



WEST CHESTER UNIVERSITY OF PENNSYLVANIA
Construction Procurement Office
201 Carter Drive, Suite 200, West Chester, PA 19383
610-436-2706 / fax 610-436-2720
e-mail: bcooper2@wcupa.edu

BID WC 1410
Addition and Alterations to The Quad
7562300026.6

NOTICE TO CONTRACTORS

Issue Date: February 4, 2014

West Chester University of Pennsylvania of the State System of Higher Education invites interested contractors to submit sealed proposals for:

Project Title: Addition and Alterations to The Quad, Ph 2

Sealed proposals will be received in the Construction Procurement office of West Chester University. Bids must be time stamped no later than 11:00 on the date of bid opening. The point of contact at the West Chester University is Barb Cooper, Contract Specialist, at 610-436-2706. The Contracting Officer is not the point of contact.

Owner / Issuing Office

Construction Procurement
West Chester University of PA
201 Carter Drive, Suite 200, Room 211
West Chester, PA 19383

Contact Person

Barb Cooper, Contract Specialist
e-mail: bcooper2@wcupa.edu
Phone: 610-436-2706
Fax: 610-436-2720

University Contracting Officer: The University Contracting Officer for this project is Mark Mixner, Vice President for Administration and Finance, Philips Memorial Building, West Chester University.

Brief Description: The project is defined by the Contract Documents and consists of site work, landscape, hardscape, irrigation system, and electrical work in The Quad area adjacent to existing buildings within the block surrounded by South Church Street, University Avenue, South High Street, and Rosedale Avenue. The project also consists of relocation of exterior Works of Art from The Quad site to a site approximately one block away. 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 site work at the satisfaction of, and subject to approval of the Professional and the State System of Higher Education.

Contract Estimates:

General Construction Contract WC1410.1 (estimate 1.1 million)
Electrical Construction Contract WC1410.4 (estimate \$140k)

Project Schedule: Commence On-Site Demolition: Tuesday May 13, 2014. Complete all work (except sod and plants) no later than Friday August 15, 2014. Install sod no later than Thursday August 21, 2014. Commence installation of plants and trees in when weather is appropriate for successful planting, complete installation no later than Wednesday October 15, 2014.

Professional: Bernardon Haber Holloway Architects, Kennett Square, PA

Bid Opening at Issuing Office March 3, 2014 at 11:00 a.m. 201 Carter Dr., Suite 200, West Chester

In the event the University is officially closed on the day bids are due, the bid will automatically be the next business day at the same time.

In the event the University has an official delayed opening on the day the bid is due, the bid date will be the same but the time will be delayed by as many hours of the University's delayed opening.

For information about official University closing or delayed openings, please call 610-436-1000 or visit the West Chester University homepage at www.wcupa.edu .

Pre-Bid Meeting and Site Visit will be held on **Tuesday, February 18, 2014 at 1:00 PM.**

Contractors shall meet in Room 103 of Anderson Hall, 725 S. Church St., West Chester, PA 19383.

Parking is very limited in the area so please allow time to find parking. Notice is hereby given to all bidders that this will be the only scheduled site visit. Contractors should come prepared for that purpose on that day.

Project Location / Directions:

For directions to the University and campus map please log onto <http://www.wcupa.edu/visitors/drivingDirections.aspx>

In the event the University is closed due to inclement weather on the day the Pre-Bid Meeting is scheduled, you will be notified of a re-scheduled date.

For information about official University closing or delayed openings, please call 610-436-1000 or visit the West Chester University homepage at www.wcupa.edu .

Failure of the bidder to visit the site take into account site conditions that affect the work and include in their bid, shall not be considered cause for an increase in the contracted amount.

Contractor questions:

Prior to submitting a bid contractors may submit questions regarding the project and/or bid requirements. Questions must be submitted in writing no later than the close of business, **Monday, February 24, 2014** to Barb Cooper via e-mail at bcooper2@wcupa.edu. All questions received will be answered in writing in a published Addendum that will be issued to all plan holders of record.

Minority and/or Women Business Enterprise Proactive Solicitation Requirement: 10%

MBE/WBE Participation Level, Reasonable Effort Award Amount (REAA)

Bid Guaranty 10% of Bid Amount

Proposal Period: 60 calendar days allowed from Bid Opening until Award of Contract

Contract Approval Period: 120 calendar days allowed from Bid Opening until Notice to Proceed
The University is prepared to provide the Contractor with a Letter of Intent which will authorize the contractor to provide submittals and order materials prior to having a fully executed contract.

Liquidated Damages The Contractor shall pay to the System, as liquidated damages and not as penalty, the amount of **\$500.00 per day** for each and every calendar day beyond the date specified for completion.

Plans and Specs:

The Bid Package, including plans and specifications will be available on a CD at no cost. To request a CD, send your request via fax to 610-436-2720 or e-mail to bcooper2@wcupa.edu. Your request must include your full company name, address, phone, fax, contact person's name and e-mail. Bid packages can be picked up at 201 Carter Drive, Suite 200, Room 211, West Chester, PA 19383. Please call ahead to assure availability. If you would like the plans and specifications sent to you, please provide your FedEx account number to pay for the shipping charges.

Bid Results and Project Notices can be obtained through the West Chester University Construction Procurement website at: <http://www.wcupa.edu/INFORMATION/AFA/FBS/PROC/CP/CPBid.asp>

CONTRACTUAL REQUIREMENTS

Bid Guaranty

The University has determined that for this work a bid guaranty is required. As a bid guaranty, a Certified Check, Bank Cashier's Check or BID Bond must accompany each proposal. If a Bid Bond is submitted, it must be in the amount of 10% of the contract bid proposal amount, and it **must be submitted on the System furnished Bid Bond Form**. FAILURE to submit a bid guaranty; and if a Bid Bond is used as a Bid Guaranty, failure to submit a completed **(all signatures and seals)** System-furnished Bid Bond Form will result in the rejection of the Bid Proposal as non-responsive.

Performance and Payment Bonds

Bond requirements are contained in Rider F-Contract Bonds of the Standard Form of Agreement for Facilities Projects. 100% Performance, 100% Payment, 10% Maintenance

Nondiscrimination:

The State System of Higher Education is an equal opportunity employment agency with nondiscrimination/sexual harassment requirements, as contained in the bid proposal form.

Debarred Contractors:

Contractors currently under suspension or debarment by the Commonwealth, any other state, or the federal government, are not eligible for an award of contract for this project. Additionally, contractors should not contract with or employ subcontractors or individuals that are currently under suspension or debarment by the Commonwealth or the federal government. A current list of suspended or debarred

contractors is available by contacting the Department of General Services, Office of Chief Counsel, North Office Building Room 603, Harrisburg, Pa. 17125.

Prevailing Wage Requirements

The Pennsylvania Department of Labor and Industry, through the Bureau of Labor Law Compliance determines prevailing wage rates for the construction industry and enforces the rates and classifications for construction projects of \$25,000 or more when public funds are involved. For information about the Regulations for Pennsylvania Prevailing Wage Act, contact the Bureau of Labor Law Compliance by telephone at 800-932-0665 or on the internet at http://www.portal.state.pa.us/portal/server.pt/community/prevailing_wage/10519.

Prevailing Wages applicable to this project are provided in the bid package. All prime contractors and their subcontractors, must complete a Payroll Certification for Public Works Projects each week of the contract.

Product Substitution:

Any product substitution requests shall be submitted to the design professional a minimum of 10 calendar days prior to the date set for receipt of bid proposals. Those product substitutions that are accepted will be published in an addendum. After the bid opening, product substitutions will be considered only for those conditions listed in Section 01631-Product Substitutions.

MBE/WBE Participation:

The contractor must demonstrate that he has complied with the State System of Higher Education Draft Regulation Minority Business Enterprise and Women Business Enterprise (MBE/WBE) in facilities projects, as outlined in the bid proposal form, in the preparation and submission of their bid proposal.

All bidders must directly contact certified MBW/WBE subcontractors and/or suppliers to request quotes. Bidders must solicit MBE/WBE firms in a timely manner to allow sufficient time for a response, in the same manner bidders solicit from other subcontractors and suppliers. In order for a solicitation to be considered a qualified proactive solicitation, the request for quotations must contain the following minimum information:

1. The solicitation must be written, and on the bidders business letterhead.
2. The date of the solicitation.
3. The name and address of the MBE/WBE firm being solicited.
4. The Project name and number.
5. A listing of the specific equipment, materials, supplies, including approximate quantities, that the bidder intends to purchase or lease. The scope of work for any subcontract work should be clearly outlined.
6. Instructions as to where the plans and specifications (if not attached) are available for the MBE/WBE firm to review.

Information regarding the availability of certified Minority and Women Business Enterprises (MBE/WBE) may be obtained from the Commonwealth of Pennsylvania, Bureau of Contract Administration and Business Development, at 717-783-3119 or 412-826-5656. You may also access the following web page in order to identify MBE/WBE: <http://www.dgs.state.pa.us/cabd/mwbdata.htm>. Those minority and women owned businesses certified by the Department of General Services, as listed therein or subsequently certified, will be pre-approved and acceptable to the System as MBE/WBE firms. Contractors may also

submit other minority and women owned businesses that have been certified by other states or by other duly constituted public bodies.

Identification

All vendors and outside contractors are required to display at all times picture identification for all occupied Residence Halls. If a vendor or contractor does not have an identification card to display, a temporary one day card will be provided by the Department of Public Safety. Those needing a temporary identification card must report to the Public Safety dispatch window located in the Church Street lobby of the Peoples Building. The one-day temporary identification must be returned to Public Safety at the end of each day.

Financial Requirements:

To be deemed a responsible bidder, the bidder shall be capable of proving ownership of current assets over and above the current liabilities in amount equal to at least 20% of the bid price if the bid price is under \$2,000,000.

Insurance:

The Insurance Requirements are listed in Rider B of the attached sample contract.

Taxes

Contractor shall pay all sales, consumer, use and other similar taxes as required by law. Since the State System is an instrumentality of the commonwealth of Pennsylvania, the sale at retail to or use by a construction contractor of building machinery and equipment and services thereto that are transferred to the State System may possibly be excluded from some or all of such taxes. Forms and directions on the manner of obtaining exclusions from sales taxes may be obtained from any office of the Pennsylvania Department of Revenue or via <http://www.revenue.state.pa.us/>.

Public Works Employment Verification Act 127

The Commonwealth of Pennsylvania enacted Act 127 of 2012, known as the Public Works Employment Verification Act ('the Act'), which requires all public work contractors and subcontractors to utilize the Federal Government's E-Verify system (EVP) to ensure that all employees performing work on public work projects are authorized to work in the United States.

PA E-Verify is applicable for all public works contractors and subcontractors under a public works project:

- 1) for which the total project cost is excess of \$25,000; and
- 2) which are executed on or after January 1, 2013.

The term "public works contractor" does not include persons that are material suppliers for a project.

The Department of General Services' (DGS) Public Works Employment Verification Compliance Program is responsible for the administration, education, and enforcement of the Act. It provides contractors and subcontractors with educational outreach, conducts investigations when complaints are received, and conducts random audits to ensure compliance with the requirements of this Act. Contracts resulting from this solicitation will fall under the Act and the associated DGS compliance program.

Information on the Act and DGS' program are available on this DGS web site:

http://www.dgs.state.pa.us/portal/server.pt/community/construction_and_public_works/1235/public_works_employment_verification/1357211

Contractors will be required to sign and submit to the university, as a pre-condition of being awarded a contract, the Commonwealth of Pennsylvania Public Works Employment Verification Form.

Subcontracts between a public works contractor and its subcontractors shall contain notification of the applicability of the Act, information regarding the use of the EVP, and reference to DGS' website at www.dgs.state.pa.us to obtain a copy of the required Commonwealth of Pennsylvania Public Works Employment Verification Form. Additionally, Contractors will require each of their subcontractors to sign and submit to the university, prior to that subcontractor performing work at the project site, the Commonwealth of Pennsylvania Public Works Employment Verification Form.

The Commonwealth of Pennsylvania Public Works Employment Verification Form is available on DGS' web site and/or through the university.

Contractors will comply with all other requirements of the Act, and also require each of their subcontractors to comply, which includes maintaining documentation of continued compliance with the Act by utilizing the EVP for new employees hired throughout the duration of the public works contract.