will be held on **FRIDAY, OCTOBER 16, 2015** at 10:00 a.m. at the 110 Elm Street Property. The Northwest Behavioral Health Management Partnership, Inc. contact person for this project is:

**Bill R. Buchna**  
**Venango County Housing Office**  
**1 Dale Avenue**  
**Franklin, PA 16323**  
**(814) 432-9752**  
**Mail to: [bbuchna@co.venango.pa.us](mailto:bbuchna@co.venango.pa.us)**

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

BID FORM

We submit the following in response to the Request for Bids from Northwest Behavioral Health Management Partnership, Inc. for Renovation of 110 Elm Street, Franklin, PA 16323.

I/We did attend the Mandatory Pre-Bid Conference: \_\_\_\_\_ yes; \_\_\_\_\_no

Total Cost of Labor and Materials: \$ \_\_\_\_\_

ATTACH DETAILED INFORMATION REGARDING:

- ✓ YOUR EXPERIENCE
- ✓ 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 PAINT CHOICES AND FLOOR TILE CHOICES

CONTACT INFORMATION

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_