

**Bid Submission Form
Mercer County
107 N. Diamond Street Masonry Repair of Exterior Wall(s)**

INSTRUCTIONS TO BID

Mercer County is soliciting bids for windowsill, lintel, masonry, brick, and stone repair of the 107 N. Diamond Street building.

1. No oral interpretation will be made to any bidder as to the meaning of the bid documents or any part thereof. Every request for such interpretation shall be made in writing to Mercer County Facilities Manager, Brian Gruber, 19 Courthouse, Mercer, PA 16137 or to bgruber@mercercountypa.gov by email.
2. Five copies of the Bid must be submitted in a sealed envelope, marked as "107 N. Diamond Street" and be received by the Mercer County Controller, 2 Mercer County Courthouse, Mercer, PA 16137 by 1:00 p.m. prevailing time on September 21, 2023. A bid is invalid if it has not been received in the Controller's Office prior to this time.
3. Bids must be firm for sixty (60) days following the opening of the bids at 3:00 p.m. on September 21, 2023, at a public meeting in the Mercer County Courthouse in the Assembly Room. It is anticipated that the bid may be awarded at 3:00 p.m. on October 26, 2023, at a public meeting in the Mercer County Courthouse in the Assembly Room.
4. Pre-Bid Meeting will take place at 107 N. Diamond Street, Mercer, PA 16137 on August 29, 2023, at 10:00 am at which time questions will be answered concerning the Scope of Work and Bidding Requirements.
5. The successful bidder shall, within ten (10) days following notification of award, enter into a contract with the County of Mercer to provide the specified service(s). The Mercer County Board of Commissioners reserves the right to reject any and all bids, to waive any informality in the bids, and to award the bid, in the best interest of the County, to the lowest apparent responsible bidder. Determining the lowest responsible bidder is a matter for the sound discretion of the Mercer County Board of Commissioners.
6. All bid prices are to be less Federal, State and Local taxes. The County shall provide a Sales Tax Exemption certificate to the successful bidder upon award of the bid.
7. Bidders desiring to submit bids on service(s) in substantial conformance to these specifications, but not meeting details of the specifications exactly, shall list the specified deviations in detail. Bidders should be aware that such a bid will be thoroughly evaluated. The County does not obligate itself to award the contract to such a bidder although its bid price may be lower than the lowest bid in conformance with these

specifications. The County reserves the right to decide which bid most nearly meets the intent of these specifications.

8. Each bidder shall be requested to include complete descriptive literature with its bid proposal. Literature shall be clearly marked to identify the items the bidder proposes to furnish.
9. Bidder shall supply to the County proofs of insurance with regard to general liability, professional liability, workmen's compensation, and such other insurance as may from time to time be required, and in a form and an amount as may be approved by the County's Solicitor consistent with the needs of the County.
10. All bidders shall include a Bid Bond of not less than 5% of the total bid amount for four walls with a Non-Collusion Affidavit.
11. Successful bidder shall be required to obtain all permits associated with performance of work according to local municipal codes.
12. The successful bidder is not permitted to use Mercer County's name in any advertising without The Mercer County Board of Commissioners' prior written approval.
13. Successful bidder shall supply a Performance Bond and Labor and Materialmen's Bond.

BID SPECIFICATIONS

Incomplete Bids will not be accepted.

- 1 Introduction & Company Profile:
 - a. Date firm was organized and number of employees.
 - b. Provide a list of individuals of your company who may be expected to provide services or have responsibility for management or overseeing services provided to the County under a contract awarded for this RFP. Included must be a resume or description of experience for key individuals.
 - c. Will you utilize subcontractors to complete this work? If so, please list the names and information for each subcontractor.
- 2 Provide total price and itemized pricing for each wall as listed on Proposed Price Schedule. Price Schedule to be printed on light blue paper and placed on top of bid response.
- 3 Final project scope will be awarded at the discretion of the Mercer County Board of Commissioners.

SCOPE OF WORK

Detail to be itemized for north wall, west wall, south wall, and east wall separately.

1. All brick, stone, cinder blocks and mortar should match as close as possible to original.
2. Remove existing mortar to 3/4" depth, rinse out joint to remove excess mortar, dust, and dirt.
3. Install new mortar, strike down to match existing joints, apply masonry cleaner.
4. Identify percentage of wall to be tuckpointed.
5. Remove defective brick, even bricks with old holes in them, rinse out cavity, install new mortar and new brick, strike down to match existing brick, apply masonry cleaner.
6. Identify number of brick(s) to be relayed.
7. Remove existing caulking, install new caulking/sealant. Finish to a smooth finish.
8. Remove defective stone at door entrance(s). Rinse and install new mortar and stone, apply masonry cleaner.
9. Identify number and location of lintels to be opened, cleaned and anticorrosion applied.
10. Identify number and location of sills to be replaced.
11. Removal/storage/replacement of wall cap if needed to necessitate wall work.
12. East wall only, identify number of cinder blocks to be removed if needed.
13. East wall only, remove existing mortar around cinder blocks to 3/4" depth that are bad or cracked, clean area, rinse area, apply new mortar and seal mortar joint.
14. East wall only, remove damaged cinder blocks, clean area, rinse area, replace with matching cinder block, apply new mortar, and seal mortar joint.
15. Painting of east wall when wall work is completed.
16. Remove all debris.
17. Contractor to supply all equipment needed to perform work including all safety signage/barricades needed to protect the public.

PROPOSAL PRICE SCHEDULE

(This form MUST be printed on Light Blue Paper)

When submitting a bid, place the price schedule as the top page of the proposal package.

Tax Exempt Status: Prices shown in the proposal shall exclude Federal, State and Local taxes.

Cost Elements. Total proposal price for the above-named project, as per these specifications:

\$_____ Total Price for completion of all four walls

\$_____ Total Price for completion of north wall

\$_____ Total Price for completion of west wall

\$_____ Total Price for completion of south wall

\$_____ Total Price for completion of east wall

The undersigned, as Bidder, hereby declares that the total project costs as indicated above, includes all necessary work to complete this project in full according to the general specifications contained in the RFP.

The undersigned further understands and agrees that if the County accepts the proposal, no additional funds will be allowed beyond the stated total project costs.

Company Name: _____

Address: _____

Point of Contact: _____

Phone Number: _____

Fax Number: _____

Email address: _____

Name of person submitting proposal: _____

Signature: _____

Date: _____

PROPOSAL PRICE SCHEDULE, page 2

(This form MUST be printed on Light Blue Paper)

ITEMIZED COSTS:

- \$_____ Price per brick to remove brick, clean area, rinse area, replace brick and mortar around it.
- \$_____ Price per foot to tuck point areas, remove old mortar to $\frac{3}{4}$ " depth, clean, area, rinse area and mortar joints.
- \$_____ Price per brick if the old brick removed cannot be reused.
- \$_____ Price per linear foot of caulking to remove caulking, clean area, reinstall caulking, tool to a smooth finish.
- \$_____ Price per lentil to open area, clean lentil, seal with anti-corrosive agent seal area and replace mortar and finish mortar.
- \$_____ Price per lentil, if lentil is found beyond repair, to remove old lentil, clean area, rinse area, install new lentil, secure lentil in place and reseal the area.
- \$_____ Price of new windowsill.
- \$_____ Price per windowsill to remove sill, clean area, rinse area, replace with new sill and seal the area to a smooth finish.
- \$_____ Price of new stone for around entryways.
- \$_____ Price per stone around entryways to remove stone, clean out area, rinse area, install new stone, secure new stone in place and caulk around.
- \$_____ Price per section to remove, store and replace wall cap if needed to perform wall work.
- \$_____ Price per new cinder block for east wall.
- \$_____ Price per cinder block to remove damaged block(s) , clean area, rinse area, install new block and mortar joints.
- \$_____ Price per linear foot to remove old mortar to $\frac{3}{4}$ " depth, clean the area, rinse the area and to mortar joints on east wall on areas needed.
- \$_____ Price to paint east wall to as close to same color as is now.