



# CITY OF EASTON

## PENNSYLVANIA

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### **BID PACKAGE**

**for**

### **CONTRACT WORK BUILDING AND PROPERTY MAINTENANCE**

**Requested By:**  
City of Easton, Pennsylvania  
Department of Enforcement

**Bid Announcement Date:**  
Saturday, April 29, 2017

**Bids Due By:**  
3:00 p.m. on Friday, May 26, 2017.  
*Three (3) copies required.*

**Submit to:**  
City of Easton, Pennsylvania  
ATTN: Stephen T Nowroski, Director of Code Enforcement  
123 South Third Street, 2<sup>nd</sup> Floor  
Easton, PA 18042

**INVITATION TO BID FOR CONTRACT WORK**  
**Building and Property Maintenance**  
**Bid Announcement Date: April 29, 2017**

The City of Easton shall receive bids for Construction Work – Building and Property Maintenance at **3:00 p.m. prevailing time on Friday, May 26, 2017** at the Department of Code Enforcement, 123 South Third Street, 2<sup>nd</sup>Floor, Easton, PA 18042, at which time and place all bids will be opened publicly.

The scope of work will involve **minor property maintenance jobs** on either City-owned or private property within the City of Easton, PA, deemed necessary by the Department of Planning and Codes. Tasks may include, but are not limited to, the following:

- Grass cutting and weed removal
- Snow and ice removal
- Minor building repairs and maintenance
- Boarding of vacant buildings
- Painting
- Fencing repairs
- Brush and debris removal
- Miscellaneous general labor jobs

Interested bidders may **obtain bid forms** by contacting Julie M Klabunde, beginning Saturday, April 29, 2017, between the hours of 8:30 a.m. and 4:30 p.m. at 610-250-6608 or [ijklabunde@easton-pa.gov](mailto:ijklabunde@easton-pa.gov).

The City of Easton is requesting **hourly rates** for the scope of work from qualified contractors. All bidders **must hold** a valid City of Easton Business License, as well as a valid Pennsylvania Home Improvement Contractor registration.

Sealed bids must be clearly marked **BID – PROPERTY MAINTENANCE**, and must be received by the City no later than 3:00 p.m. prevailing time on Friday, May 26, 2017, at which time they will be read publicly. The winning bidder will be notified on or around Monday, June 5, 2017.

Prior to awarding the contract, the City **may hold bids** for up to sixty (60) days from the date of the bid opening to review the bids and the bidders' qualifications. The City of Easton reserves the right to reject any and all bids.

The City encourages bid proposals from small firms and minority-owned and women-owned business enterprises. The City is an affirmative action, equal employment opportunity agency that **does not discriminate** on the basis of race, sex, age, religious creed, national origin, handicap, or color.

**BY ORDER OF** the City of Easton, Pennsylvania  
Stephen T Nowroski, Director of Code Enforcement  
Telephone: (610) 250-6724  
Fax: (610) 250-6607  
[snowroski@easton-pa.gov](mailto:snowroski@easton-pa.gov)

# INSTRUCTIONS TO BIDDERS

## (1) **BID FORMS**

A complete bid shall consist of the enclosed Bid Form, completed in full per the stated instructions, plus the attachments listed on the final page of the Bid Form (page 8 of this package). All Bid Forms must be completed in blue or black ink or typed. Handwritten Bid Forms must be legibly printed.

## (2) **BID SUBMISSION**

One (1) original and two (2) copies of each bid, including all attachments, must be submitted to the City of Easton in a sealed envelope. Envelopes must be clearly labeled BID – PROPERTY MAINTENANCE on the outside. Bids may be hand-delivered, mailed, or delivered by courier service (UPS, FedEx, etc.) to the following address:

City of Easton, Pennsylvania  
ATTN: Stephen T Nowroski, Director of Code Enforcement  
123 South Third Street, Second Floor  
Easton, PA 18042

Bids must be received by the City no later than 3:00 p.m. on Friday, May 26, 2017. Any bids received after this time will not be accepted. All bids will be date and time stamped upon receipt by the City. Oral bids, phone bids, and bids sent by fax or email will not be accepted.

## (3) **INQUIRIES AND CLARIFICATIONS**

No verbal information to bidders will be binding on the City. All inquiries, clarifications, or requests for interpretation of this Bid Package shall be submitted to Julie M Klabunde, by email ([jklabunde@easton-pa.gov](mailto:jklabunde@easton-pa.gov)) or fax (610-250-6607). Please note that individual responses will not be provided to inquiries upon receipt. Rather, the City of Easton will issue an addendum containing all inquiries and responses to all bid package holders on **Monday, May 8, 2017**. It is the bidder's responsibility to ensure that they have received any and all addenda issued.

## (4) **BID OPENING**

All bids received will be publicly opened and recorded at 3:00 p.m. on Friday, May 26, 2017, in the Easton City Hall 2nd floor conference room, 123 South Third Street, Easton, PA 18042. All proposals shall remain binding for ninety (90) calendar days following the bid opening, and may be extended at the agreement of both parties.

**(5) ACCEPTANCE OF BIDS**

Following the bid opening, City of Easton staff will review all bids to determine their acceptability. Any bid packages with incomplete forms and/or documentation, and bid packages not completed in accordance with instructions, will be deemed non-responsive. Bidders lacking a valid City of Easton Business License and/or Pennsylvania Home Improvement Contractor License, or bidders included on debarment lists maintained by the U.S. System for Award Management or PA Department of General Services, will be deemed non-responsive.

The City of Easton reserves the right to reject any and all bids, and/or to disregard any informality in bids received, if it is deemed in the best interest of the City.

**(6) AWARD OF CONTRACT**

The City will award the contract to the bidder who offers the most compelling combination of value, past performance and experience in completing similar work, and strong client references, in the discretion of City staff. The award may or may not be made to the bidder with the lowest cost.

The City of Easton will notify the bidder selected to receive the contract on or around **Monday, June 5, 2017**.

**(7) CONTRACT**

The City will enter into a twenty-four (24) month contract with the winning bidder for the services listed in this Bid Package.

**(8) NO SUBCONTRACTING**

By submitting a bid, the bidder certifies that his/her business and employees will supply the labor to complete all jobs listed. Work may not be subcontracted to outside entities without the express written permission of the City of Easton.

**(9) MINORITY AND WOMEN BUSINESS ENTERPRISES**

The promotion and encouragement of minority and/or women business enterprises is a commitment and objective of the City.

**(10) EQUAL EMPLOYMENT OPPORTUNITY**

Attention of bidders is particularly called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, age, disability, or national origin.

**CITY OF EASTON BID FORM  
BUILDING AND PROPERTY MAINTENANCE**

**Contract Work:** BUILDING AND PROPERTY MAINTENANCE

**I. BUSINESS INFORMATION**

Business Name:

\_\_\_\_\_

(Individual and/or Company providing services)

Business Address:

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

Contact Name:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Fax:

\_\_\_\_\_

Form of Business Organization:

\_\_\_\_\_

List names & addresses of all persons with interest in the business ownership (except corporations):

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

Employer Identification Number:

\_\_\_\_\_

City of Easton Business License #:

\_\_\_\_\_

PA Home Improvement Contractor License #:

\_\_\_\_\_

## II. HOURLY RATES

**Hourly rates for various types of work** (per person, per hour):

General Labor: \$ \_\_\_\_\_

Grass Cutting: \$ \_\_\_\_\_

Snow Removal: \$ \_\_\_\_\_

General Carpentry: \$ \_\_\_\_\_

Painting: \$ \_\_\_\_\_

Debris Removal: \$ \_\_\_\_\_

**Hourly rates for available equipment** (dump trucks, snow blowers / plows, etc.):

<u>Type of Equipment</u>	<u>Rate/Hour</u>	<u>Type of Equipment</u>	<u>Rate / Hour</u>
	\$ _____		\$ _____
	\$ _____		\$ _____
	\$ _____		\$ _____

## III. BACKGROUND

Provide a brief overview of any similar work your firm has completed.  
(Attach an additional sheet if needed.)


List any work your firm has previously done for governmental agencies.  
(Attach an additional sheet if needed.)


Provide three client references for projects completed within the last two (2) years who the City of Easton may contact.

<b>Reference 1</b>	Name: _____
	Phone Number: _____
	Type of Work _____
	Done for Client: _____

<b>Reference 2</b>	Name: _____
	Phone Number: _____
	Type of Work _____
	Done for Client: _____

<b>Reference 3</b>	Name: _____
	Phone Number: _____
	Type of Work _____
	Done for Client: _____

List any judgments, claims, arbitration proceedings, or suits pending or outstanding against your firm and/or principals.

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Has your firm ever defaulted on a contract it was awarded?

Yes (*Attach separate sheet with an explanation of the circumstances.*)

No

#### IV. ATTACHMENTS

Please attach the following materials to this Bid Form:

- Proof of liability insurance. (The bidder receiving the contract will be required to provide a certificate listing the City of Easton as additional insured on said policy.)
- Copy of City of Easton Business License.
- Copy of Commonwealth of Pennsylvania Home Improvement Contractor License.
- Current workers' compensation information, if the bidder has any employees.
- Non-Collusion Affidavit of Prime Bidder (form included).
- Certification of Nonsegregated Facilities (form included).
- Assurance of Non-Discrimination (form included).

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The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City in verification of the recitals comprising this bid package.

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Signature and Title



**NON-COLLUSION AFFIDAVIT OF PRIME BIDDER**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

- (1) (S)he is \_\_\_\_\_ Of \_\_\_\_\_,  
*(Owner, partner, officer, representative, or agent) (business entity)*  
the Bidder that has submitted the attached Proposal.
- (2) (S)he is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal.
- (3) Such Proposal is genuine and is not a collusive or sham Proposal.
- (4) Neither the said Bidder nor any of its officers, partners, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other Bidder, firm, or person, to fix the price or prices in the cost element of the Proposal price or the Proposal price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Easton or any person interested in the proposed Contract; and
- (5) The information, price or prices quoted in the attached Proposal are fair and proper and are not obtained by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder, any of its agents, representatives, owners, employees, or parties in interest, including the affiant.

(Signed)

\_\_\_\_\_

(Title)

\_\_\_\_\_

Subscribed and sworn before me

This \_\_\_\_ Day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
(Title)

My commission expires: \_\_\_\_\_

**CERTIFICATION OF NONSEGREGATED FACILITIES**

The Contractor certifies that (s)he does not and will not maintain or provide for employees any segregated facilities at any of his/her establishments, and that (s)he does not and will not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The Contractor agrees that a breach of this certification will be a violation of the Equal Opportunity Clause in any contract resulting from acceptance of this Proposal. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms, and washrooms, restaurants, and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities segregated on the basis of race, color, religion, or natural origin, because of habit, local customs, or otherwise. The Contractor agrees that (except where he has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000.00, which are not exempt from the provisions of the Equal Opportunity Clause, and that he will retain such certifications in his/her files.

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. Section 1001, etc.

Date \_\_\_\_\_, 2017

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
By:

\_\_\_\_\_  
(Title)

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

(Official Address, Including Zip Code)

**ASSURANCE OF NON-DISCRIMINATION**

*Include your company's statement of non-discrimination policy/practice on company letterhead, with signature and date attached, or utilize this form.*

The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, or disability. The Contractor will take affirmative action to ensure that applicants are employed without regard to their race, color, religion, sex, age, national origin, or disability. Contractors will take steps to insure that employees are treated during employment without regard to their race, color, religion, sex, age, national origin, or disability. Such action shall include, but not be limited to employment, upgrading, demotion or transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Date \_\_\_\_\_, 2017

\_\_\_\_\_  
(Name of Contractor)

By:

\_\_\_\_\_  
\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Official Address, Including Zip Code)