



COMMUNITY
COLLEGE

BID 2024-002
DATE: SEPTEMBER 30, 2024

INVITATION TO BID
FOR WINDOW AND DOOR REPLACEMENT PROJECT
For
ERIE COUNTY COMMUNITY COLLEGE
WEST CAMPUS LOCATION RENOVATION

At

ERIE COUNTY COMMUNITY COLLEGE
2403 W 8th STREET
ERIE, PENNSYLVANIA 16505

**SEALED BID DUE NO LATER THAN:
2:00 PM
FRIDAY NOVEMBER 08, 2024**

BID 2024-002

Erie County Community College is seeking a qualified and experienced Contractor (hereinafter referred to as "Contractor") to provide Window and Door Replacement Services to the West Campus location. We are inviting interested and eligible Contractors to submit **Sealed Bids** for consideration.

Contractors may submit any questions via email to Frank Moore, CFO @ fmoore@ec3pa.org

One open site visit will be available. Sites visits are encouraged but not mandatory. The site visit will be held on:

Monday, October 21st at 1:00 PM (Site visit will commence in main lobby 1st floor)

The deadline for questions is **5:00 PM October 28, 2024. Questions and answers (if any) will be posted on the Erie College website.** No change to the RFP will be accepted based upon any verbal conversation.

One (1) sealed copy of complete proposals must be delivered to:

Erie County Community College
2403 W 8th Street
Erie PA, 16505

Proposal deadline: 2:00 PM Friday November 08, 2024

Bid opening will commence at 2:00 Friday November 08, 2024, in room #113B

The award is anticipated to be made by November 30, 2024.

The College reserves the right to accept or reject, in whole or in part, any and all proposals submitted to award contract(s) in whole or in part, and to waive informalities and technicalities if, in its judgment, the best interest of the College may so require.

Frank Moore, CFO

Date

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I. General

Clarification; Addenda

Prospective proposals in doubt as to the meaning of any terms, conditions, or specifications, or finding any discrepancy in or omission from same shall contact Frank Moore @ fmoore@ec3pa.org in writing at once. Such notice in no way obligates the Board of Trustees of Erie County Community College (hereinafter referred to as 'the College') to revise the proposal documents but should it be determined that amendment is necessary, each will be furnished same via email. The College assumes no responsibility for oral or telephonic explanation interpretations of proposal documents.

Cancellation

The College may cancel this bid, in whole or in part, at any time before the scheduled bid opening.

Preparation of Proposals

Proposals should be prepared simply and economically, providing a straightforward, concise description of the items or services offered. **The College will not be responsible for any proposal preparation or submission costs.**

Errors in Proposals

Contractors are expected to fully acquaint themselves with all governing laws and ordinances, and inform themselves as to the instructions, terms and conditions, specifications, and other requirements before submitting proposals. Failure to do so will be at The Contractor's own risk; relief cannot be secured on plea of error.

Withdrawal

Any bid may be withdrawn before the scheduled time of opening. After a bid has been opened, it may not be withdrawn during the period stated herein, for which prices and terms must remain valid. The request to withdraw a proposal must be made in writing addressed to Frank Moore @ fmoore@ec3pa.org

Reservations

The College reserves the right to accept or reject, in whole or in part, any and all bids received, to waive informalities or technicalities as the best interests of the College may require, and to waive minor differences in specifications, provided these do not violate the intent nor materially affect the operation for which the items or services are sought, nor increase estimated costs to the College.

Unless otherwise specified herein, the College also reserves the right to award the contract(s) within ninety (90) days after the proposal opening. Any proposal on which the time of acceptance is limited to less than the specified period may be rejected solely on that basis.

The College further reserves the right to reject the proposal of a Contractor who, investigation shows, is not currently in a position to fulfil the contract, or who has previously failed to fulfil contracts of a similar nature in a proper and timely manner.

Non-Discrimination in Employment

The Contractor shall be an equal opportunity employer and shall conform to all proposed Action and other applicable requirements; accordingly, The Contractor shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the basis of race, color, religion, creed, age, sex, national origin, status as an individual with a disability, veteran, sexual orientation, marital status or any other status protected by law.

II. SCOPE OF WORK

West Campus Window and Door Replacement

- A. Removal and disposal of all selected windows and doors.**
- B. Removal and reinstallation of window coverings.**
- C. Prep areas needed for new windows and doors. To include hardware.**
- D. Install selected windows and doors.**
- E. Paint touch-up**

III. SCHEDULE

Proposal to include estimated time schedule.

IV. FEE (per window & Door bid)

This will be a sealed bid contract. The contract will be awarded to the lowest responsible bidder. When prices on the bid form contain both words and figures, the sum written in words shall govern in the case of any discrepancy.

Pricing is to be on a per unit basis. See chart attached Window_door_Counts.xlsx (listed on site)

All measurements are the responsibility and should be taken by the contractor. All measurements in the RFP are to be used for bidding purposes only.

V. PROPOSAL RESPONSE

All costs associated with preparation of the bid are the sole responsibility of the Contractor.

VENDOR QUALIFICATIONS

Contractors submitting a bid **MUST** have significant prior experience in a similar sized electrical project.

VI. INSURANCE

The Contractor shall perform its services under this Agreement, as an independent Contractor and shall insure, as they may appear, the interests of all parties to this Agreement against any and all claims which may arise out of Contractor's operations under the terms of the Contract.

Contractor will provide original certificate(s) of insurance showing all insurance coverage carried by Contractor. If, during the term of the Contract, coverage should expire, The College may withhold payments until the CM submits a new certificate reflecting the new policy coverage dates.

At a minimum, the Contractor must carry at least the following:

- Commercial General Liability - (policy to include premises and operations, products/completed operations and blanket contractual liability- the contractual section of the coverage must cover this agreement) General Aggregate Limit \$2,000,000; Products and Completed Operations Aggregate Limit \$2,000,000; Each Occurrence Limit \$1,000,000.
- Automobile Liability - to include owned, non-owned and hired vehicles: Combined Single Limit \$500,000; or Bodily Injury \$250,000. each person, Bodily Injury \$500,000. each accident, and Property Damage \$100,000.
- Professional Liability- Each Jobsite limit: \$1,000,000; General Aggregate Limit: \$2,000,000. Must remain in place for one year from date of final acceptance.
- Workers' Compensation as required by Pennsylvania statute.
- Employer's Liability: Bodily Injury by Accident \$100,000 each accident; Bodily Injury by Disease \$100,000 each employee; Bodily Injury by Disease \$500,000 policy limit.

VII. PERFORMANCE & PAYMENT BOND

Performance & payment bond will be required prior to the contract award.

Each Bid must be accompanied by a Certified Check, money order or cashier's good faith check payable to the Order of the Erie County Community College or Bid Bond in an amount not less than 10 percent (10%) of the total bid, as security.

Performance and Payment Bonds are required