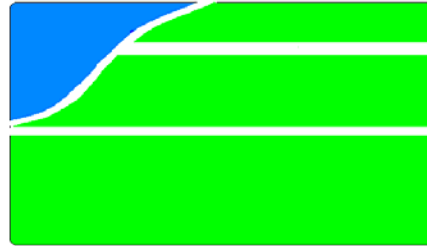




Resource Management Services



ATTENTION BIDDERS

COUNTY OF LYCOMING

**BIDDING DOCUMENTS
FOR**

**CONCRETE MANHOLE BOXES FOR
A FORCE MAIN WATERLINE PROJECT**

When bidders are either downloading a bid request from Lycoming County Resource Management Services' website ([www.lcrms.com/Business Information/Request for Bids](http://www.lcrms.com/Business%20Information/Request%20for%20Bids)) or receive a current copy from areas other than Lycoming County Resource Management Services' landfill site, bidders are required to contact Lycoming County Resource Management Services and place their company name on the bidders list. This will ensure that each bidder receives any and all addenda that may apply to the current bid package. Failure to receive all current information could result in your company submitting an inaccurate bid, which may be disqualified by the County of Lycoming. When submitting a bid, place the bid form sheet as the top page of the bid package.

**447 ALEXANDER DRIVE
MONTGOMERY, PA 17752
800-326-9571
570-547-6534 - FAX**

REQUEST FOR BIDS

The County of Lycoming is requesting sealed bids for the purchase and delivery to the Lycoming County Resource Management Services Landfill Site of the following:

CONCRETE MANHOLE BOXES FOR A FORCE MAIN WATERLINE PROJECT

In accordance with the specifications on file with the Chief Clerk, Lycoming County Executive Plaza, Suite 205, 330 Pine Street, Williamsport, PA or Lycoming County Resource Management Services, 447 Alexander Drive, Montgomery, PA.

Bids shall be received by the Controller of the County of Lycoming, at her office, Lycoming County Executive Plaza, Suite 201, 330 Pine Street, Williamsport, PA 17701 until 5:00 P.M., prevailing time on the 25th day of May 2018. Bids will be opened at 10:00 A.M. on the 29th day of May 2018, in the Commissioner's Meeting Room, Lycoming County Executive Plaza. Bids shall be submitted in a sealed envelope clearly marked: "Bid for **CONCRETE MANHOLE BOXES FOR A FORCE MAIN WATERLINE PROJECT**". All bids shall remain firm price for 60 days after the date of the bid opening.

All questions pertaining to this request for bids shall be directed to Mr. Duane R. Laylon, LCRMS Purchasing Agent, either by E-mail: duane.laylon@lcrms.com (preferred) or by phone at (800) 326-9571. The County reserves the right to accept or reject any part of a bid without accepting the whole thereof or to accept such bid that the County deems to be in the best interest of the County.

All bidders should be aware that the County is an agency subject to the Right to Know Law. Any documents submitted should be considered as subject to potential public disclosure once the bid is awarded. In addition, the County will post information regarding the successful bid on the County website.

COMMISSIONERS OF THE COUNTY OF LYCOMING

R. Jack McKernan, Chairman
Tony R. Mussare, Vice Chairman
Richard Mirabito, Secretary

Attest:
Matthew A. McDermott, Chief Clerk

GENERAL BID SPECIFICATIONS
CONCRETE MANHOLE BOXES FOR A FORCE MAIN WATERLINE PROJECT

1. INVITATION FOR BIDS:

Sealed bids will be received at the office of the Controller, Lycoming County Executive Plaza, Suite 201, 330 Pine Street, Williamsport, PA, 17701 until 5:00 P.M. EST, on May 25, 2018, for furnishing and delivery of **CONCRETE MANHOLE BOXES FOR A FORCE MAIN WATERLINE PROJECT**. These goods will be delivered with the specifications set forth in these bid specifications and other terms, conditions and instructions to the specifications attached hereto and made a part hereof as though full set forth herein. Equipment & materials shall include all necessary items for efficient operation whether or not specifically mentioned in these specifications.

2. INTENT OF CONTRACT:

Furnish and deliver to the Lycoming County Resource Management Services Landfill Site **CONCRETE MANHOLE BOXES FOR A FORCE MAIN WATERLINE PROJECT** meeting or exceeding the specifications of this proposal. The Bid price that is listed on the Total Cost Bid Form shall include the cost of the equipment & materials and all transportation charges pre-paid to the site designated by the County. These specifications are not meant to be restrictive in any way, but are intended to assure that all proposals submitted for consideration will cover equipment and/or materials of similar design and capacity. All bidders are encouraged to submit bids for equipment and/or materials that take exception to specific specifications. If you have exceptions to these specifications, see Paragraph 7, Exceptions, and state them in written form as provided in that paragraph.

3. BASIS OF AWARD:

Award of the contract by the Commissioners of the County of Lycoming will be based upon the lowest total cost submitted on the Bid Form for each Bid Price Schedule. Consideration will also be given to delivery date, analysis and comparison of equipment and/or materials specification details, and past experience of the County of Lycoming with similar or related equipment, materials and supplies. The County reserves the right to reject any or all bids as authorized by law and to award the contract to other than the lowest bidder when deemed to be in the best interests of the County of Lycoming.

4. BID SECURITY: NOT APPLICABLE

5. DELIVERY TIME:

Each bidder must specify a delivery time, in days, after award of the bid for delivery of the equipment and/or materials to the site designated by the County in these Bid Specifications. **THE DELIVERY TIME SPECIFIED BY THE VENDOR IS A MAJOR CONSIDERATION DURING THE EVALUATION AND AWARD OF PURCHASE CONTRACT.** All conditions necessary for Full Payment (see Paragraph 8) of the Vendor's Invoice pursuant to these Bid Specifications is being to be satisfied within **30-DAYS** after the bid is awarded, but if said delivery time frame cannot be met as requested, the final delivery date for all new concrete products to the LCRMS Landfill Site is required to be on or before December 31, 2018. The Successful Bidder is responsible to ensure that the Delivery Slips and the Invoice for the **REINFORCED STACKABLE CONCRETE BOX EXTENSIONS** delivered to the LCRMS Landfill Site match. Failure to follow this instruction may result in a delay of final payment of the Supplier's invoice.

6. WARRANTY:

If applicable, all Bidders shall list the standard warranties and any extended warranties and guarantees in writing, and list any extra cost to the County pertaining to said warranties and or guarantees, within this bid. A copy of the warranty shall accompany their Bid Package.

7. EXCEPTIONS:

When the responding bid may differ from requirements as presented, each variation must be described and reference made to each Paragraph of these bid specifications to which the variation will apply on a separate sheet of paper, which shall be included with the bid and attached to bid form. Also required for each equivalent item being offered in this bid package are product identification sheet and/or catalog cut sheet for comparison purposes.

8. FULL PAYMENT OF VENDOR'S INVOICE:

Full payment of a Vendor's invoice for equipment and/or materials purchased by the County will be made within 30 days after receipt and acceptance of equipment and materials by the County.

9. PREPARATION OF BIDS AND PROPOSALS:

1. Bids shall be made on bid forms provided by the County. Fill in ALL BLANKS and submit SIGNED COPIES. Each bidder shall furnish all information required by the bid documents. The bidder shall sign the bid and print or type its name on the Schedule and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the bid proposal. Bids or proposals signed by an agent shall be accompanied by evidence of that agent's authority.
2. Bids by individuals must be signed personally, with bidder's name typed below signature, and witnessed. A complete address and trade name must be provided. Bids by partnerships must include the typed names and business address of all partners and the trade name. The bid must be signed by at least one general partner, whose signature must be witnessed. Bids by corporations must include the typed name of the corporation, the State of incorporation, the principal officer of the corporation, and must be signed by the President or Vice-President (or by an officer or agent duly authorized to bind the corporation to a contract, proof of whose corporate authority shall be attached), attested by the Secretary, Assistant Secretary, or Treasurer of the corporation.
3. Time, if stated as a number of days, will be calendar days including Saturdays, Sundays and holidays. If the last day is a Saturday, Sunday or legal Holiday, the date would fall on the next business day.
4. Bidders are encouraged to bid on one or all Bid Price Schedules.
5. Before placing bid package in the envelope, please make sure total cost bid form sheet is the first sheet of the bid package.

10. MODIFICATION OF BIDS:

Bids may not be modified after submittal. Bidders may withdraw bids at any time up to the scheduled time for receipt of bids. Bidders may resubmit bids, provided that the bid is resubmitted prior to the scheduled time for receipt of bids.

11. NON-COLLUSION AFFIDAVIT: (SEE ATTACHED SHEETS)

1. The County requires that a Non-Collusion Affidavit be submitted with all bids pursuant to its authority according to the Pennsylvania Antibid-Rigging Act, 62, PA.C.S.A. Section 4501.
2. This Non-Collusion Affidavit must be executed by the member, officer, or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. If a bid is submitted by a joint venture, each party to the venture must be identified in the bid documents, and a Non-Collusion Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file a Non-Collusion Affidavit in compliance with these instructions will result in disqualification of the bid.

12. BASIS OF BID:

The bidder must submit pricing on Bid Price Schedule A. The bid must include any Alternates and Unit Cost Items as may be shown on the Bid Form; failure to comply will be cause for rejection for the bid.

13. INTELLECTUAL PROPERTY INDEMNIFICATION:

The contractor agrees to defend, indemnify and save the County, its agents or employees, harmless from liability of any nature or kind, for use of any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, articles or appliances furnished or used in the performance of the contract for which the Contractor is not the patentee, assignee or licensee.

14. PERMITS:

Should any permits be required by any governmental agency or authority for the work, project or service called for in the specification - said permit fees shall be obtained and paid for by the Contractor.

15. BID OPENING:

The following bid opening procedures will be followed:

The time for receiving bids will be declared closed at the advertised time. Bids will be opened publicly and initially reviewed in the following manner:

1. The County Controller or his /her designated representative will read aloud the name and address of the bidder(s) and the bid amount(s).
2. If the bidder submits bid documents with informalities, errors, or omissions, such as, but not limited to, non-conforming bid security (bond, certified check or cashier's check), non-conforming non-collusion affidavit or samples, or fails to properly execute and seal the said documents the bidder in the County's sole discretion may be given 72 hours from the time of the bid opening in which to provide such information to the County.
3. The County has the right to waive any and all informalities.

16. ACCEPTANCE, REJECTION, OR DISQUALIFICATION OF BIDS:

1. The County will award contract(s) to the lowest responsible bidder(s), including full consideration of any alternates which may appear on the Bid Form, meeting all terms, conditions, and specifications, whose bid(s) is/are considered to be the most economical and in the County's best interest. The County reserves the right, in its sole and absolute discretion, to accept or reject any and all bids or parts thereof. This action also includes awarding a purchase agreement for all items listed to one vendor.
2. A bid which is incomplete, obscure, conditional, or which contains additions not called for, or irregularities of any kind, including alterations or erasures, which are not initialed, may be rejected as non-conforming.
3. The County reserves the right to disqualify bids, before or after opening, upon evidence of collusion with intent to defraud or other illegal practices upon the part of the bidder.

17. OTHER:

Any bid to be considered must be in compliance with all State and Federal, State and local laws, ordinances and regulations.

18. ADDENDA RECEIVED CONCERNING CURRENT BID PACKAGE:

If applicable, bidders are required to list all addenda received from Lycoming County Resource Management Services concerning current bid package on Total Cost Bid Form. This action is mandatory, to ensure that each vendor has received all said material and that their company submits a complete and accurate bid.

19. ADDITIONS OR DEDUCTIONS OF PARTS, MATERIALS OR EQUIPMENT IN BID PACKAGE

The County shall have the right, without invalidating the purchase contract, to make additions to or deductions from the parts, material and equipment listing covered by these specifications. The quantities of said items are estimated and used for comparison purposes and the actual quantities might be more or less than the number stated. Additions or deductions will be in accordance with the unit price quoted in the bid documents. All additions or deductions will be implemented through a written change order signed by both parties.

19. ADDITIONS OR DEDUCTIONS OF PARTS, MATERIALS OR EQUIPMENT IN BID PACKAGE CONTINUED

The County shall require the Vendor(s), without invalidating the purchase contract, to sell additional or extra parts, materials or equipment at their standard retail pricing during the life of this purchase contract when these items would be required by the County until December 31, 2018. This would be in the event that the above-mentioned situation for addition of said items is required by the County of Lycoming. All other departments of the County of Lycoming and/or Facilities would be eligible to use this purchase contract ON AN AS NEEDED BASIS. Each department would have their own contact person and delivery schedule.

When the County would require additional extra parts, materials or equipment that are not listed as part of the bid package and without invalidating the purchase contract, the Vendor(s) would be required to furnish and deliver the new extra parts, materials and/or equipment to the County, at the Vendor's standard retail price of said items. This situation would also be in effect until December 31, 2018, as listed in the above-mentioned language. All other departments of the County of Lycoming and/or Facilities would be eligible to use this purchase contract ON AN AS NEEDED BASIS. Each department would have their own contact person and delivery schedule.

20. SUBMITTAL OF BID DOCUMENTS:

The following documents are required to be submitted with each bid:

1. Bid Form
2. Non-Collusion Affidavit
3. Product Literature

21. CONTRACTORS OR MANUFACTURES ADDITIONAL TERMS AND CONDITIONS:

A bidder shall not include additional terms and conditions within his or her bid. The County reserves the right to reject additional terms and conditions submitted with a bid, and to accept the bid as if said terms and conditions were not included within the bid, at the sole discretion of the County. The County also reserves the right to disqualify any bid, in whole or in part, based on a bid including additional terms and conditions. In the event a contract is awarded to a bidder who included additional terms and conditions within his or her bid, the terms of the County bid package shall control where in conflict with terms submitted within the bid.

22. RIGHT TO KNOW LAW STATEMENT:

All bidders should be aware that the County is an agency subject to the Right to Know Law. Any documents submitted should be considered as subject to potential public disclosure once the bid is awarded. In addition, the County will post information regarding the successful bid on the County website.

23. BID SPECIFICATIONS FOR NEW CONCRETE MANHOLE BOXES AND ALUMINUM DOOR HATCH SYSTEM:

GENERAL:

CONCRETE MANHOLE BOX:

Dimensions: Supply six new concrete manhole boxes approximately 7 feet wide by 15 feet long by 9 feet tall; see attached drawings for details as listed with Exhibit A on pages-14 thru 16. The thickness of the walls, top cover and bottom flooring for these concrete boxes is required to be a minimum of 6 inches. The concrete box walls should be constructed in two parts, with the seam along the center line of two sets of holes in the narrow side walls. This design will be used to facilitate installation of piping during construction. After installation, the pipes will be grouted in place on the exterior of the box to form trust blocks. The Concrete Manhole Box drawings were simplified to show the dimensions and do not show the required Lifting Lug System and reinforcement bars. Number-5 reinforcement bars are required to be installed on 12 inch centers as near to the center of the top, bottom and side walls as possible. Each Concrete Manhole Box is required to be manufactured with Portland cement: ASTM C150 Type I or Type II. The County will only purchase boxes that have no deep cracks, splits, chips and/or large holes and are free from dirt, garbage and any other types of debris; these boxes must also be squared and level for installation purposes. The County reserves the right to reject any and or all Concrete Manhole Boxes that do not meet these bid specifications.

Lifting System:

A 4-Lifting Lug System is to be installed on the outside walls and lid of each Concrete Manhole Box. The 8-Ton Swift ALP Lifting Pin System, Part Number-LPA8T434G or equivalent is preferred.

Aluminum Access Hatch:

The lid has a centrally located 60 inch by 60 inch aluminum door hatch system, non-traffic and pedestrian rated; 2-piece door hatch system; constructed with ¼ inch aluminum diamond plate covers with red stainless steel hold open arms and heavy duty stainless hinges; with extruded heavy duty aluminum frame and shall also include aluminum lift handles and an exposed padlock clip. The County's preferred door hatch system is an EJ Company, Aluminum ALN Series, Angle Frame, 2-piece Door Hatch System; Catalog Number-H60601101, or equivalent. See drawing attached within Exhibit A on page-16 concerning details for placement of the Door Hatch System on each Concrete Manhole Box.

The Successful Contractor is required to submit Shop Construction Drawing for review and sign of by the County before the start of production of the new Concrete Manhole Boxes.

BID PRICE SCHEDULE A: CONCRETE MANHOLE BOXES FOR A FORCE MAIN WATERLINE

PROJECT:

<u>ITEM NO.</u>	<u>ITEM DESCRIPTION</u>	<u>UNIT</u>	<u>BID QUANTITY</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.	7 FEET x 15 FEET x 9 FEET CONCRETE MANHOLE BOX; EACH CONCRETE MANHOLE BOX IS REQUIRED TO HAVE AN ATTACHED 60 INCH x 60 INCH ALUMINUM, 2-PIECE DOOR HATCH SYSTEM; EJ COMPANY, ALN SERIES CATALOG NUMBER: H6060110; OR EQUIVALENT.	PCS	8	\$ _____	\$ _____

TOTAL AMOUNT FOR ITEM 1 IN BID PRICE SCHEDULE A: \$ _____

GOVERNMENT DISCOUNT: \$ _____

COUNTY OF LYCOMING WOULD PAY THIS AMOUNT FOR ITEM 1 IN BID PRICE SCHEDULE A: \$ _____

DELIVERY TIME PERIOD FOR ITEM 1 IN BID PRICE SCHEDULE A: _____

LIST ADDENDA RECEIVED FOR BID PACKAGE: _____

NAME OF BIDDER: _____

ADDRESS: _____

SIGNED: _____

PRINT NAME: _____

TITLE: _____

PHONE NUMBER: _____

CELL PHONE NUMBER: _____

E-MAIL ADDRESS: _____

DATE BID WAS SUBMITTED BY VENDOR: _____

DATE BID WAS ACCEPTED BY COUNTY FOR REVIEW: _____

NAME AND TITLE: _____

BID PRICE SCHEDULE A: CONCRETE MANHOLE BOXES OR A FORCE MAIN WATERLINE PROJECT CONTINUED:

DELIVERY TIME PERIOD FOR ITEMS IN BID PRICE SCHEDULES A:

Delivery of Goods, F.O.B Point of Delivery, in conformance with the Procurement Documents will be made within: 30 calendar days from the effective date of the Procurement Agreement. **The Successful Bidder is responsible to ensure that the Delivery Slips and the Invoice for the New Concrete Manhole Boxes delivered to the LCRMS Landfill Site match. Failure to follow this instruction may result in a delay of final payment of the Supplier's invoice.**

EXCEPTIONS OR EQUIVALENT BRAND:

When vendor is offering equivalent brand of said bid item, a catalog cut sheet is required to be submitted with bid package for comparison purposes.

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INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antirigging Act, 62 PA.C.S.A. Section 4501, governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statement in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

Bid/Contract/Proposal For: _____

State of _____ :

: S.S.

County of _____ :

I state that I am _____ of _____
(Title) (Name of Contractor)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the individual responsible in my firm for the price(s) and the amount of this proposal.

I state that:

- (1) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, or agreement with any other contractor, proposer, or potential proposer.
- (2) Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before proposal opening and/or date of contract award.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from proposing on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- (4) The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or persons to submit a complementary or other noncompetitive proposal.
- (5) _____ , its affiliates, subsidiaries, officers and
(Name of Contractor)

directors and employees are not currently under investigation by any governmental agency and have not been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing on any public contract, within the last three (3) years, except as follows:

NON-COLLUSION AFFIDAVIT (CONTINUED)

I state that _____ understands and acknowledges that the

(Name of Contractor)

above representations are material and important and will be relied on by the County of Lycoming in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the County of Lycoming of the true facts relating to the submission of proposals for this contract.

A statement in this affidavit that a person has been convicted or found liable for any act, prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing on any public contract within the last three years, does not prohibit the County of Lycoming from accepting a proposal form or awarding a contract to that person, but may be grounds for administrative suspension or debarment in the discretion of the County under its rules and regulations, or may be grounds for consideration on the question of whether the County should decline to award a contract to that person on the basis of a lack of responsibility.

Name: _____

Signature: _____

Title: _____

Name of Contractor: _____

Sworn to and subscribed before me

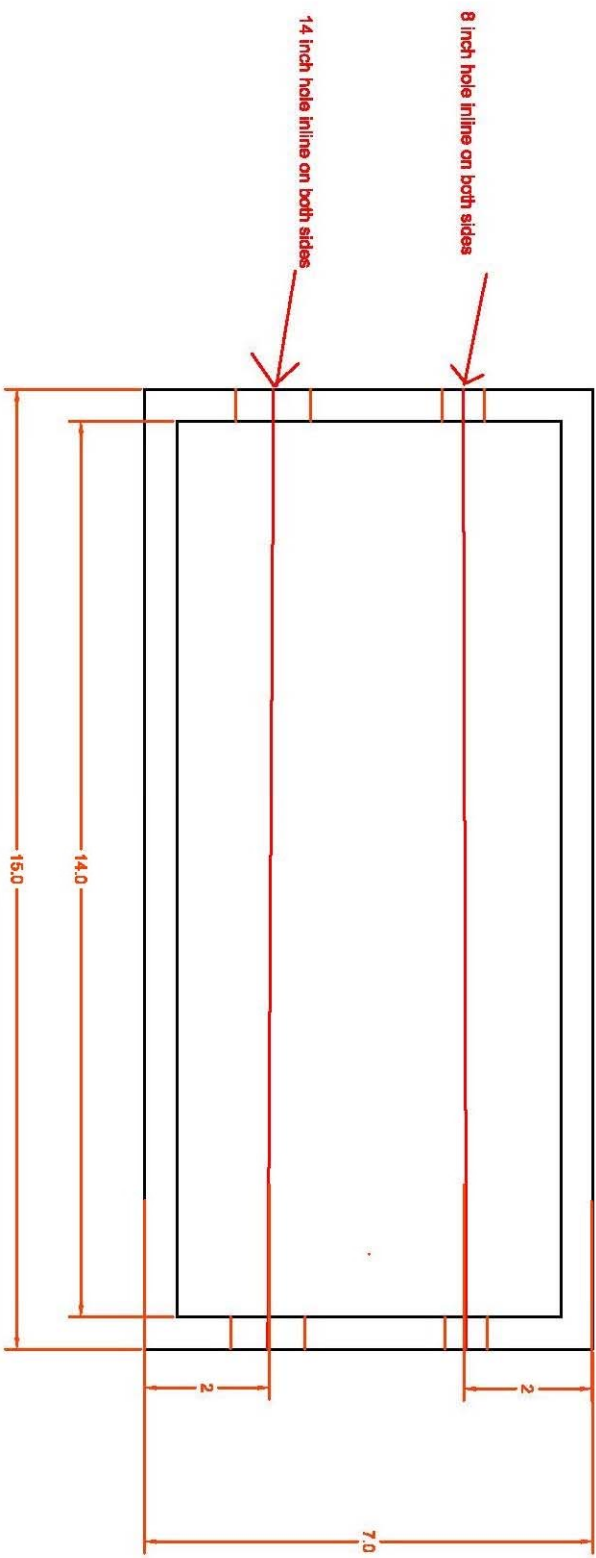
this _____ day of _____ 20____.

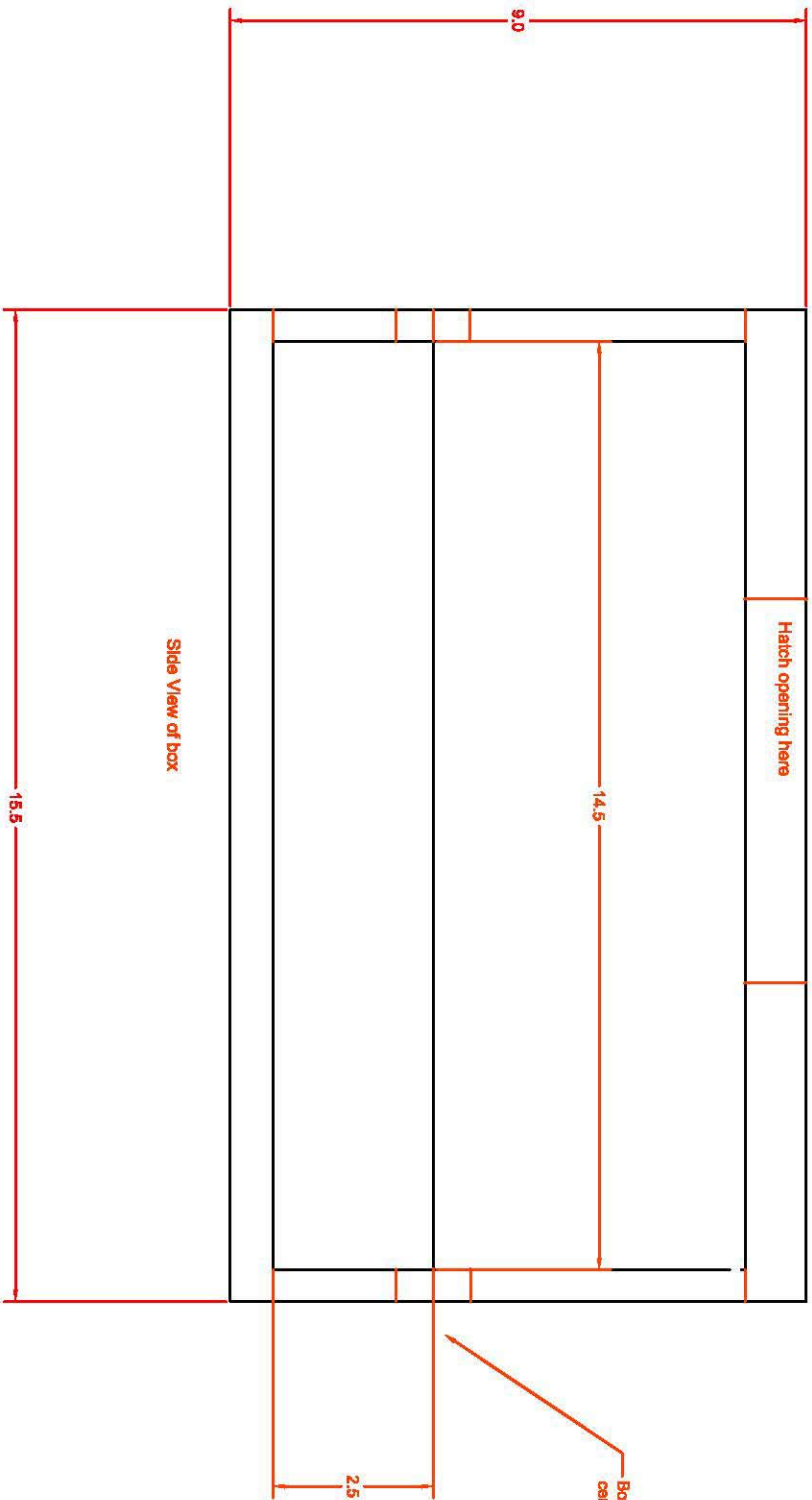
Notary Public

My Commission Expires:

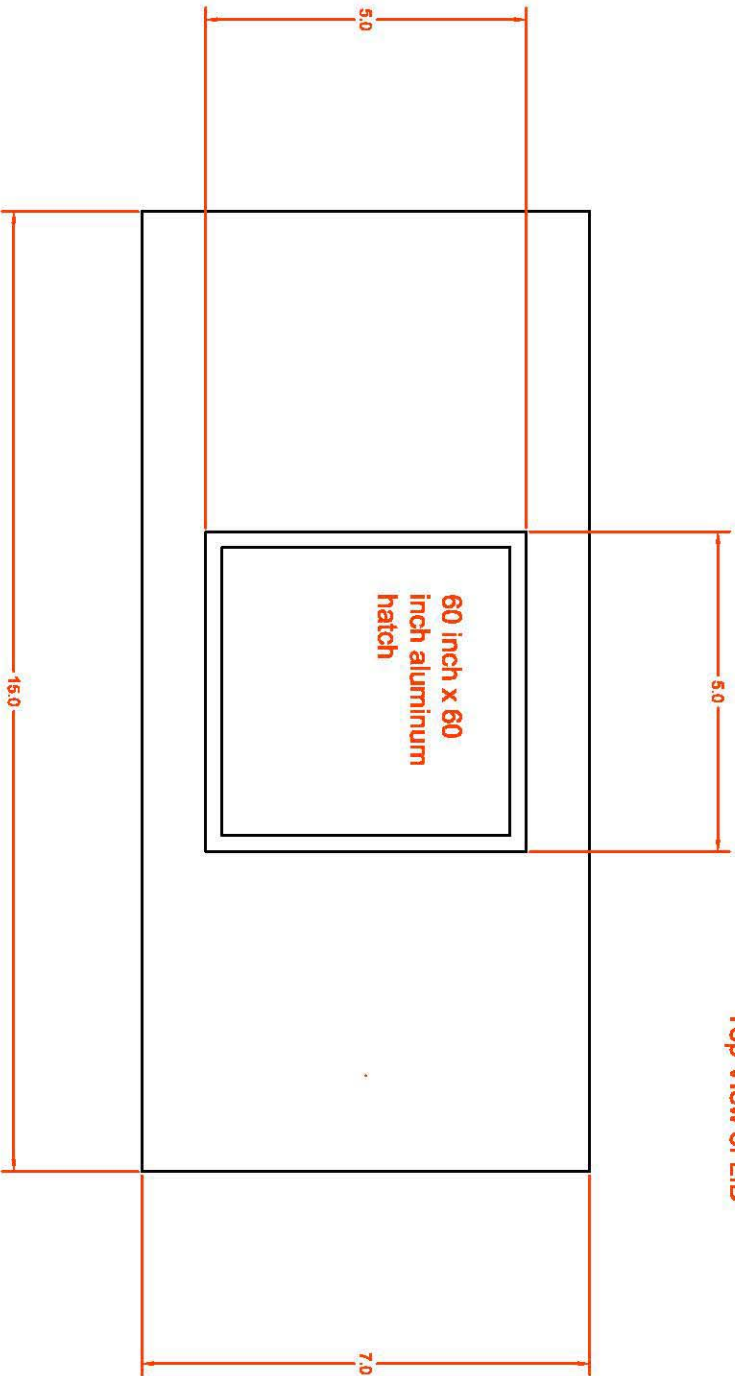
EXHIBIT (A) IS LISTED ON THE FOLLOWING PAGES:

Top View of BOX





Box split horizontally into 2 pieces along center line of pipe holes in side walls.



Top View of LID