

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

SPECIAL INSTRUCTIONS TO BIDDERS

PROJECT INFORMATION

Project Title: Mowrey Hall Renovation – ADA Lift, Restroom and Kitchen

Project No: SU-2018/8C

Location: Shippensburg University

Work included under this project at Shippensburg University, Shippensburg Township, Cumberland County, Pennsylvania consists of Architectural, Plumbing and Electrical upgrades to the first and third floors of Mowrey Hall for the incorporation of a new ADA Lift, a new restroom facility and a new kitchen.

- New restroom work includes: the demolition of an existing bathroom and related components including the removal of a portion of the existing exhaust ductwork, and toilet room plumbing fixtures and piping. Relocation of existing sprinklers and associated piping. Furnish and install new restroom components and fixtures, ductwork, piping and electrical components.
- New ADA Lift work includes: demolition of an existing IDF Room, Furnish and installation of a new ADA lift, new wall partitions, doors and related components, including relocation of an existing ductless split system and controls currently serving the existing IDF room to a new location, and the relocation of existing sprinklers and associated piping. Also furnish and installation of new receptacles and telecommunication components and provide power for new HVAC equipment.
- New kitchen work includes: Ceiling demolition, Furnish and installation of new casework, kitchen appliances, fixtures and new interior finishes. Furnish and install new plumbing fixtures, piping and electrical components. Relocate existing sprinklers and associated piping.

Work shall include, but is not necessarily limited to, the furnishing of all labor, superintendence, materials, tools and equipment and performing all work necessary to complete all general, plumbing, electrical and incidental and related construction at the satisfaction of, and subject to approval of the Professional and the University.

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: SU-2018/8C.1 General Construction: \$ 70,000 - \$90,000
SU-2018/8C.3 Plumbing Construction: \$ 50,000 - \$75,000
SU-2018/8C.4 Electrical Construction: \$ 80,000 - \$110,000

Directions: See Website: <http://www.ship.edu/Visit/Directions/>.

BIDDING INFORMATION

Issuing Office: Purchasing and Contracting
Old Main, Room 300

Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257

Contracting Officer: Wesley Light
Design Professional: STV Architects, Douglassville PA
Plans and Specs: Available for download at the Documents Tab on eProcurement Exchange

Bid Due Date/Time: March 12, 2019 at 2:00 PM

Method of submission of bids for this IFB (see Sections 1 and 7 of the General Instructions to Bidders):

To be submitted electronically at <https://passhe.procurement.com>
All bidders must be registered in the eProcurement Exchange system to submit bids.

Bid Opening Date/Time: March 12, 2019 at 2:30 PM EST. Bid results/tabulation will be posted at <https://passhe.procurement.com>. Phone or fax inquiries will not be accepted.

Pre-bid Conference Date/Time: February 15, 2019 at 10:00 AM in the Reed Operations Center Conference Room.

Mandatory or Not: While not mandatory for bidding purposes, attendance at the Pre Bid Conference and Site Visit is highly recommended.

Location: Reed Operations Center Conference Room, Shippensburg, PA 17257

Site Visits: Yes, following the Pre-Bid Conference

Point of Contact/Submittal of Bids:

Mr. Wesley Light, Director of Purchasing and Contracting
Shippensburg University
Old Main Building, Room 300
1871 Old Main Drive
Shippensburg, PA 17257-2299
Phone: 717-477-1121 FAX: 717-477-4004
Email: wwlight@ship.edu

Technical Matters:

Mr. Terry Starr, PE, Associate Director for Planning, Design and Construction
Shippensburg University
Reed Operations Center
1871 Old Main Drive
Shippensburg, PA 17257-2299
Phone: 717-477-1123 X 3432 FAX: 717-477-4032
Email: tstarr@ship.edu

Pre-Bid Questions: All questions shall be submitted electronically through the PASSHE eProcurement Exchange system. Answers to all questions will be published at same. It is the responsibility of all interested bidders to log into the PASSHE eBid exchange to check for all Addendums and Updates that apply to this bid.

Send to: All questions shall be submitted on the eProcurement Exchange at:
<https://passhe.procureware.com>

Cut-off Date for Pre-Bid Questions: February 26, 2019 at 4:00 PM, EST

REAs for Small Diverse Business (SDB) proactive solicitation:
SU-2018/8C.1 General Construction: \$6,000
SU-2018/8C.3 Plumbing Construction: \$5,000
SU-2018/8C.4 Electrical Construction: \$7,000

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

Items Required to be
Submitted with the Bid: Bid Form
Bid Bond or Certified Check
Small Diverse Business (SDB) Solicitation Form and supporting Documents

Performance, Payment,
Required with the Contract: 100% of awarded Contract Price

Maintenance Bonds
Required with the Contract: 10% of awarded Contract Price