

MEMO

EAST GOSHEN TOWNSHIP

DATE: November 2, 2016
TO: Prospective Bidders
FROM: Rick Smith, Township Manager
RE: Bid Notice

November 29, 2016 - The Board of Supervisors of East Goshen Township, Chester County, Pennsylvania is soliciting bids for the purchase and installation of a heat pump for the Blacksmith Shop.

One copy of the proposal form must be submitted to the Township Manager, East Goshen Township, 1580 Paoli Pike, West Chester, PA 19380, on or before 10:00 AM on November 29, 2016 at which time the bids will be opened and publicly read.

Bid specifications and proposal forms may be obtained from the East Goshen Township web page www.eastgoshen.org. See "Legal and Bid Notices" under the "About Us" tab.

Questions regarding this bid should be directed to the Township Manager at (610) 692-7171. Or by e-mail at rsmith@eastgoshen.org

The Board of Supervisors of East Goshen Township reserves the right to waive technicalities, to reject any or all bids or items herein and to make the award that is in the best interests of the Township.

Louis F. Smith, Jr.
Township Manager

Please publish November 7 and November 11, 2016
Please send proof of publication and invoice to:

Louis F. Smith, Jr., Township Manager
East Goshen Township
1580 Paoli Pike
West Chester, PA 19380

**EAST GOSHEN TOWNSHIP
BLACKSMITH SHOP HEAT PUMP PROJECT
SPECIFICATIONS
October 31, 2016**

SCOPE OF WORK

The successful bidder shall furnish and install a new heat pump at the Blacksmith Shop. All work and materials must be in full compliance with these specifications.

EQUIPMENT

The Contractor shall provide a heat pump meeting the following requirements.

Manufacturer - Bryant

Model - 4 ton 15.5 SEER Bryant Evolution Heat Pump (285BNA048000A)

Size – Four (4) Ton

Cooling - SEER Rating – 15.0 Minimum

Heating – HSPF Rating – 8.70 Minimum

Emergency heat

Condensate pump (if required by manufacturer)

New pad

New refrigerant line

New programmable thermostat 5-2 minimum

OR EQUAL

If the Contractor proposes to utilize a heat pump from a different manufacturer the Contractor shall indicate the manufacturer and model number of the proposed heat pump on the proposal form.

The Contractor shall provide the manufacturer's standard specification sheet for the proposed heat pump, with the proposal.

The Contractor shall provide a list of three projects, with contact information, where the Contractor has installed the proposed make and model of heat pump within the last twelve (12) months, with the proposal.

Any proposal, utilizing an "Or Equal" heat pump that is received without the manufacturer's specification sheet and the list of projects will be rejected.

Equivalency of performance criteria and comments from other projects will constitute the basis of acceptance.

The Township's decision regarding "Or Equal" substitutions will be considered final.

BUILDING PERMIT

The Township will obtain the building permit. All work shall be done in compliance with applicable building code.

INSPECTION

The Blacksmith Shop can only be inspected on November 14, November 21 and November 28 between 8 am and noon. Contact the Sue Smith at 610-692-7171 to schedule an appointment.

INSTALLATION

The Contractor shall be responsible for the removal and disposal of the old unit.

The Contractor shall be responsible for all labor, materials, and equipment needed to install the new heat pump and place it in operation.

CONTRACTORS QUALIFICATIONS

The Contractor shall be in business for a minimum of five (5) years.

The Contractor shall be licensed pursuant to the PA Home Improvement Consumer Protection Act.

FORM OF BID

All proposals must be submitted on the proposal form supplied by the Township. All proposals shall be placed in a sealed envelope marked "Blacksmith Shop Heat Pump".

The Proposal must be executed. Any proposal received without the required signature will be rejected.

BID BOND

Not required

CONTRACT AWARD

The selection of the low bidder shall be at the sole discretion of the Township.

The Board of Supervisors of East Goshen Township reserves the right to waive technicalities, to reject any or all bids or items herein and to make the award that is in the best interests of the Townships.

PAYMENT AND PERFORMANCE BOND

Not required.

INSURANCE REQUIREMENTS

The Contractor shall maintain, during the term of this contract at its sole expense insurance coverage and a certificate of insurance showing the following coverage limits shall be submitted to the Township within fourteen (14) days of notification of award of

the contract.

WORKMEN'S COMPENSATION INSURANCE

The Contractor shall carry workmen's compensation insurance (statutory limits) insuring and covering any persons employed by him in the performance of this contract.

LIABILITY INSURANCE

General liability insurance (non-automotive) for bodily injury and property damage for \$500,000.

Automotive liability insurance for bodily injury and property damage for \$500,000.

Umbrella excess liability insurance coverage for \$1,000,000.

The aforesaid policies of insurance shall be maintained in the amount set forth above and shall, name EAST GOSHEN TOWNSHIP as an ADDITIONAL NAMED INSURED and be designed to protect the Township from any and all claims for damage of any kind or any nature whatsoever, including but not limited to wrongful death, which may arise from the obligation of the Contractor in the performance of this contract, whether such obligation be controlled by the Contractor himself or by someone either directly or indirectly employed by him for the purpose of accomplishing some obligation incumbent upon the Contractor by the terms of this contract and shall otherwise indemnify and hold the Township harmless from any and all manner of claims, lawsuits, judgment, damages and executions and shall provide, at the insurer's expense, all necessary legal aid, counsel and representation.

All insurance policies maintained hereunder shall be issued by an insurance carrier licensed and authorized to do business within the Commonwealth of Pennsylvania and shall be obtained and properly endorsed in favor of the East Goshen Township before the execution of the contract.

All policies shall remain in full force and effect until the expiration of the term of this contract or until completion of all duties to be performed hereunder by the Contractor, whichever shall occur later.

HOLD HARMLESS PROVISION

The Contractor will indemnify and save harmless the Township and all its officers, agents and employees from any actions, liabilities or claims resulting from the performance of the contract.

NOTICE TO PROCEED

A Notice to Proceed will be issued by the Township.

SHOP DRAWINGS

Not applicable.

WARRANTY

The Contractor shall warrant all materials, equipment and labor to be free from defects for a period of one (1) year following the final acceptance of the work.

The Contractor shall provide the Township with a five (5) year warranty on the compressor and one (1) year on all other equipment except for the thermostat.

The Contractor shall provide the Township with a three (3) year warranty on the thermostat.

COMPLETION DATE

The new heat pump must be installed and placed in operation within fourteen (14) days of the issuance of the notice to proceed.

PAYMENT

Payment will be made in full with twenty (20) days of acceptance of work by the Township.

ADDENDUM(S)

Addendum(s) will be posted on the Township Web Page www.eastgoshen.org on the Public bids and RFP page. See “Legal and Bid Notices” under the “About Us” tab.

Bidder shall acknowledge receipt of addendum(s) on the proposal form.

EAST GOSHEN TOWNSHIP PROPOSAL FORM

PLANK HOUSE HEAT PUMP

Submitted by (please print or type):

Date _____

Firm Name _____

Address _____

Contact Person _____

Telephone _____

E-Mail _____

PA Home Improvement Consumer Protection Act No. _____

This proposal is submitted in accordance with your advertisement inviting bids to be received by East Goshen Township at the Township Building, 1580 Paoli Pike, West Chester, PA, 19380, until 10:00 A.M. on November 29, 2016.

After examining all of the bid documents and Specifications, we hereby propose to furnish all equipment, materials and labor to perform all work necessary to complete in a competent manner, the work described in the Specifications, in accordance with said Specifications to the satisfaction and acceptance of the Township, for the sum stated below.

Total Cost _____

If an “Or Equal” heat pump is proposed the following information must be provided and/or included with the proposal.

Make of Heat Pump _____

Model Number of Heat Pump _____

Manufacturer’s standard specification sheet for the proposed heat pump.

A list of three projects, with contact information, where the Contractor has installed the proposed make and model of heat pump within the last twelve (12) months.

In submitting this proposal, it is understood that it is the right of the Township to reject any or all proposals or parts thereof, and to waive any informalities or technicalities in said proposals. This proposal shall remain firm for at least ninety (90) days from bid opening.

The undersigned further agrees that he possesses the necessary skill required to determine the adequacy of the Specifications for the project for the purpose of arriving at the contract price, and that he has exercised this skill and that he finds them fit and sufficient for the purpose intended and free from ambiguities, and also has carefully examined: the Specifications and the site of the project, and from his own investigations, has satisfied himself as to the nature and character of the work to be performed, the equipment needed for the project, the general and local conditions, and any other matters which may in any way affect the project and that he has complied with every requirement of this invitation.

The undersigned hereby acknowledges receipt of the following addendum(s):

(IF A CORPORATION)

Attest:

Title

Name of Corporation

Title

Address

City, State, Zip Code

Incorporated under the laws of the State of _____
and (has, has not) been granted a Certificate of Authority to do business in the Commonwealth of Pennsylvania.

(IF AN INDIVIDUAL OR A PARTNERSHIP)

Witness:

Signed:

*

Address

City, State, Zip Code

Witness:

Partner

Partner

Partner

* _____ is a co-partnership trading and doing business

under this firm name with _____ as partners.

* _____ is an individual or partnership under a fictitious name and (has, has not) registered under the Fictitious Name Act of the Commonwealth of Pennsylvania.

AGREEMENT BETWEEN EAST GOSHEN TOWNSHIP AND CONTRACTOR

THIS AGREEMENT, made the _____ day of, _____ in the year 2016
between

hereinafter called the CONTRACTOR, and East Goshen Township, Chester County,
Pennsylvania, hereinafter called the TOWNSHIP.

Witnessed that the CONTRACTOR and the TOWNSHIP for the considerations hereafter named,
agree as follows:

ARTICLE 1 - SCOPE OF WORK: The CONTRACTOR shall furnish all the materials and labor
for the Blacksmith Shop Heat Pump Project in accordance with the Specifications, dated October
31, 2016 and addendum(s).

ARTICLE 2 - THE CONTRACT: The TOWNSHIP shall pay the CONTRACTOR for the
performance of the contract, in accordance with the contract documents.

ARTICLE 3 - THE CONTRACT DOCUMENTS: This Agreement and the following
enumerated documents form the contract and they are as fully a part of the contract as if attached
hereto or hereinafter repeated, and are termed the Contract Documents.

1. Notice to Bidders
2. Specifications dated October 31, 2016
5. Addendum(s)

ARTICLE 4 - COMMENCEMENT TIME: The CONTRACTOR hereby agrees to commence
work under this contract on the date specified in the "Notice to Proceed".

IN WITNESS WHEREOF, the parties hereto set their hands and seal the day and year first above written.

EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS

Township Secretary

CONTRACTOR

Witness

Title