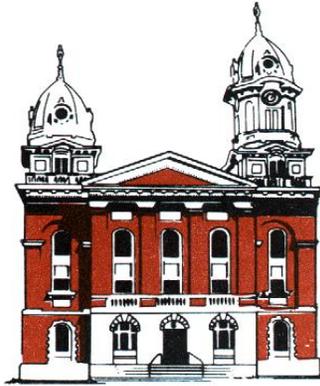


BID SPECIFICATIONS PACKET

Remodeling Work at the West Third Street Property



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: July 8, 2014
Date of Bid Opening: July 23, 2014 at 10:30 a.m.
Courthouse Annex - Room 103

BACKGROUND INFORMATION

The County of Venango is soliciting bids to remodel a county owned residence located at 5 West Third Street in Oil City, PA, to include bathroom, plumbing and mechanical work.

SCOPE OF WORK

MECHANICAL PHASE:

1. Replace all water lines that are to remain functional with PEX tubing of appropriate size with brass fittings. PEX manifold systems are not preferred at this time. So all valves are to be at point of source. This includes Basement, First floor, & Second floor. The main shut-off in the basement needs replaced with a ball valve. The curb stop will have to be shut-off to do this.
2. Demolition is to be kept to a minimum. Opening ceilings are also to be kept to a minimum. There are areas in the house that can be used for central pipe chases, and areas in the ceilings that can be removed to gain access to plumbing and water lines. They are as follows:
 - a. Closet between Kitchen & Dining room located on the rear wall. Ceiling and walls maybe utilized in the closet and if needed some of the dining room ceiling in front of the closet.
 - b. The existing chase for the stacked bathrooms.
 - c. The ceiling in the first floor bathroom that is located underneath the second floor bath room, and the ceiling underneath the existing primary second floor bath. All lath and plaster that is removed in the demolition process must be replaced with the appropriate thickness of drywall. **DO NOT APPLY ANY JOINT COMPOUND TO ANY SURFACE THAT WILL BE LEFT EXPOSED**, that will be done by the wall finishers. (Painters). Any surface that will be covered by a ceiling material such as acoustic tile, or bathroom fixture is to have one coat of compound applied, and sanded.
3. Terminate any unused water lines, remove if visible during demolition.
4. Before any chase gets covered ensure that it will not be utilized for electrical purposes such as GFCI, and wiring for exhaust fans.
5. Replace any lateral drain lines exposed during demolition with the appropriate size PVC lines adapted to the existing soil stack. This includes lavatory drains, closet elbows, toilet flanges, and tub wastes.
6. The main soil stacks are to remain, and tested for functionality. There are to be PVC clean-outs installed in basement to allow inspection & maintenance. These consist of a PVC 3" wye, with a removable plug on the lateral, 2' to 3' of PVC piping on each end, and fernco fittings to connect to the cast iron on the ends. Two clean-outs will be installed. One on each soil stacks. During this the soil stacks must be inspected for functionality.

7. The gas line needs replaced from meter in. The only appliances that require a natural gas supply is the boiler, water heater, & kitchen stove (install a plug or cap on kitchen gas stop). There is to be a main gas shut-off (ball valve) in the basement where the gas line enters the basement, and ball valve stops at the boiler and water heater with moisture legs. Flexible gas line, or rigid are acceptable; use whichever is cost effective. Appliances must have a rigid gas supply assemble at each unit.
8. Replace defective 40 gallon gas water heater with a new 40 gallon gas water heater.
9. All visible abandoned gas lines are to be removed.
10. The boiler, and new water heater must be tested for safe operation.
Proposals for new heating systems will not be entertained at this time.

BATHROOM PHASE: All bathroom remodeling & installation of fixtures are included in this phase.

1. The existing bathroom off the second floor hall is to be remodeled. Remove all fixtures, and secondary wall coverings such as ceramic tile and self-stick tile on walls and ceilings; salvage the lavatory sink/vanity and the toilet. The tub/shower will be demolished and removed.
2. Install a new corner shower at the rear right corner of the room if you are facing the rear wall in the bathroom, and the lavatory is to be located on the left inner wall. This wall will be referred to as the common wall from now on in the bid specifications.
3. The toilet can stay where it is if it can be turned a 1/4 turn if possible. If not relocate it along the common wall as the lavatory sink.
4. The Common Wall covering can be removed to allow the installation of drain and water line rough-in.
5. A new bathroom is to be installed in the walk-in closet next to the existing bath off the hall.
6. Install rough-in drain and water lines for the (2) lavatory sinks (existing bathroom and new bathroom sinks) to allow for P-traps in the common wall and install the open end closet elbow for the toilet & shower.
7. In the new bathroom being installed, locate the lavatory and toilet on the common wall.
8. The new walk-in shower of the new bath will be installed at the rear left corner. If needed it can extend into the bedroom, but you would be responsible for the construction of the surrounding wall and first application of joint compound and trim. (Not the finish coat ,or painting)
9. All bathrooms must have a GFCI installed, and an exhaust fan/light installed.

10. You are to salvage all applicable fixtures, if a fixture cannot be salvaged a change of work order must be authorized and completed. This also includes any additional work that is not included in this scope.

PLUMBING PHASE:

1. This phase includes the
 - a. installation of all fixtures, P-traps, wax rings and water supplies to the fixtures;
 - b. the construction of the wall behind and along the shower that is being install in the new bathroom;
 - c. reversing the door to the bathroom that was remodeled;
 - d. installation of a door in the new bathroom.
2. The only new fixtures that are to be included in this scope of work are as listed:
 - (1) Lavatory sink with vanity and faucet;
 - (1) Toilet;
 - (2) Walk-in Showers with faucets of acceptable style.
3. All toilets and bath areas must have grab bars, hand rails, or assist bars. Tubs and shower must have a slip-resistant base, or have a slip-resistant application applied.

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 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 & 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.

6. 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. Provider 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 individuals 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.

7. BID SPECIFICATIONS/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 “Remodeling Work at the West Third Street Property Bid”. Bids will be accepted in the Chief Clerk’s Office **until 10:30 a.m. on July 23, 2014** after which immediately thereafter bids will be publicly opened and read aloud in Room 103 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 23rd 10:30 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 Thursday, July 17th beginning at 10:00 a.m at the residence.

County contact people for this project are:

Andy Weckerly , Senior Housing Specialist
Human Services Complex
1 Dale Avenue
Franklin, PA 16323
(814) 657-7765
aweckerly@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 in response to the Request for Bids from Venango County for the remodeling of the 5 West Third Street residence in Oil City:

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 SHOWERS, TOILETS, VANITIES, FAUCETS AND ADA EQUIPMENT TO BE INSTALLED

CONTACT INFORMATION

Vendor: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

Contact Person: _____

Title: _____

Authorized Signature: _____

Date: _____