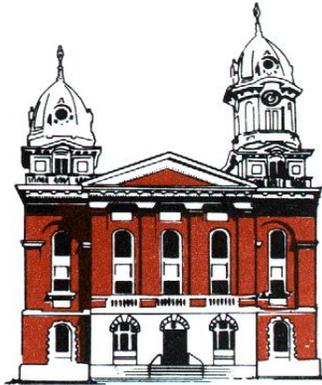


BID SPECIFICATIONS PACKET

Court House Tower Painting and Roof Repairs



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, Chairman
Vincent L. Witherup
Janet D. Beichner

Date Issued: July 6, 2011
Date of Bid Opening: July 20, 2011 at 10:00 a.m.

BACKGROUND INFORMATION

The County of Venango is soliciting bids from professional contractors to perform painting and repair work on the Court House structure located at 1186 Liberty Street in Franklin, PA. Part I of the project will include exterior painting of both of the towers on the Court House. Part II of the project will include roof repairs to include replacing chimney flashing on all five roofs; vent pipe flashing replacement in seven areas; miscellaneous slate roofing repairs; installation of snow guard; installation of lightning protection system; and installation of a copper euro gutter system.

SCOPE OF WORK

While the County Court House may have normal operating hours from 8:30 a.m. to 4:30 p.m. judicial system operations can affect those hours of operation. Due to court proceedings, the Court House hours may extend well into the evening. It is important that the contractor include plans to place equipment and ensure the safety of the general public that will be accessing the Court House while you are performing this work.

This project is separated into two distinct work areas. The Contractor may choose to bid on Part I – the painting of the towers; or Part II – the roof repairs; or on both projects. **The Contractor is responsible for obtaining any permits that may be required to complete this work.**

PART I – PAINTING OF BOTH TOWERS FROM THE ROOF LINE UP

1. Set up rigging to access area to be painted
2. Prepare surface described above to be painted by scraping and sanding
3. Apply rust inhibitor metal primer to all bare spots of metal
4. Apply one coat of exterior oil base primer cut with linseed oil and gum spirits to all prepared surfaces (this will restore natural oil back into the dry bare spots)
5. Seal any minor cracks in wood silocanized latex caulk
6. Apply one coat exterior oil base finish coat to all primed surfaces
7. Inspect all tin flashings and report finding to county maintenance department
8. Any deteriorated wood detected will be repaired at \$_____ per man hour plus any materials used
9. Remove and dispose of all debris
10. Job sign shall be removed within 2 weeks after final payment is received

NOTE: All work is to be done by hand; no pressure washing or spray painting is permitted. This also includes a Full primer coat not a spot primer.

NOTE: To get gold leaf top with 233 kt gold add \$_____ to price

PRICE: _____

PART II – ROOF REPAIRS

A. Chimney Flashing Replacement (on all 5 roofs)

1. Remove 55 ft. of deteriorated step and counter flashing and surround slate
2. Cut a new ringlet joint into masonry wall
3. Fabricate and install new 20 oz. copper step and counter flashing
4. Re-install 10 x 20 Vermont green slate using 1-3/4" copper roofing nails
5. Counter flashing will be attached to wall using lead wedges so fasteners are not seen
6. Seal counter flashing with polyurethane caulking to match color of mortar
7. All copper will be soldered, not caulked, for a permanent seal
8. Any deteriorated wood found will be repaired at \$_____ per man hour plus any materials used
9. Remove and dispose of all debris
10. Job sign shall be removed within 2 weeks after final payment is received.

NOTE: To upgrade to 20 oz. Lead Coated Copper add \$_____ to price

PRICE_____

B. Vent Pipe Flashing Replacement (7 total)

1. Remove and salvage Vermont green slate surrounding vent pipe area
2. Remove deteriorated vent pipe flashing
3. Fabricate and install new vent pipe flashing using 20 oz. copper
4. Copper vent flashing will cover entire exposed pipe and will be folded 2" inside pipe
5. Re-install salvage slate around vent pipe using 1-3/4" copper roofing nails
6. Any deteriorated wood found will be repaired at \$_____ per man hour plus any materials used
7. Remove and dispose of all debris
8. Job sign shall be removed within 2 weeks after final payment is received.

NOTE: To upgrade to 20 oz. Lead Coated Copper add \$_____ to price below

PRICE_____

C. Miscellaneous Slate Repairs (entire roof)

1. Remove and repair broken, missing, and/or cracked slate
2. Install approximately 100 pieces or more of approximately 10 x 20 Vermont green slates
1. Slate will be installed using Vermont slate hooks. Slate will not be repaired by driving a nail in the exposed area nor will it be repaired with roof cement or metal slips.
4. Install new pieces of lead coated copper
5. Ridge roll at corner and solder
6. Any deteriorated wood found will be repaired at \$_____ per man hour plus any materials used
7. Remove and dispose of all debris
8. Job sign shall be removed within 2 weeks after final payment is received.

PRICE_____

D. Snow Guard Installation (entire gutter line)

1. Remove and salvage 10 x 20 Vermont green slates where snow guard is going to be placed
2. Install 300 Seiger type C copper & bronze snow guards with 16 penny nails
3. Snow guards are to be installed three rows staggered 18" apart
4. Re-install salvaged slate using 1-3/4" copper roof nails, replacing any broken slate
5. Any deteriorated wood found will be repaired at \$_____ per man hr. plus any materials used
6. Remove and dispose of all debris
7. Job sign shall be removed within 2 weeks after final payment is received

PRICE_____

E. Lightning Protection System Installation (entire roof and steeples)

1. Install lightning rods at a minimal space of 25 ft. along ridge of roof
2. Lightning rods will be connected together using Class II lightning cables
3. Fasten cables every 2 ft. along the entire length of the system
4. Ground the system by using 5/8" ground rods penetrating 10 ft. into the ground
5. Ground the system at three separate locations
6. Remove and dispose of all debris
7. Job sign shall be removed within 2 weeks after final payment is received.

NOTE: System will consist of copper and stainless steel components only to ensure that no part of the system will deteriorate or interact with each other.

PRICE_____

F. 7.6” 20 oz. Lead Coated Copper Euro Gutter Installation (all gutter sections)

1. Remove incorrectly installed stainless steel gutter
2. Remove slate along bottom edge
3. Install Euro hangers every 14”
4. Install 7.6” lead coated copper Euro gutter approximately (300’)
5. Solder all seams
6. Re-install slate using copper roof nails
7. Re-use existing down spout
8. Remove and dispose of all debris
9. Any deteriorated wood found will be repaired at \$_____ per man hour plus any materials used
10. Job sign shall be removed within 2 weeks after final payment is received.

PRICE _____

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 mailed and/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 bid.
- 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 & 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 the County.

Minimum limits: \$3,000,000

Coverage Provisions

All deductibles or self-insured retention shall appear on the certificate(s).

Venango County, its officers/officials, employees, 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 coverage's 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, 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 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, 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 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.

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.

BID SPECIFICATIONS/INSTRUCTIONS

- Bid specifications may be obtained at the Commissioners/Chief Clerk's Office in the Courthouse Annex Building, 1174 Elk Street, Franklin, PA, 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 "Court House Tower Painting and Roof Repairs Bid". Bids will be accepted in the Chief Clerk's Office **until 10:00 a.m. on July 20, 2011** after which immediately thereafter bids will be publicly opened and read aloud in Room 101 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, 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.
- 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 July 20th 10:00 a.m. 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 Friday, July 15th beginning at 10:00 am in Room 101 of the Courthouse Annex.

County contact people for this project are:

Mike Johnson, Property Manager
Courthouse
1168 Liberty Street
PO Box 831
Franklin, PA 16323
(814) 657-7236
mjohnson@co.venango.pa.us

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

BID FORM

We submit the following costs in response to the Request for Bids from Venango County for the painting of the Court House Towers and/or roof repairs:

<u>PART</u>	<u>BASE</u>	<u>OPTION</u>
PART I Painting of Towers	_____	233 kt gold leaf paint
PART II Roof Repairs		
A. Chimney Flashing	_____	20 oz. lead coated copper
B. Vent Pipe Flashing	_____	20 oz. lead coated copper
C. Misc. Slate Repair	_____	
D. Snow Guard	_____	
E. Lightning Protection	_____	
F. Euro Gutter	_____	
TOTALS:	\$ _____	\$ _____
COST PER MAN HOUR (repairing deteriorated wood)	\$ _____	

ATTACH DETAILED INFORMATION REGARDING:

- ✓ YOUR REFERENCES
- ✓ YOUR INSURANCE COVERAGES
- ✓ A 10% BID BOND, CASH OR CERTIFIED CHECK EQUAL TO THE TOTAL DOLLAR AMOUNT OF YOUR BID

Submit this page and the following page as part of your proposal, in addition to the information requested above.

CONTACT INFORMATION

Contractor: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

Contact Person: _____

Title: _____

Authorized Signature: _____

Date: _____