

INSTRUCTIONS TO BIDDERS

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## 1. DEFINITIONS

- a. “Contractor” shall mean the successful bidder to whom the contract has been awarded.
- b. “Contractor” and “General Contractor” are synonymous.
- c. “Bidder” shall mean a general contractor who submits or intends to submit a proposal for the Scope of Work.
- d. “Owner” shall mean the Municipal of South Franklin Township, located at 100 Municipal Road, Washington, Pennsylvania 15301. The Owner’s telephone number is 724-225-4828.
- e. “Architect” shall mean the firm of Zilka and Associates, Inc., located at 1305 Beech Street, Cheswick, Pennsylvania 15024. The Architect’s telephone number is 724-274-5990.
- f. “Engineer” shall mean the firm of A&F Engineering, LLC, located at 548 N Lewis Road, Clairton, Pennsylvania 15025. The Engineer’s telephone number is 412-812-3574.
- g. “Project Manager” and/or “Site / Civil Engineer” shall mean Harshman CE Group, LLC, located at 2455 Park Avenue, Washington, Pennsylvania 15301. The Project Manager’s telephone number is 724-993-4505.
- h. “Bid” and “proposal” are synonymous.
- i. “Bid Form” and “Form of Proposal” are synonymous.
- j. “Drawings” and “plans” are synonymous.
- k. “Agreement” shall mean the Agreement between Owner and Contractor.
- l. “Agreement” and “Contract” are synonymous.

## 2. RECEIPT OF BIDS

Sealed Bids will be received by the Owner up until **2:00 PM**, local prevailing time, on **Friday, July 11, 2025**. Provide signed hard copies with any supporting documents in a **sealed envelope clearly marked with the Project Title** delivered to:

Township Office: **SOUTH FRANKLIN TOWNSHIP MUNICIPAL BUILDING**  
100 Municipal Road, Washington, Pennsylvania 15301

Mailing Address: **SOUTH FRANKLIN TOWNSHIP**  
100 Municipal Road, Washington, Pennsylvania 15301  
Attn: Tyler Linck, Township Manager

No telephone or electronic bids will be accepted.

There will be a Public Bid Opening and Review conducted by the Owner and Owner’s Representative shortly after the close of Bidding.

### 3. BIDDING DOCUMENTS

Bidding Documents include the Project Manual, which includes the Instructions to Bidders, Form of Proposal, Sample Agreement Form, General and Supplementary Conditions, Technical Specifications Sections, and Drawings. Plus, any Addenda if issued.

A complete copy of the Bid Documents is available and can be obtained through contacting Accu-Copy Reprographics located at 302 Thomson Park Drive, Cranberry Township, Pennsylvania 16066. Phone number is 724.935.7055, Documents can also be downloaded from their Planroom (<https://planroom.accu-copy.com>) or hard copies can be purchased from Accu-Copy Reprographics, Cost is non-refundable, and the payment shall be the responsibility of the Bidder.

### 4. ADDITIONAL BIDDING INFORMATION

The Owner has contracted with others for additional work at this new facility a brief description of those contracts and scope of work is included as a convenience to the Bidder; refer to Division 01 Section "Summary."

### 5. CONDITIONS OF WORK

- a. Each bidder must inform himself or herself fully of the conditions relating to the performance to the Work, and failure to do so will not relieve a successful bidder of the obligation to furnish all labor, material and equipment necessary to carry out the provisions of the Contract and to complete the Work for the consideration set forth in the bid.
- b. Bidders are required, before submitting bids, to familiarize themselves with the site of the Work and adjacent areas, and they shall make all necessary investigations in order to inform themselves thoroughly as the character and magnitude of all work involved in the complete performance of the contract. Bidders shall consider the conditions and difficulties that may be encountered in the performance of the work.

### 6. SITE INSPECTION

The Project Site will be available for inspection by prospective bidders, immediately after the scheduled pre-bid meeting, if bidders plan to visit the site at another time, we recommend bidders just notify the Owner of intent to visit site prior to arrival on the premises.

There will be a Non-Mandatory Pre-Bid Meeting for this Project. It shall be held at the South Franklin Township Municipal Building, on **Thursday, June 19, 2025, 10:00 am**. Contractors are encouraged to familiarize themselves with the Construction Documents and Construction Scope of Work prior to this meeting.

### 7. PLAN REVIEW AND BUILDING PERMIT FEES

The Construction / Permit Bid Documents have been submitted to the Municipal of South Franklin Township and their certified third-party review agency, United Code Consultants of McDonald, Pennsylvania. The Document are currently under review process and should be approved by the time bidding is due. Permit Applications are awaiting finalizing Contractor information, including final payment of Review and Permit Fees once same is completed.

## 8. PREPARATION AND SUBMISSION OF BIDS

- a. Bidders shall submit their bids on the Bid Form provided. All blanks on the Bid Form shall be completed in ink and shall include prices for each and every bid item. Prices shall be given in words and in figures, and in case of variance the price in words shall prevail.
- b. Bidders shall make no extraneous marks or qualifications on the Bid Form, nor shall any attachments to the Bid Form be accepted. Extraneous marks or attachments shall be construed by the Owner as rendering the bid non-responsive.
- c. Bids shall include all costs to the Owner for the full performance of the Contract. There will be no Contract Modifications, nor will there be any third-party charges for the completion of the Work as shown and described in the Contract Documents.
- d. The Bid Form requires proposed prices for alternates that may, or may not, be added or deleted from the Work.
- e. The Bid Form requires proposed prices for units of work that may, or may not, be added or deleted from the Work.
- f. In addition to the blanks to be completed, the Bid Form includes contractual obligations that, by signing and submitting the Bid Form, the Bidder agrees to fulfill.

## 9. AWARD OF CONTRACT AND WITHDRAWAL OF BIDS

A contract will be awarded, or all bids will be rejected within 90 days after the receipt of opening of bids. No bid may be withdrawn during this same period following the receipt and opening of bids. It is the intent of the Owner to award this contract and notice to proceed on or around the first week of August, year 2025.

## 10. BASIS FOR COMPARING BIDS

The Bidder must submit a lump sum base bid for the full performance of the contract including breakdown of base bid by project area and discipline. The Bidder must submit a bid alternate price for each alternate work item if requested. The Bidder must submit a bid unit price for each work item if requested. It is the intent of the Owner to award the Contract to the responsible bidder whose base bid produces the lowest contract price, provided the bid does not exceed the funds available.

## 11. RIGHT TO REJECT ALL BIDS AND WAIVE INFORMALITIES

The Owner reserves the right to reject any or all bids, waive any informalities or irregularities or omissions in any bid received, or to afford any Bidder an opportunity to remedy any informality or irregularity.

## 12. INTERPRETATIONS AND REVISIONS OF THE BIDDING DOCUMENTS

- a. Should a bidder find discrepancies in, or omissions from, the Bidding Documents, or should the Bidder have a doubt as to their meaning or intent, the Bidder shall immediately notify the Project Manager and Architect in writing. Requests for interpretations will not be answered unless received at least 48 hours prior to the bid time and date.
- b. Notwithstanding the foregoing, the Owner reserves the right to correct any errors or omissions in the Bidding Documents whenever such corrections are necessary for the proper fulfillment of the intentions of the Bidding Documents.

- c. The Contract Documents include products and systems that are named or detailed. The procedures for product substitutions are included in Division 01 Section "Product Requirements." No requests for approval of a substitution will be entertained by the Architect prior to the bid date. The submitted Bid shall be based on providing the specified and detailed products and systems.
- d. All known bidders will be notified by a written Addendum of corrections and changes to the Bidding Documents prior to the bid time and date. It is encouraged that Contractors intending to submit a bid for this project notify the Project Manager or Architect of their interest so that they can be included on the Bidders List.

### 13. BOND REQUIREMENTS

The Contractor will be required to provide a 5-percent (5%) Bid Bond, and to post a Performance Bond and a Labor and Material Payment Bond for the completion of the Work, each in the amount of 100-percent (100%) of the Contract Amount. The cost of said Bonds shall be included in the Base Bid price.

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END OF SECTION 00 20 00