

May 30th, 2024

To: Interested Contractors

Re: Invitation to Bid

From: Dirk Johnson
Director of Recreation

INVITATION TO BID

PROJECT DESCRIPTION: Ebensburg Tennis Center Interior Roof Repair

The Borough of Ebensburg is seeking bids from qualified Bidders to renovate the entire interior roof section of the Ebensburg Tennis Center. The project includes replacing removed ceiling insulation on court 1 and installing a ceiling membrane to cover the existing vapor barrier to eliminate condensation from falling onto the indoor tennis courts. The bid shall also include the cost, good for one year, to install the membrane on the interior walls of the entire perimeter of the tennis courts if condensation should become a problem within one year of the ceiling membrane being installed. Quantities shown here are for illustrating the scope of the project only. It is the contractor's responsibility to determine construction quantities.

The Borough of Ebensburg will receive sealed Bids until 12:00 noon local prevailing time Thursday, June 20th, 2024, at 300 West High Street, Ebensburg, PA 15931. Bidding Documents may be examined or obtained during normal office hours at the borough office, 300 West High Street, Ebensburg, PA 15931 (814) 472-8780. Proposals must be on forms provided by the Borough.

A (non-mandatory) pre-bid conference, including a site visit of the project area, will be conducted on Wednesday, June 5th, 2024, at 11:00 A.M. Prospective bidders are encouraged to meet at the Ebensburg Tennis Center, 257 Lakeview Road, Ebensburg, PA 15931.

The project is a prevailing wage project, subject to the Pa. Prevailing Wage Act, and as such the wage rate determination is attached. The contract provisions, including prevailing wage requirements, apply to work performed on the contract by the contractor and sub-contractors.

Bid Security in the amount of 10% of the Bid must accompany the Bid. A performance bond in the amount of 100% of the contract will be required of the successful bidder. The Borough of Ebensburg reserves the right to waive irregularities and reject any and all Bids.

This project is being funded by the Borough of Ebensburg.

REQUEST FOR BID PROPOSALS FOR
Ebensburg Tennis Center Interior Roof Repair

BOROUGH OF EBENSBURG
300 WEST HIGH STREET
EBENSBURG, PENNSYLVANIA 15931

CONTACT PERSON:

Dirk W. Johnson
Director of Recreation
(814) 472-4277 ext. 3

- **BID INFORMATION**

- **Purpose**

This request for bid proposal provides interested contractors with information to enable them to prepare and submit bid proposals for consideration by the Borough of Ebensburg to repair the interior roof of the Ebensburg Tennis Center located at, 257 Lakeview Road, Ebensburg, PA 15931.

- **Submission of Bid Proposals**

Sealed bid proposals will be received by Kelly Cook, Borough Manager, at her office located at 300 West High Street, Ebensburg, Pennsylvania 15931, until 12:00 Noon on Thursday, June 20th, 2024. Bids will be opened at 12:00 Noon on Friday, June 21st, 2024, and considered for approval at the Council meeting on Monday, June 24th, 2024, at 6:30PM.

- **Proposals**

To be considered, a vendor must submit a complete response to this request for bid proposal, and it must be submitted as directed. All bid proposal costs must be guaranteed for a period of sixty (60) days from the date opened.

- **Rejection of Bid Proposals**

The Borough of Ebensburg, at its sole discretion, reserves the right, for any reason and at any time, to accept or reject any or all bid proposals, to waive any informalities and/or irregularities, to be the sole judge of equality or workmanship, to waive any minor specifications, to negotiate the terms and specifications for the project, to modify any part of the request, to issue a new request for bid proposal, and to award the contract in a manner which best serves the interests of the Borough of Ebensburg.

- **Payment of Contractor**

Payment shall be made as invoiced for the completed work. Invoices shall be submitted no more frequently than every two weeks. Retainage of ten percent (10%) of the total project cost, as adjusted during the contract, shall be retained until project activities have concluded, the project has been inspected by the funding agencies, and final payment application and associated documentation has been approved.

Upon contract award, the Contractor shall submit a schedule of values representing the portion of their total for each work item identified in the contract drawings. These values will be used to prepare monthly payment applications, which will be based on the portion of items completed during that pay period.

Payments may take approximately 1-month for disbursement from the funding agency approval of each payment application has been approved.

- **Wage Classification**

The project is a prevailing wage project, subject to the Pa. Prevailing Wage Act, and as such the wage rate determination is attached. The contract provisions, including prevailing wage requirements, apply to work performed on the contract by the contractor and the work performed on the contract by sub-contractors.

- **Prior Experience**

Bidders must have completed five contracts within the past five years performing similar work and have staff experienced in prevailing wage compliance. The Borough will verify such experience prior to bid award, and the lack of such experience will be cause for rejection of the bid.

- **Bid Bond**

The bid must be accompanied by a certified check or bid bond in the amount of 10% of the bid made payable to Ebensburg Borough.

- **Performance Bond**

A performance bond in the amount of 100% of the contract shall be furnished by the successful bidder.

- **Pre-Bid Conference**

A (non-mandatory) pre-bid conference, including a site visit of the project area, will be conducted on Wednesday, June 5th, 2024, at 11:00 AM. Attendees should meet at the project site. Though not mandatory, all bidders are encouraged to attend to ensure an understanding of the project scope.

- **Bidder Questions**

The Borough will accept questions relative to the project until Noon on Tuesday, June 18th, 2024. Submit questions to djohnson@ebensburgpa.com. All questions received up until that time will then be posted on the website with all answers. Bidders are advised to check www.ebensburgpa.com on or after Wednesday, June 19th, 2024, for any further addendums.

- L. **Compliance with State Contractor Responsibility Program**

The Contractor certifies for itself and its subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this Bid/Contract, that neither the Contractor, nor any such subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot so certify, then it agrees to submit, along with its Bid/Contract, a written explanation of why such certification cannot be made.

The Contractor also certifies, in writing, that as of the date of its execution of this Bid/Contract it has no tax liabilities or other Commonwealth obligations or has filed a timely administrative or judicial appeal if such liabilities or obligations exist or is subject to a duly approved deferred payment plan if such liabilities exist.

- **PROJECT DESCRIPTION**

Project information is described in the project related information sheet.

- **CALCULATION OF BIDS**

Bids are to be submitted on the enclosed bid forms.

- **PROJECT DETAILS**

1. The details of the project are fully specified within the drawing set.
2. Items that are in the drawings but not included in this contract are labeled NIC Not In Contract)

- **GENERAL PROJECT NOTES**

1. The Contractor is designated as the "Responsible Person in Charge of Construction" and the site supervisor, who is trained in safety and the work being performed, is responsible for construction site safety.
2. The Contractor is responsible for restoring all disturbed property to conditions equal to or better than conditions prior to construction.
3. The Contractor shall provide closeout documentation to include a final payment application, and operations and maintenance manuals. These must be submitted within 45 days of completion of construction.

VI. PROJECT SCHEDULE

Authorization to proceed with work on this project is expected to be issued soon after the bid is awarded. Work is expected to begin the week of August 5th, 2024, after the bid is awarded at the Ebensburg Borough Council meeting on Monday, June 24th, 2024. All work must be completed no later than August 16th, 2024.

VII. GENERAL

This contract includes installing new insulation in the ceiling area of court #1 that was removed. To prevent further condensation problems a liner needs to be installed over the existing vapor barrier on the interior roof of all three tennis courts at the tennis center. The liner needs to be white to keep the reflective properties of the indirect lighting on the interior tennis courts at a level acceptable to NCAA Division-1 standards. The liner also needs to be impenetrable to a tennis ball striking/hitting the interior of the tennis center roof. All bidders shall be skilled in the class of work being bid. Bidders shall satisfy themselves by personal examination of the location of the proposed work and by such other means as they may prefer, as to the actual conditions and requirements of the work, to enable them to make up their bids intelligently. Each bidder shall make himself familiar with all existing conditions before submitting his proposal, in order that no misunderstanding shall exist regarding the nature and character of the work to be done. No allowance will be made for any claim that the bid was based upon incomplete information as to the nature and character of the site or the work involved.

VIII. INSURANCE

A. The Contractor shall not commence work under this contract until he has obtained all insurance required and such insurance has been approved by the Borough, nor shall the Contractor allow any subcontractor to commence work on his contract until all similar insurance required of the subcontractors has been so obtained and approved.

B. Insurance - The Contractor shall provide certificate of insurance for Workers Compensation, as required by law, for all of his employees employed, and in case any work is sublet, the Contractor shall require the subcontractor to provide Workers' Compensation for all of his employees.

The Contractor shall provide certificate of insurance for comprehensive general liability insurance which will protect Contractor in providing services under this Agreement from claims for damage or injury to persons, including wrongful death, and for damage to property which may arise from operations under this Agreement whether such operations be by Contractor or by the subcontractor of Contractor, or by anyone directly or indirectly employed by either Contractor or subcontractor.

The Contractor shall provide coverages including, but not limited to, the following:

Insurance Limits Required

1. Comprehensive General Liability: One Million (\$1,000,000) Dollars combined bodily injury and property damage, single limit liability insurance, or:

Five Hundred Thousand (\$500,000) Dollars single limit with a One Million (\$1,000,000) Dollar excess policy.

2. Business Auto Liability: One Million (\$1,000,000) Dollars combined bodily injury and property damage Or: One Million (\$1,000,000) combined single limit liability

C. The Contractor shall name the Borough of Ebensburg and the Commonwealth of Pennsylvania as additional insured on all above specified policies with right of notice.

D. Comprehensive liability insurance covering all owned and non-owned equipment and motor vehicles.

IX. LABOR AND EQUIPMENT

All labor and equipment of every kind necessary to carry out the provisions of these specifications shall be furnished by and at the expense of the Contractor.

X. HOLD HARMLESS

The Contractor shall indemnify and save harmless the Borough of Ebensburg and the Commonwealth of Pennsylvania against and from all suits or actions of every kind and description brought against the Borough and the Commonwealth of Pennsylvania or any of its Officers, agents, or employees, and also from damages and costs to which it, they, or any of them may be put by reason of injury to the person or property of any other, resulting from negligence or carelessness, or otherwise, in the performance of Contractor's obligations under the contract, or from any defective or improper appliances used in performance of the same.

Borough of Ebensburg
2024 Ebensburg Borough Tennis Center Interior Roof Repair
Response to Bid Request

Contractor _____

Address _____

ZIP _____

Contact _____

Telephone # _____ Fax # _____

E-mail _____

Total Project Cost For Ceiling Membrane \$ _____ Lump Sum

Cost To Add Wall Membrane \$ _____ Lump Sum

Please initial below, indicating acceptance of the following statements.

_____ I checked www.ebensburgpa.com on Wednesday, June 19th, 2024, or later for any subsequent addendums that may have been issued.

_____ I have signed/completed the certifications on the following pages and attached them to this proposal. These documents must be completed and returned to be considered to be part of a responsive bid. These documents include this sheet, the Bid Cost Sheet, and the Statement of Bidder's Qualifications.

_____ I understand that Pennsylvania Prevailing Wage Rates will be used on this project.

Authorized Signature

Date

Signature

Company Name

Title

SPECIFICATIONS

The Bid Cost Sheet and Statement of Bidder's Qualifications must be submitted with the Contractor's bid.