

# Instructions to Bidders

## 1. Proposals

A. The Project Design and Technical Specifications are intended to cover one contract. The failure to mention any task that would be required to complete this project shall not relieve the Contractor of the responsibility to perform such work.

The contract covers all aspects of the construction of the roofed manure storage located at 9787 State Route 3023 Montrose Pa 18801. This contract includes (but is not limited to): excavation and grading, concrete flat and wall work, construction of a roofed manure storage, access roads, installation of rain gutters, and all associated practices described in the designs.

## 2. Contracting Officer and Contracting Officer's Representative

A. The project is being prepared for the landowners. Funding is being provided through the Susquehanna County Conservation District's Countywide Action Program (CAP).

B. The Susquehanna County Conservation District is acting as the Project Sponsor. The Contracting Officer for the sponsor is Jennifer Ramey.

C. The Contracting Officer's Representative will be the point of contact for all communication and direction between the Contracting Officer and the Contractor. The Contracting Officer's Representative will provide on-site quality assurance of work, monitor work progress, and determine the suitability of all work. The Contracting Officer's Representative is Nathan Harpster.

D. All invoices shall be provided to the contracting officer.

D. Contact information for the Contracting Officer and the Representative is:

### Contracting Officer

Jennifer Ramey  
Susquehanna County  
Conservation District  
89 Industrial Drive  
Montrose, PA 18801

Phone: 570-782-2105  
Fax: 570-782-2106  
Email: jramey@suscondistrict.org

### Contracting Officer's Representative

Nathan Harpster  
Susquehanna County  
Conservation District  
89 Industrial Drive  
Montrose, PA 18801

Phone: 570-782-2105  
Fax: 570-782-2106  
Email: nharpster@suscondistrict.org

### **3. Instructions for the Bid Form**

A. Sealed envelope bids shall include a hard copy of the furnished Bid Schedule and Bid Form to the Susquehanna County Conservation District office. Please make sure all blank spaces are filled in legibly in ink, and that the forms are signed at the bottom.

E. Signature requirements on the bid forms:

1. For individual bidders, the owner must sign the bid.
2. For Partnerships, a partner must sign the bid.
3. For Corporations, the President or Vice President must sign the bid.

F. Contractors bidding on this project will submit either a hard copy sealed envelope at the district office or a bid through the Penn Bid system. Multiple submissions may be rejected.

B. Please do not make changes to the phraseology of the Bid Schedule. Partial bids or alternative bids not provided for in the Bid Schedule will not be considered.

C. If paper bids are submitted the Bid Schedule and Bid Form **MUST** be submitted in a **SEALED ENVELOPE** with the Contractor's name and the words "**Neenan Manure Storage – Sealed Bid**" or submitted through the PENNBID website. If bidding on multiple contracts please use separate envelopes for each project.

D. Any bidder may withdraw a proposal at any time before the scheduled closing time for receipt of proposals. Proposals may be withdrawn by notifying the Susquehanna County Conservation District.

E. Signature requirements on the bid forms:

1. For individual bidders, the owner must sign the bid.
2. For Partnerships, a partner must sign the bid.
3. For Corporations, the President or Vice President must sign the bid.

#### 4. AWARD OF CONTRACT

A. Delivery of the hard copy bid package must be received by close of business day **May 15, 2024, at 4:30 PM**. The Penn Bid will not allow Bids to be submitted past **May 15, 2024, at 4:30 PM**. The bid opening will take place at the Susquehanna County Conservation District office at 10 A.M., Thursday, May 16, 2024. Award of a contract shall be made at the earliest possible date from the bid opening date. Performance time will begin at the time the contract has been awarded and run through the time specified in the contract. The work week will be limited to 5 days per week, Monday through Friday, ten hours per day unless deviation is approved by primary or secondary inspectors at least two days prior. All major holidays will be observed. If the contractor fails to complete the work within the time specified in the contract, the contractor shall pay liquidated damages to the project sponsor in the amount of \$200 for every day thereafter for each calendar day of delay until the work is completed or accepted.

B. Construction shall to begin within 31 days of the contract being awarded. The project is to be completed within the performance time specified on the Bid Form barring delay caused by severe weather conditions. Any severe weather delay request must be submitted in writing to the Contracting Officer's Representative.

#### 5. THE BIDDER

A. Shall attend the **MANDATORY PRE-BID SITE SHOWING** at the proposed location of the project a **11 AM on May 1, 2024** to become fully informed as to all existing conditions and limitations, including access and availability of materials. The farm location is:

9787 State Route 3023 Montrose Pa 18801

The primary purpose of the site showing is to make sure that the Bidder has inspected the site and has become familiar with all existing conditions affecting the work, including, but not limited to, those conditions bearing upon:

- i. Transportation, disposal, handling, and storage of materials; availability of labor, water, electric power, and access to the site;
- ii. The conformation and conditions of the ground, including the quality and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is reasonably ascertainable from the inspection of the site;
- iii. The character of equipment and facilities needed preliminary to, and during, prosecution of the work.

B. Shall include the following items in the bid:

1. Pre-construction meeting: Within 15-week days of the award date and time to be determined by the awarded contractor.

2. Proposed Construction sequence that includes a start date and completion date. *It is recommended contractors build time into a bid for any repairs required for final certification.*

3. Installation of all practices and structures identified in project design documents, including but not limited to implementation of adequate erosion and sediment controls, repurposing or disposing of removal material, swale stabilization, complete final grading, and stabilization of all disturbed areas, as well as all other aspects as outlined in these Contract Documents and Drawings.

C. Shall provide all equipment, labor, materials, and supplies necessary to complete the work unless otherwise specified.

D. Materials shall be approved by the primary or secondary inspector before incorporation into the project. Documentation of materials including but not limited to rebar, concrete mixes, any hardware, lumber, pipeline, gutters, and stone, and truss specifications shall be provided to the contracting officer representative or primary inspector before use in the structure.

E. A written Erosion and Sediment Pollution Control Plan shall be submitted to the conservation district at least five weekdays before construction. The contractor shall be responsible for implementing the plan and maintaining the controls, including any additional measures, which may be required to minimize sedimentation.

F. The contractor shall be responsible for locating and protecting all utilities.

G. The awarded contractor shall submit a written safety plan with an identified safety supervisor and shall require all subcontractors to comply with all safety requirements.

## **6. INTERPRETATION OF CONTRACT DOCUMENTS**

A. If any Bidder has questions about the project that arise following the site visit regarding the Drawings or Specifications, an emailed, written, or faxed request should be submitted to the Contracting Officer's Representative for interpretation or correction.

B. Any interpretation or correction of the bid documents will be made by the Contracting Officer by Addendum. A copy of any Addendum will be posted on the sponsor's website at <https://www.suscondistrict.org> as soon as it is issued.

## **7. THE CONTRACTING OFFICER**

A. May, during the bidding period, issue an addendum to advise bidders of additions, omissions, alterations, or clarifications of the drawings or specifications for this project.

B. Reserves the right to reject the bid of any Bidder who fails to furnish promptly and properly all the required information, when notified to do so.

C. Reserves the right to reject any and all bids that are determined to be incomplete, or from bidders who did not attend the mandatory site view.

D. Reserves the right to reject any and all bidders who are listed on DEP's or any Federal or State debarred contractors list for violations to contracts and any Local, State, or Federal laws and regulations.

E. Reserves the right to postpone the start of construction due to unfavorable weather conditions or other issues related to site access.

F. Reserves the right to cancel the project at any time during the bidding and contracting process for reasons that may arise that are outside of the Project Sponsor's control.

G. Reserves the right to reject any and all bids that exceed the grant funding available for the project.

8. **ADDITIONAL WORK**

A. Changes in the Drawings or Specifications may be made by the Contracting Officer Representative or Primary inspector after construction is in progress, if necessary. When necessary, changes involving work for which no quantity and price have been included in the Bid Form, such work shall be done at a price that shall first be agreed to, in writing, by the Contractor and the Contracting Officer by written change order.

9. **WORK SCHEDULE**

A. The work shall be completed within the time allotted for the project and shown on the bid schedule. The start of performance time will begin on the day identified as notice to proceed and determined after the official contract award.

B. The Work Schedule, Start Date, and Completion Date are important and will be considered in awarding the Contract.

C. Once the Contractor has started Mobilization on the Project site, it will be expected that work shall proceed in a continuous manner through to the conclusion of the project by the Proposed Completion Date, notwithstanding acceptable delays due to weather. The Proposed Date of Completion may be extended as needed due to extreme weather conditions as approved by the Contracting Officer's Representative.

10. **CONTRACT SECURITY (PERFORMANCE BONDS)**

A. The bidder shall supply a bid security in the amount of 10% of the bid price with their bid. The sureties of all bonds shall be such surety company or companies as are approved by the Contracting Officer, and as authorized to transact business in the State of Pennsylvania. Omission of this bid guarantee can be cause for the rejection of the offer.

B. The successful bidder shall deliver to the Contracting Officer executed Payment and Performance Bonds each in the amount of 100% of the accepted bid price for this contract as security for the faithful performance of the Contract. The sureties of all bonds shall be such surety company or companies as are approved by the Contracting Officer, and as authorized to transact business in the State of Pennsylvania. The Bonds shall be approved by the Contracting Officer before execution of the formal Contract.

## **GENERAL CONDITIONS**

1. **WORKING SCHEDULE**

A. The Contractor shall coordinate the work schedules with the Contracting Officer's Representative before the Contractor begins work on this Contract. No work requiring the presence of the Contracting Officer's Representative shall be done at night, on weekends, or on Federal holidays, except in case of emergency and/or with written permission of the Contracting Officer's Representative. Written permission shall be sought at least two days in advance of the desired work day(s). The Contracting Officer's Representative **MUST** have at least 5 days' notice in advance. If a pause in construction lasting longer than one week is required for any reason.

2. **CONTRACTOR'S LIABILITY AND PROPERTY DAMAGE INSURANCE**

A. The Contractor and its subcontractors shall maintain such insurance as will protect from claims under Worker's Compensation Acts and Federal Employer's Liability Act by coverage with insurance companies or by methods acceptable to the State Insurance Commissioner and by no other methods, for damages which may arise from operations under this Contract, whether such operations be by the Contractor, or by any subcontractor or anyone directly or indirectly employed by either of them.

B. The Contractor shall protect himself, the property owner, the Contracting Officer, the Contracting Officer's Representative, and the project sponsor from any claims for Bodily Injury Liability, and Property Damage Liability.

C. The limits for Bodily Injury Liability shall not be less than \$200,000.00/\$500,000.00; that is, \$200,000.00 is the limit for injury per occurrence and \$500,000.00 in the

aggregate. The minimum limit of Property Damage Liability shall be \$500,000.00 per occurrence, and \$1,000,000.00 in the aggregate.

D. The above policies for Bodily Injury and Property Damage Liability Insurance shall be so written as to include Contingent Bodily Injury and Property Damage Liability Insurance to protect the Contractor against claims from the operation of subcontractors.

E. Certificates of the Contractor's Insurance shall be filed with the Contracting Officer and shall be subject to approval by the Contracting Officer for adequacy of protection. No work shall be started at the site until appropriate Certificates of Insurance are filed with and approved by the Contracting Officer.

### **3. LAWS, PERMITS AND REGULATIONS**

A. All necessary regulatory permits will be the responsibility of the Contracting Officer and not the contractor; they will be obtained prior to the start of work.

B. The Contractor shall anticipate complying with the requirements of all laws, regulations, ordinances, and requirements applicable to work under this Contract. This will include adherence to any actions prescribed by inspectors enforcing Federal, State, County, or local regulations, laws, or permits. The costs for these actions shall be included in the Bid.

C. The Contractor shall adhere to all laws, regulations, permits, ordinances, safety codes, and building code requirements applicable to work done under this Contract. This requirement shall specifically include all current applicable OSHA requirements.

D. The Contractor shall provide and maintain all necessary safeguards to mark and prevent intrusion into work areas.

E. The Contractor shall be responsible for making sure contact is made with PA One-Call regarding the project activities at least 3 days prior to commencing work.

F. The Contractor shall provide all required borrow and disposal sites. All such sites are subject to approval by the Contracting Officer's Representative. Borrow and/or disposal sites shall not be located in a floodplain or wetland. Copies of releases signed by the landowner shall be provided to the Contracting Officer's Representative.

### **4. WARRANTY**

A. Contractor unconditionally warrants that all material supplied by Contractor will be new and of good quality (unless any used materials are specified in the Project Design and Technical Specifications), and that all work performed by Contractor will be performed in a substantial and workmanlike manner. The contractor shall not substitute materials called for by the Project Design and Technical Specifications without the

written approval of the Contracting Officer or Contracting Officer's Representative. The contractor unconditionally guarantees it will, at its own expense, at the request of the Contracting Officer or Contracting Officer's Representative, promptly replace or repair any work, equipment, or materials that fail to function properly for a period of no less than twelve months following the final inspection and completion of the as-built plans for the project. The contractor will also repair any surrounding parts of the structure (and/or personal property) that are damaged due to any failure in the Contractor's work for the period of twelve months following the final inspection and completion of the as-built plans for the project. This express warranty is in addition to any implied warranties under state or federal laws. The contractor provides no warranty on any materials supplied by the Project Sponsor.

B. Contractor shall promptly upon receipt of notice from the Contracting Officer and without expense to the Contracting Officer, make good all damages to buildings, sites, roads, parking lots, and all aspects thereof which in the opinion of the Contracting Officer is the result of the work outside the scope of this Contract, and therefore is the responsibility of the Contractor.

## **5. PAYMENT**

A. There are three funding sources committed to this project. The Contractor shall submit invoices for the amount due to Susquehanna County Conservation District. Invoices submitted will have identified work that has been completed and verified as satisfactory by the contracting officer or primary inspector. The Susquehanna Conservation District will make every attempt to make prompt payment after the inspection of invoiced work is completed, but for invoices greater than \$25,000.00, the district may need to submit a request for payment to the SCC prior to paying the Contractor. Invoices for final payment will be accepted by the district only after the final inspection is completed and verified. It is anticipated the district will receive the funds from the SCC grant approximately sixty (60) days after the request is made. Payment(s) shall be made by the district no later than ten (10) days after it receives the funds.

## **6. INDEMNIFICATION**

A. The Contractor shall indemnify and hold harmless the Landowners, Susquehanna Conservation District, Pennsylvania Association of Conservation Districts/USDA Natural Resources Conservation Service (project designer), Susquehanna County and all of their representatives against any and all claims for damages to persons or property asserted by any person, partnership, corporation, or other organization, arising out of services performed or undertaken by said Contractor, its agents, employees, or subcontractors, except for claims for damages directly caused by the sole fault or negligence of the parties hereto, their officers, or employees.



## **7. CONTACT INFORMATION**

Questions concerning the terms of the contract or issues related to invoicing and billing should be directed to the Contracting Officer: Jennifer Ramey, 570-782-2105 or [jramey@suscondistrict.org](mailto:jramey@suscondistrict.org)

Questions related to the project implementation activities and other technical matters should be directed to the Contracting Officer's Representative: Nathan Harpster, 570-782-2105 or [nharpster@suscondistrict.org](mailto:nharpster@suscondistrict.org)