

ANNVILLE TOWNSHIP

2018 PAVING PROJECT

MS-944

BIDDING DOCUMENTS

ANNVILLE TOWNSHIP

LEBANON COUNTY

PENNSYLVANIA

CONTACT INFORMATION:

Les Powell, Public Works Superintendent
36 North Lancaster Street, P.O. Box 178

Annville, PA 17003

Phone: (717) 867-4476

Fax: (717) 867-0916

Email: les@annvilletwp.com

Website: www.annvilletwp.com

**ANNVILLE TOWNSHIP 2018 PAVING PROJECT
MS-944 BIDDING DOCUMENTS**

TABLE OF CONTENTS

- Advertisement and Invitation to Bid (1 page)
- Proposal and Contract (2 pages)
- Attachment 1 (8 pages)
- Attachment 1-A Special Provisions to Contract (1 page)
- Performance Bond (1 page)
- Payment Bond (1 page)
- Affidavit re Accepting Provisions of the Workmen's Compensation Act (1 page)
- Anti-Collusion Affidavit (1 page)
- Notice of Completion (1 page)
- Certificate of Compliance (1 page)
- Act 127 Verification Form (1 page)
- Public Works Employment Verification Form (1 page)

ADVERTISEMENT & INVITATION TO BID

Sealed proposals will be received by Annville Township for its 2018 Paving Contract until 2:30 PM on Monday, June 18, 2018, at which time the bids will be opened and read aloud. Completed bids shall be submitted to the Township's office located at 36 N. Lancaster St., Annville, PA 17003, or by mail at P.O. Box 178, Annville, PA 17003. It is anticipated that the Township Board of Commissioners will conditionally award the bid on Tuesday, July 3, 2018 during the regularly scheduled Commissioners meeting at 7:00 PM.

The scope of work includes milling, patching, scratch/leveling, hot mix asphalt overlay placement and sealing.

Each proposal must be submitted in an opaque sealed envelope and clearly marked "**2018 Annville Township Paving Projects**". Bids must be accompanied by a certified check, bank cashier's check, trust company treasurer's check, or bid bond in the amount of ten percent (10%) of the bid total.

Bid documents may be obtained from Annville Town Hall, 36 N. Lancaster St., Annville, PA 17003.

Annville Township hereby reserves the right, which is understood and agreed to by all bidders, to reject any and all bids, to waive certain line items from the contract, and to waive any omissions, errors, mistakes, defects, or irregularities in any bid at its sole discretion.

Annville Township

Nicholas T. Yingst

Township Administrator



PROPOSAL AND CONTRACT (WHEN EXECUTED) INSTRUCTIONS ON PAGE 4

THIS PROPOSAL INCLUDES INSTRUCTIONS TO BIDDERS

A. DEPOSIT OF PROPOSALS.

All envelopes containing Bid proposals shall be clearly marked "Bid Proposal for letting of June 18, 2018 ." DATE

Annville Township MUNICIPALITY (NAME & TYPE)

Nicholas T. Yingst SECRETARY

Sealed Proposals will be received on or before 2:30 PM on the above Letting Date. TIME

36 N. Lancaster St. Annville, PA 17003 ADDRESS

Bids will be opened and read at approximately 2:30 PM , on the above Letting Date. TIME

PROPOSALS MUST BE MAILED OR OTHERWISE DELIVERED TO THE ABOVE ADDRESS.

- 1 The contractor proposes to furnish and deliver all materials (including Form CS-4171, CERTIFICATE OF COMPLIANCE and/ or TR-465 DAILY BITUMINOUS MIXTURE CERTIFICATION) and to do and perform all work on the following project as more specifically set forth in the Schedule of Prices (Attachment), in accordance with drawings and specifications on file at Annville Township 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) Volumetric testing of bituminous paving materials is not required (Sec. 409).
2 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 see attachment 1-A calendar days.
3 Accompanying this proposal is a certified check or bid bond in the amount of 10% of total bid made payable to the municipality as a proposal guarantee which, it is understood, will be forfeited in case the contractor fails to comply with the requirements of the proposal.

B. PROPOSAL OF:

Blank lines for contractor name and address

NAME / ADDRESS OF CONTRACTOR

CONTRACTORS CERTIFICATION

It is hereby certified as follows:

- 1 The only person interested in the proposal as principal (s) is (are):
2 None of the above persons are employees of the municipality.
3 This proposal is made without collusion with any other person, firm or corporation.
4 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 on the basis of the unit price listed on the Schedule of Prices. (Attachment 1).

- 5 The contractor will comply with all requirements of the laws and implementing regulations of the Commonwealth of Pennsylvania and the United 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.

- 6 The contractor will provide the municipality 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

BY: _____ DATE: _____
 TITLE: _____

WITNESSED OR ATTESTED BY: _____ DATE: _____
 TITLE: _____

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

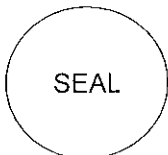
ACCEPTED ON : _____
 DATE

Annville Township
MUNICIPALITY

BY: _____
 TITLE: President, Board of Commissioners

BY: _____
 TITLE: Vice President, Board of Commissioners

BY: _____
 TITLE: Treasurer, Board of Commissioners



ATTESTED BY: _____
 TITLE: Secretary to the Board of Commissioners

**PERFORMANCE BOND
(With Corporate Surety)**



KNOW ALL MEN BY THESE PRESENTS, That we,

[Empty box for Contractor Name and Address]

(NAME AND ADDRESS OF CONTRACTOR)

as Principal and _____
(SURETY COMPANY)

a corporation incorporated under the laws of the State of _____ as Surety
(NAME OF STATE)

are held and firmly bound unto _____ in the full and just sum of
(NAME OF MUNICIPALITY)
_____ (\$ _____) dollars

lawful money to the United States of America, to be paid to the above Municipality or its assigns, to which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bounden Principal has entered into a contract with the above Municipality, bearing even date herewith, for the undertaking of certain obligations as therein set forth.

NOW, THEREFORE, the condition of this obligation is such that if the above bounden Principal, as Contractor, shall in all respects comply with and faithfully perform the terms and conditions of said Contract, including the Specifications and conditions referred to and made a part thereof, and such alterations as may be made in said Specifications as therein provided, and shall well and truly, and in a manner satisfactory to the municipality fulfill all obligations as therein set forth, then this Obligation shall be void, but otherwise the same shall be and remain in full force, virtue and effect.

It is further provided that any alteration which may be made in the terms of the contractor or its specifications with the express approval of the Municipality or the Principal to the other, shall not in any way release the Principal and the Surety or either or any of them, their heirs, executors, administrators, successors or assigns from their liability hereunder, notice to the surety of any such alteration or forbearance being hereby waived.

IN WITNESS WHEREOF, the said Principal and Surety have duly executed this Bond under Seal, pursuant to due and legal action authorizing the same to be done on _____
(DATE OF BOND)



Attest / Witness:

CONTRACTOR

BY

TITLE:

TITLE:



Attest / Witness:

SURETY COMPANY

TITLE:

TITLE:



KNOW ALL MEN BY THESE PRESENTS, that we

[Redacted box]

as PRINCIPAL and a corporation incorporated under the laws of the State of _____ as SURETY, are held and firmly bond unto the _____, in the full and just sum of _____ (\$ _____) dollars, lawful money of the United States of America, to be paid to the said _____ or its assigns, to which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bounden Principal has entered into a contract with the above municipality hereinafter called Obligee, bearing even date herewith, for the improvement of a certain section of highway or bridge in said Municipality consisting of:

for approximately the sum of: _____ (\$ _____) dollars.

NOW, THEREFORE, the condition of this obligation is such that if the above bounden PRINCIPAL shall and will promptly pay or cause to be paid in full all sums of money which may be due by contract or otherwise, to any individual, firm, partnership, association or corporation, for all material furnished or labor supplied or performed in the prosecution of the work, whether or not the said for material or labor entered into and became component parts of the work and for rental of the equipment used and services rendered by public utilities in, or in connection with the prosecution of such work, then this obligation to be void, otherwise to remain in full force and effect.

The PRINCIPAL and SURETY, hereby, jointly and severally, agree with the Obligee herein that any individual firm, partnership, association or corporation, which has performed labor or furnished material in the prosecution of the work as provided, and any public utility which has not been paid in full therefor, may sue in assumpsit on this Payment Bond in his, their, or its own name and may prosecute the same to final for such sum or sums as may be justly due him, them or it, and have execution thereon. Provided, however, that the Obligee shall not be liable for the payment of any costs of expenses of such suit.

RECOVERY by any individual, firm, partnership, association or corporation hereunder shall be subject to the provisions of the "Public Works Contractors' Bond Law of 1967", Act No. 385, approved December 20, 1967, P.L. 869, which Act shall be incorporated herein and made a part hereof, as fully and completely as though its provisions were fully and at length herein recited.

It is further provided that any alterations which may be made in the terms of the contract or in the work to be done or materials to be furnished or labor to be supplied or performed under it or the giving by the Obligee of any extension of time for the performance of the contract or any other forbearance on the part of either the Obligee or the Principal to the other, shall not in any way release the PRINCIPAL and the SURETY or SURETIES of any such alteration, extension of forbearance being hereby waived.

IN WITNESS WHEREOF, the said PRINCIPAL and SURETY have duly executed this Bond under seal this _____ day of _____, 20 ____.



WITNESS:

CONTRACTOR

TITLE:

BY:

TITLE:



WITNESS:

SURETY COMPANY

TITLE:

TITLE:



AFFIDAVIT RE

ACCEPTING PROVISIONS OF THE WORKMEN'S COMPENSATION ACT

State of _____)
)
) ss:
)
County of _____)

being duly sworn according to law deposes and says that they have
he has
it has

accepted the provisions of the Workmen's Compensation Act of 1915 of the Commonwealth of Pennsylvania, with
has his
its supplements and amendments, and have insured their liability thereunder in accordance with the terms of said
its

Act with _____
(SURETY COMPANY)

(TYPE OR PRINT) CONTRACTOR

BY _____
SIGNATURE

Sworn to and subscribed before me this ____ day of _____ A.D. 20 ____ .

SIGNATURE

My Commission Expires _____ (DATE)

ANTI-COLLUSION AFFIDAVIT



County Lebanon County

Municipality Annville Township

Project Number Overlay 2018-1

Fed. Project No. _____
(If Applicable)

State of _____

County of _____

The undersigned deponent deposes and says that he is the _____

of the _____ Company; that he is authorized to make this

affidavit on behalf of said company in compliance with section 102.06 (e) of Department Specifications,

Publication 408, as amended and that the said company has not, either directly or indirectly, entered

into any agreement, participated in any collusion, or otherwise taken any action in restraint of free

competitive bidding in connection with such contract.

(Contractor)

BY

Sworn to and subscribed before me the undersigned notary public this

_____ day of _____, _____.

Notary Public

My Commission expires _____



Annville Township MUNICIPALITY

NOTICE OF COMPLETION

IN REFERENCE TO PROJECT # Overlay 2018-1

Name of Contractor _____

Performance of work as specified on the above numbered contract is completed and final pavement inspection has been made by the contractor and municipality in accordance with the terms of the contract awarded.

DATE OF AWARD July 3, 2018

Signature of Municipality

Signature of Contractor

Both copies of this form to be filled by the Contractor-Municipality on completion of final pavement restoration.

THIS PORTION TO BE COMPLETED BY MUNICIPALITY

FINAL COMPLETION CERTIFICATE

By the affixing of my signature I hereby certify that final inspection has been made and all work has been performed in accordance with the above contract # and is hereby accepted by the municipality as completed.

Authorized Agent for the Municipality

*DATE _____

* The contractor is responsible for maintenance of permanent pavement repairs for a period of one year from this date.

ACT 127 VERIFICATION FORM

The Contractor is hereby notified of the following state law requirement applicable to all public works contracts entered into by Annville Township:

The Commonwealth of Pennsylvania has enacted Act 127 of 2012, known as the Public Works Employment Verification Act ("the Act") which requires all public work contractors and subcontractors to utilize the Federal Government's E-Verify system to ensure that all employees performing work on public work projects are authorized to work in the United States. The effective date of the Act was January 1, 2013.

The Department defines a "Public Work" to be construction, reconstruction, demolition, alteration and/or repair work other than maintenance work, done under contract and paid for in whole or in part out of the funds of a public body where the estimated cost of the total project is in excess of twenty-five thousand dollars (\$25,000) but shall not include work performed under a rehabilitation or manpower training program. Annville Township is a "public body" pursuant to the Act.

In accordance with section 4 (A) of the Act, as precondition of being awarded a contract for a Public Work, prior to the execution of the contract, the Contractor is required to provide the Annville Township with the required Verification Form. In addition, the Act requires that, prior to any work being performed by a subcontractor on a Public Works contract, the subcontractor must provide the Contractor with the Verification Form, which must be submitted to the Annville Township by the Contractor prior to any work being performed, and that any contract between the Contractor and its subcontractor(s) shall contain information about the requirements of the Act.

The Verification Form is included in the bid documents but may be downloaded at the following web address and by clicking on the Public Works Employment Verification Form link at the bottom of the page:

http://www.portal.state.pa.us/portal/server.pt/community/construction_and_public_works/1235/public_works_employment_verification/1357211

The Contractor may access the Federal Government's E-Verify system at the following web:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD&gclid=CLWey7SYvrOCFU-4dAodFGYA-A>



COMMONWEALTH OF PENNSYLVANIA

PUBLIC WORKS EMPLOYMENT VERIFICATION FORM

Date _____

Business or Organization Name (Employer) _____

Address _____

City _____ State _____ Zip Code _____

Contractor Subcontractor (check one)

Contracting Public Body _____

Contract/Project No _____

Project Description _____

Project Location _____

As a contractor/subcontractor for the above referenced public works contract, I hereby affirm that as of the above date, our company is in compliance with the Public Works Employment Verification Act ('the Act') through utilization of the federal E-Verify Program (EVP) operated by the United States Department of Homeland Security. To the best of my/our knowledge, all employees hired post January 1, 2013 are authorized to work in the United States.

It is also agreed to that all public works contractors/subcontractors will utilize the federal EVP to verify the employment eligibility of each new hire within five (5) business days of the employee start date throughout the duration of the public works contract. Documentation confirming the use of the federal EVP upon each new hire shall be maintained in the event of an investigation or audit.

I, _____, authorized representative of the company above, attest that the information contained in this verification form is true and correct and understand that the submission of false or misleading information in connection with the above verification shall be subject to sanctions provided by law.

Authorized Representative Signature