####  BID SUBMISSION PACKET

**Veterans Square Foundation**

(Name of Contracting Unit)

**Veterans Monument**

**Lower Makefield, Yardley, PA**

The following documents must be submitted. Failure to submit a bid guarantee will result in rejection of the bid. Failure to submit other documents may result in rejection of the bid.

1. A Bid Guarantee (10% Bid Bond, Certified Check, or Cashier's Check) with accompanying Consent of Surety.
2. Completed Proposal Section. This must be filled out along with the enclosed Bid Form.

The Proposal Section contains the following documents which should all be completed and submitted with you bid package.

1. Statement of Corporate Ownership.
2. Affirmative Action Requirements.
3. Non-Collusion Affidavit.
4. Background Questionnaire.
5. Certificate of Bidder Showing Ability to Perform Contract.
6. Acknowledgement of Receipt of Changes to Bid Document.
7. Contractor Responsibility Certification.
8. Proposal and Contract.
9. Bid Form.

SIGNATURE: The undersigned hereby acknowledges and has submitted the above listed requirements.

#### Name of Bidder:

By Authorized Representative:

Signature:

Print Name and Title:

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PS-1

**STATEMENT OF CORPORATE OWNERSHIP**

Check appropriate box:

Corporation

Limited Liability Company

Partnership Sole Proprietor

No corporation or partnership shall be awarded any contract by the State, county, municipality or school district, or any subsidiary or agency thereof, unless prior to the receipt of the bid of the corporation or partnership, there is submitted to the public contracting unit a statement setting forth the names of all individuals who own 10% or more of stock or interest in the corporation or partnership.

1. If the bidder is a partnership, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the bidder is a corporation, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock in any class.
3. If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the

statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.

1. If the bidder is other than a corporation or partnership, bidder shall indicate the form of corporate ownership as listed below.

BIDDER MUST COMPLETE ONE OF THE FOLLOWING STATEMENTS:

1. **Stockholders or Partners owning 10% or more of the company submitting bid:**

#### NAME

ADDRESS

#### NAME

ADDRESS

#### NAME

ADDRESS

####

 Signature PS-2

1. **No Stockholder or Partner owns 10% or more of the company submitting bid:**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Bid is being submitted by an individual who operates as a sole proprietorship:**

Signature

1. **Bid is being submitted by a corporation or partnership that operates as a**  (check one of the following):

\_Limited Partnership \_Limited Liability Company

\_Limited Liability Partnership \_Subchapter S Corporation

Stockholders or Partners owning 10% or more of the form of corporation or partnership checked above shall provide the following information:

#### NAME

ADDRESS

#### NAME

ADDRESS

#### NAME

ADDRESS

#### NAME

ADDRESS

#### NAME

ADDRESS

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PS-3

#### AFFIRMATIVE ACTION REQUIREMENTS

CONSTRUCTION CONTRACTS

"Bidder are required to comply with the requirements of the Commonwealth of Pennsylvania State Code, Section 155.18.

1. All successful contractor(s) must submit, to the agencies named below, within three (3) days of the signing of the contract an Initial Manning Report for any contract award that meets or exceeds the Public Agency bidding threshold.
2. The successful contractor(s) must submit the appropriate copies of the Initial Project Manning Report to the State Affirmative Action Office and the appropriate copy to the Public Agency.

The undersigned further understands that his/her bid must be rejected as non-responsive if the requirements the Commonwealth of Pennsylvania State Code, Section 155.18 are not complied with.

Subscribed and sworn to before

#### me this Signature

 day of , 20 ,

Notary Public of

Name & Title

#### (Type or Print)

My Commission expires:

Date

 PS-4

**NON-COLLUSION AFFIDAVIT**

I, of the (City, Town, Township, Borough, etc.) of in the County of and the

State of , of full age, being duly sworn according to law on my oath depose and say that:

#### I am

of the firm of

the bidder making the Proposal for the above named project, and that I executed the said Proposal with full authority to do so; that said bidder had not, directly or indirectly, entered into any agreement(s), participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge

that the

#### Veterans Square Foundation

relies upon the truth of the statements contained in said

#### Proposal and in this affidavit in awarding the contract for the said Project.

I further warrant that no person(s)s or selling agency has been employed or retained to solicit, or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent, fee except bona fide employees or bona fide established commercial or selling agencies maintained by

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Bidder)

(Also type or print name of

affiant under signature) Subscribed and sworn to before me this day of 20 ,

#### Notary Public of

My commission expires

#### (Date)

####  PS\_5

**BACKGROUND QUESTIONNAIRE**

In accordance with paragraph entitled "Qualifications of Bidders" of "Information for Bidders", provide the following information:

Date of Organization of Company:

Name and address of officers:

#### President

Vice President

Secretary

Treasurer

EXPERIENCE

1. How many years has your organization been in business as a general contractor under your present business name?
2. How many years experience in this type of construction work has your organization had?
3. What are the latest projects (within the last five years) your organization has completed? (Attach additional pages if necessary)

Contract Amount Date Work Completed For Whom

* 1. $
	2. $
	3. $
	4. $
	5. $

 PS-6

Names, Addresses and Telephone Numbers of Reference for items listed above:

Name and Address Telephone No.

####

1.

####

1.
2.
3. Have you ever failed to complete any work awarded to you (within the last ten years)?

#### If so, where and why?

1. Have you or has any officer of your organization ever been an officer or partner of some other

contracting organization that failed to complete any work (within the last ten years) ?

 If so, state the name of individual, position and the name of the other organization:

Did this other contracting organization ever fail to complete any work awarded it within the last ten years)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so, where and why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 6. Give list of uncompleted contracts at present held by you: (Attach additional pages if necessary)

|  |  |  |
| --- | --- | --- |
| Name of Contract | Contracting Agency | Amount |
|  |  |  |

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##  PS-7

## 7. State approximately the largest amount of work you have done in any one year (within the last five years) of a similar nature to the work being bid on.

8 List the equipment available for the performance of work under the proposed contract (attach additional sheets if necessary)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PS-8

**SUBCONTRACTOR DECLARATION**

Each bidder shall set forth in the bid the names, addresses and license number (when required) of each subcontractor that will be associated with the construction of the monument.

A general contractor that intends to utilize a specific subcontractor to perform work in one or more of the specialty trade categories shall provide the required information with regard to that subcontractor in the appropriate space for each specialty trade category applicable to the contract

There shall be submitted proof that each subcontractor is qualified in accordance with the rules and regulations of the State of Pennsylvania when such rules and regulations exist.

A general contractor that intends to perform work in one or more of the specialty trade categories through the use of its own employees or the general contractor himself rather than through the utilization of a subcontractor shall write the word "**IN-HOUSE**" next to each applicable category and then insert the name, and license number where required, of each such employee of the general contractor or the general contractor himself in the appropriate spaces for each specialty trade category applicable to the contract.

Electrical Work:Not required by this contract. Electrical and lighting will be completed by a contractor donating his services and materials. This successful bidder is required to coordinate with this person

#### Other:

Name: Phone #

Address:

License Number:

#### Other:

Name: Phone #

Address:

License Number:

 PS-9

**CERTIFICATE OF BIDDER SHOWING ABILITY TO PERFORM CONTRACT**

AFFIDAVIT

I, of the (City, Town, Township, Borough, etc.) of in the County of and the

State of of full age, being duly sworn according to law on my oath depose and say that:

* 1. I am a(n) owner, partner, shareholder or officer of the company set forth below and am duly authorized to execute this affidavit on its behalf.

(Check appropriate Statement(s))

 I own, lease or control the necessary equipment required by the plans, specifications, and advertisements under which bids are asked for.

####  I do not own, lease or control all the necessary equipment required by the plans, specifications, and advertisements under which bids are asked for.

If the bidder is not the actual owner or lessee of all the necessary equipment provide the source from which the equipment will be obtained (Attach additional sheets if necessary)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Attach certification from the owner or person in control of the equipment definitely granting to the bidder the control of the equipment required during such time as may be necessary for the completion of that portion of the contract for which it is necessary)

SEAL

Title

#### Name of Company

Subscribed and sworn to before me this day of 20 ,

#### Notary Public

My commission expires:

####  (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PS-10

**ACKNOWLEDGEMENT OF RECEIPT OF CHANGES TO BID DOCUMENTS FORM**

### Veteran Square Foundation

**Veteran's Monument**

**Lower Makefield, Yardley, PA**

#### The undersigned bidder hereby acknowledges receipt of the following notices, revisions, or addenda to the bid specifications or bid documents. By indicating date of receipt, bidder acknowledges the submitted bid takes into account the provisions of the notice, revision or addendum. Note that the record of notice to bidders shall take precedence and that failure to include provisions of changes in a bid proposal may be subject for rejection of the bid.

|  |  |  |
| --- | --- | --- |
| Reference NumberOr Title of Addendum/Revision | DatePublished onwww.VeteransSquare.org | Bidder's Initials |
| Notice, Revision orAddenda No. | Title or Description |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Acknowledged by bidder:**

Name of Bidder:

By Authorized Representative:

Signature:

Printed Name and Title:

Date:

 PS-11

**CONTRACTOR RESPONSIBILITY CERTIFICATION**

#  Firm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Firm Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: Telephone No.: Fax No.: Email Address:

**Project Name: Veterans Monument**

The submitting firm is required to certify compliance with the contractor responsibility standards set forth below by checking appropriate boxes. Specifically, to perform work for the

 **Veterans Square Foundation** (hereby known as "Owner"), submitting firms must

answer "*Yes*" to Questions 1, 2 and 10, 11, 12, 13 and 14 and answer "*No*" to Questions 3

through 8.

* + 1. Does the firm have or will it obtain all valid, effective licenses, registrations or certificates required by federal, state, county, or local law, including, but not limited to, licenses, registrations or certificates required to: (a) do business in the designated locale; and (b) perform the contract work it seeks to perform. These shall include, but not be limited to, licenses, registrations or certificates for any

type of trade work or specialty work which the firm proposes to self-perform?

####  Yes No

* + 1. Does the firm meet the bonding requirements for the contract, as required by applicable law or contract specifications and any insurance requirements, as required by applicable law or contract specifications, including general liability insurance, workers compensation insurance and unemployment insurance requirements?

Yes No

(3) Has the firm been debarred by any federal, state or local government agency or authority in the past three (3) years?

#### Yes No

1. Has the firm defaulted on any project in the past three (3) years?

#### Yes No

 PS-12

1. Has the firm had any type of business, contracting or trade license, registration, or other certification suspended or revoked in the past three (3) years?

Yes No

1. Has the firm been cited for a willful violation of federal or state safety laws as determined by a final decision of a court or government agency in the past three (3) years?

Yes No

1. Has the firm or its owners been convicted of any crime relating to the contracting business as determined by a final decision of a court or government agency in the past ten (10) years?

Yes No

1. Has the firm, in the past three (3) years, been found by a final decision of a court

or government agency in violation of any law applicable to its contracting

business, including, but not limited to, licensing laws, tax laws, prompt payment laws, wage and hour laws, prevailing wage laws, environmental laws or others, where the result of such violation was the payment of a fine, back pay damages or any other type of penalty in the amount of $1,000.00 or more?

Yes No

1. Does the firm have all other technical qualifications and resources, including equipment, personnel and financial resources, to perform the referenced contract, or agree that it will obtain same through the use of qualified, responsible subcontractors?

Yes No

10) Does the firm agree to notify the Owner of any material changes to any matters attested to in this certification within seven (7) days?

Yes No

 PS-13

(11) Does the firm understand and agree that, if it is a general contractor, construction manager or other prime contract and it receives a Notice of Intent to Award Contract, it shall provide the Owner within seven (7) days a Subcontractor List that identifies any subcontractors it will use in connection with the project and furnish Contractor Responsibility Certifications for all identified subcontractors with all required supporting documentation.

Yes No

(12) Does the firm understand and agree that this certification must be completed by

an authorized representative of the firm that that sufficient knowledge and

information to address all matter addressed herein.

#### Yes No

In executing this Responsibility Certification, the submitting firm understands and agrees that if the Owner determines that this certification contains false or misleading material information that was provided knowingly or with reckless disregard for the truth or omits material

information knowingly or with reckless disregard of the truth, the firm may subject the firm to any other penalties and sanctions, including contract termination, available to the under law. A contract terminated under these circumstances shall further entitle the Owner to withhold payment of any monies due to the firm as damages.

I certify that the foregoing representations regarding the past performance and present qualifications of the undersigned firm are true and correct.

Print and Sign Name

Subscribed and sworn

to before me this day of , 20

Title

Notary Public\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Commission Expires:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm

 Date

 PS-14

**PROPOSAL AND CONTRACT**

**(WHEN EXECUTED)**

DEPOSIT OF PROPOSALS: **PROPOSALS MUST BE SUBMITTED VIA EM.AIL**

Proposals will be accepted **via email only** for the: **Veterans Square Foundation Veteran's Monument**

At: info@VeteransSquare.org

On or Before: 3:00 **PM May 1, 2014**

Proposals will be received on or before the above Time specified above. Bids will be opened and read shortly after the above time.

1. The contractor proposes to furnish and deliver all materials and to do and perform all work on the following project as more specifically set forth in the **BID COST WORKSHEET** (Attachment 1), in accordance with drawings and specifications on file at the above address as well as the supplements and special requirements contained herein and / or attached hereto and current PennDOT Specifications (Publication 408), except (a) bidders need not be prequalified by PennDOT (Sec. 102.01), and (b) Marshall testing of bituminous paving materials is not required (Sec. 401).

* 1. If designated as the successful bidder, the contractor will begin work on the date specified in the Notice to Proceed, or as otherwise provided in the special requirements, and will

complete all work within 120 Calendar Days.

* 1. Accompanying this proposal is a certified check or bid bond in the amount not less than ten percent (10%) made payable to the **Veterans Square Foundation** as a proposal guarantee which, it is understood, will be forfeited in case the contractor fails to comply with the requirements of the proposal.
1. PROPOSAL OF:

(Name and Address of Contractor)

 PS-15

**CONTRACTOR’S CERTIFICATION**

#### It is hereby certified as follows:

The only person interested in the proposal as principal (s) is (are):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This proposal is made without collusion with any other person, firm or corporation.

All plans and specifications referred to above and the site of the work have been examined by the contractor. The contractor understands that the quantities indicated herein are approximate and are subject to change as may be required; and that all work is payable based on the unit price listed on the **BID COST WORKSHEET**. (Attachment 1)

The contractor will comply with all requirements of the laws and implementing regulations of the Commonwealth of Pennsylvania and the Unites States relating to human relations, equal opportunity and non-discrimination in employment, and will pay to workmen employed in the performance of the contract the wages to which they may be entitled.

The contractor will provide the Veterans Square Foundation with a performance bond, conditioned upon the faithful performance of the contract in accordance with the plans, specifications and conditions thereof, and a payment bond, conditioned on the prompt payment of all material furnished and labor supplied or performed in the prosecution of the work, in accordance with the Public Works Contractors' Bond Law of 1967; and an affidavit accepting the provisions of the Workmen's Compensation Act of 1915, as amended.

CONTRACTOR

WITNESSED OR ATTESTED BY:

SIGNED TITLE

SEAL

SIGNED TITLE

**TO BE EXECUTED ONLY IN THE EVENT THE ABOVE PROPOSAL IS ACCEPTED**

ACCEPTED ON: **VETERANS SQUARE FOUNDATION Date:**

ATTESTED BY:

SIGNED TITLE

 TITLE

SEAL

SIGNED TITLE PS-16

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Bidder Name:** |  |  |
| **Telephone #:** |  |
|  |  | **BID COST** |
|  |  |  |
| **SITE PREPARATION** |  |
| 1 | Mobilization (Not to Exceed 2.5% of Total Bid Price) |   |
| 2 | Rock Construction Entrance |   |
| 3 | 18 Inch Silt Fence |   |
| 4 | Strip Topsoil and Stockpile |   |
| 5 | Rough Grading and Excavating for Monument |   |
|   |  |   |
| **FOUNDATION** |  |
| 6 | Drop Drainage Trough and Cast Iron Drain Pipe Cover |   |
| 7 | 8 Inch PVC Drain Pipe |   |
|   |  |   |
| **MONUMENT** |  |
| 8 | Construct 8 Inch Concrete Wall  |   |
| 9 | Furnish and Install Variable Height Sloping Walls |   |
| 10 | Furnish and Install Wall Coping |   |
| 11 | 12 Inch Concrete Perimeter Walkway Wall |   |
| 12 | 4 Inch Concrete Slab on 4 Inch Compacted Aggregate and Compacted Subgrade |   |
| 13 | Install Interior Granite Pavers and Sand Setting Course |   |
| 14 | Furnish and Deliver Exterior Brick Pavers |   |
| 15 | Install Exterior Brick Pavers |   |
|   |  |   |
| **LANDSCAPING** |  |
| 16 | Restoration, Grading and Seeding |   |
|   |  |   |
| **TOTAL** |  |