

Elizabethtown Borough 2020 Stone Contract

Proposal, Instructions, Specifications and Provisions

INSTRUCTIONS

1. All bids shall be submitted electronically (aroda@etownonline.com) or hand delivered to Ann Roda at 600 South Hanover Street, Elizabethtown PA 17022. Bids will be accepted until 9:00 a.m. on Friday, February 14, 2020.
2. Bids shall be signed only by persons authorized to do so. All signatures must be written and in ink.
3. If more than one proposal on any project is submitted by any individual, firm or partnership, corporation or association under the same or different names, only one lowest proposal will be considered.
4. All questions about the meaning or intent of the bidding documents are to be submitted in writing via email to jkinsey@etownonline.com. Interpretations or clarifications considered necessary in response to such questions will be issued by Addenda. Addenda will be posted to the Elizabethtown Borough's website on the Request for Proposals and Bids webpage. Questions received less than five (5) days prior to the date for opening of Bids may not be answered. Only questions answered by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
5. Completion of MS-963 Form:
 - A. Part A of Page 1 to be completed by municipality.
 - B. Part B of Page 1 to be completed by contractor.
 - C. Schedule of Prices
 - i. Columns 1 (Item), 2 (Approximate Quantity), 3 (Unit) and 4 (Description) must be filled in by the municipality to insure equitable bidding.
 - ii. Columns 6 (Unit Price FOB Plant), A (Total), 7 (Unit Price Delivered), B (Total), 8 (Unit Price Delivered as Directed) and C (Total), must be filled in by the contractor.

If more space is needed, add note at the bottom of the page: "Continued on Attachment No. 1-A," and add additional sheet designated as Attachment No. 1-A, 1-B, etc. Repeat for each additional sheet required. Contract award will be made based upon unit price delivered (Column C).

- iii. Schedule of Prices for Equipment and Materials to be completed by contractor.
- 6. Bid security in the amount of ten percent (10%) of the bid shall be submitted. A certified check or bid bond, properly executed, must be enclosed with the bid proposal.
- 7. Performance bond is required only by the successful bidder. Contracts under \$5,000—bonds must be in 50% of the contract amount. Contracts in excess of \$5,000—bonds must be in 100% of the amount of contract. Bond Form MS-963 must be submitted by the successful bidder within 20 days of the contract award. Failure to submit the bonds shall constitute grounds to cancel the contract.
- 8. Limestone is the only acceptable composition of stone/stone product for this contract.
- 9. Bid award will be made to a single contractor based on the total low bid at the delivered prices quoted.
- 10. The Borough reserves the right to reject any or all Bids and reserves the right to waive all informalities in bids received.