

**STATE SYSTEM OF HIGHER EDUCATION  
COMMONWEALTH OF PENNSYLVANIA**

**SPECIAL INSTRUCTIONS TO BIDDERS**

Issue Date: **June 25, 2014**

**PROJECT INFORMATION**

Project Title: Repair and Refinish Arena Floor, Mattioli Recreation Center

Project No: ESU #30-1405RB

Location: East Stroudsburg University of Pennsylvania

**Project Scope: The work consists of repair of the damaged or faulty portions of the Recreation Center synthetic flooring system on both the main floor area and mezzanine (running track) area on the second floor as indicated. Work includes patching all torn and/or delaminating areas and recoating of synthetic flooring including laying out and painting new game lines and graphics as outlined in the contract drawings and specifications. (schedule of work – 15 December 2014 – 14 January 2015)**

Contract Time: see Standard Form of Contract

Prevailing Wages: Yes; see Standard Form of Contract

Liquidated Damages: Yes; see Standard Form of Contract

Contract Cost Ranges: 1405RB.1 Gen. Const. (range) \$100,000 to \$300,000

Directions: See Website: [www.esu.edu](http://www.esu.edu), click on campus map at bottom of Home page, Mattioli Recreation Center is Building number 69, 1282 Centre Street, East Stroudsburg, PA 18301. ESU is located off I-80, Exit 308.

**BIDDING INFORMATION**

Issuing Office: Procurement and Contracting,  
Rosenkrans West, Room 218 (124 University Circle)  
East Stroudsburg University  
200 Prospect Street  
East Stroudsburg, PA 18301-2999

Contracting Officer: Patricia Reich, CPSM, C.P.M.  
Director of Procurement & Contracting  
Rosenkrans West, Room 218 (124 University Circle)  
East Stroudsburg University  
200 Prospect Street  
East Stroudsburg, PA 18301-2999

Design Professional: Spillman Farmer Architects  
1720 Spillman Drive, Suite 200  
Bethlehem, PA 18015  
T: 610-865-2621  
F: 610-865-3236  
Attn: Salvatore B. Verrastro

Bid Due Date/Time: **2:00 PM (local time) on July 30, 2014**

Location to Deliver Bids: Rosenkrans West, Room 218  
124 University Circle  
East Stroudsburg University  
East Stroudsburg, PA 18301-2999

Bid Opening Date/Time: **2:00 PM (local time) on July 30, 2014**

Pre-bid Conference Date/Time: **10:00 – 11:00 AM on July 8, 2014**

Mandatory or not: A non-mandatory Pre-bid conference

Location: Facilities Management Office  
118 Normal; Street  
East Stroudsburg University  
East Stroudsburg, PA 18301-2999

Site Visits: Yes

Point of Contact: Thomas A. Bartek  
Facilities Management, Project Manager  
East Stroudsburg University  
East Stroudsburg, PA 18301-2999  
T: 570-422-3038  
Email: tbartek@esu.edu

Pre-Bid Questions: All questions shall be submitted in writing to the Design Professional

Send to: email: [SVerrastro@spillmanfarmer.com](mailto:SVerrastro@spillmanfarmer.com)

Not later than: **11AM on July 15, 2014**

REAs for Small Diverse Business (SDB) proactive solicitation: Not Required

Bid Security Required: 5% of bid price

Bid Security Allowed: Bid Bond or certified check

Bid Period: Bids shall be valid for not less than 60 days from Bid Opening until Award of Contract

Items Required to be  
Submitted with the Bid: Bid Form  
Bid Bond (or other bid security)  
Business Certification Form

Performance Bond:..... 100% of the contract price.

Payment Bond:..... 100% of the contract price.

Maintenance Bond:.....10% of the contract price

Plans and Specs Cost: A complete set of Bid Documents on CD is available from the design professional free of charge since this is a rebid. :

Available from: Spillman Farmer Architects  
1720 Spillman Drive, Suite 200

Bethlehem, PA 18015  
T: 610-865-2621  
F: 610-865-3236  
Attn: Salvatore B. Verrastro  
Email: [sverrastro@spillmanfarmer.com](mailto:sverrastro@spillmanfarmer.com)

**Bidders' Services:**

The design professional cited above may be contacted for the names of those who have secured plans and specifications and to inspect the plans and specifications.

Additional, the Plan and Specifications are available for inspection at the Facilities Management Office of East Stroudsburg University from 8:00 AM – 4:00 PM, work days; also at MHC/ReproMax, Philadelphia, PA; Mid Atlantic BX, Harrisburg, PA; Pittston NEPCA/MHC, Pittston, PA and Pocono Builders Association, Stroudsburg, PA.

**Public Notice of Bid Results:**

Bidders are hereby notified that public notification of Bid Tabulations and of Contract Awards are now provided on the University's Web Page at "<http://www.esu.edu/procurement>". Select "Current Bid and RFP Opportunities" from menu on left side and you will see a list of projects at the bottom of the page. Select the "Results" under the bid Status column for the appropriate project listing.