

30 November 2023

To: Qualified Contractors

**Invitation to Bid
Tenant Interior Renovation Project
Administrative and Faculty Offices**

For

**PA Leadership Charter School (PALCS), Western PA Location
1001 Commerce Drive, Cheswick, PA 15024**

CONTENTS

I. REQUEST FOR BID

II. INSTRUCTIONS

III. SCHEDULE

IV. PROCEDURE AND SUBMITTAL REQUIREMENTS

V. BID FORM – FULL PROJECT

VI. SIGNATURE PAGES (ACCEPTED OR DECLINED BID)

INVITATION TO BID

I. REQUEST FOR BID

PALCS offers an "Invitation to Bid" to qualified general contractors for a tenant interior renovation project of approximately 23,530 SF. The full building is approximately 28,000 SF.

Construction work is planned to commence in the first quarter of 2024 at 1001 Commerce Drive in Cheswick. Please see Section II for the preliminary project schedule.

II. INSTRUCTIONS

PROJECT

- A. Tenant Interior Renovation at PALCS, 1001 Commerce Drive, Cheswick, PA 15024.

CONSULTANTS

- A. Design Team Manager: Virginia Weida Designs, 5434 Wolfe Drive, Pittsburgh, PA 15236.
- B. Architect: Dabinett Design Group, 1035 Old Orchard Drive, Gibsonia, PA 15044.
- C. Engineer: Allen & Shariff Engineering, Nova Tower 2 Suite 1001, Pittsburgh, PA 15212.

PROPOSED PROJECT SCHEDULE

- A. Bids Due: no later than **Wednesday, December 20, 2023, at 12 PM. (See Section IV)**
- B. Public Bid Opening: **Wednesday, December 20, 2023, at 1 PM at PALCS, The Landings, 55 Alpha Drive W, Pittsburgh, PA 15238.** All attendees must bring a form of identification (ie. driver's license) to be admitted to the site.
- C. Award Notification: December 2023
- D. Begin Work: January 2024

SPECIAL NOTES

- A. All contractors and subcontractors must be paid prevailing wage. A list of subcontractors shall be submitted with your bids for approval from PALCS and Zamagias Properties. PALCS and Zamagias Properties (Zamagias Properties) reserve the right to reject any subcontractors.
- B. All work shall be scheduled during normal working hours, no restrictions.
- C. Project Work shall be completed in one phase, with substantial completion expected in May 2024.
- D. Each invoice submittal needs to include an unconditional lien waiver from the General Contractor and all Sub-Contractors. All invoices and payment applications shall follow AIA standards.
- E. Contractors are required to include their insurance certificate levels of coverage when submitting the Bid. Contractors will be responsible for meeting insurance levels required by PALCS and Zamagias Properties if awarded the project.
- F. Contractor is responsible for all work coordination required with the Zamagias Properties.

BID DOCUMENTS

- A. Drawings dated 30 November 2023 (Permit Set)
- B. All bid documents and plans will be available for download via the PALCS website.
- C. PALCS is not liable should the electronic transmission of documents be incomplete.

BIDS

- A. All bids must be submitted in strict accordance with the submission format as required by this document.
- B. Bids shall be submitted on forms included within this packet. The wording of the bid form shall not be changed or supplemented except in accordance with the instructions. All spaces shall be filled in with a computer, typewriter, or ink. Where amounts are given in words or figures, the words will govern in the event of a conflict. The signer must initial any erasures or corrections in the Bid Form.
- C. You must provide your Bid in sufficient detail so that we can adequately qualify your Bid.

INVITATION TO BID

- D. **Refer all questions of interpreting drawings, specifications, or bidding procedure to the online portal where questions can be submitted in writing.** Do not contact PALCS, Zamagias Properties, or the design team directly with bid questions.
- E. All bidders are requested to provide their contact information when accessing the bid documents.
- F. If a contractor is unable to meet the requirements in the project schedule or unable to submit a bid/proposal for any other reason, the contractor is requested to sign and date the declined signature page indicating "no bid," provide a brief explanation and return promptly to the addresses listed in the request for proposal document.
- G. Submitted bids (or declined to bid) signature page must be signed in ink by an officer or agent of your company, who is authorized to commit your company.
- H. If a bidder is a Corporation, the Bid shall bear its legal name and the corporate seal. The Bid shall be signed by an officer authorized to bind the corporation to a contract.
- I. The Request for Proposal release does not imply any commitment on the part of PALCS, nor any of their representatives, to accept any proposal submitted in part or whole.
- J. Bids and future contracts must comply with all Commonwealth of Pennsylvania and Federal Regulations.
- K. All bidders are hereby notified that all statements made regarding capabilities in response to this Bid shall be considered binding as contractual commitments if the bidder's proposal is selected.

EXAMINATION OF SITE AND DOCUMENTS

- A. **Site visits will be coordinated through Zamagias Properties. The site will be open for walkthroughs on Friday, December 8 from 9 AM – 3 PM, and Tuesday, December 12 from 9 am – 3 pm, without an appointment.**
- B. Each Contractor will be required to complete and sign a Waiver of Liability in favor of the Landlord for the site visit. These forms will be readily available at the building for completion on those dates.
- C. Bidders are strongly encouraged to visit the site on these two days. For additional site access times beyond these days, requests should be made to: Theresa Zamagias, Zamagias Properties, theresa.zamagias@zamagias.com, 412-39107887.
- D. Any questions as a result of the walkthrough need to be submitted in writing to the website portal. All pertinent project questions will be shared with all bidders through the portal and addendums, where necessary.
- E. Upon submitting a bid, it is presumed that the bidder has visited the Worksite and is acquainted with the conditions as they exist and has thoroughly examined the Drawings and Specifications prepared by the Consultants. It is understood that omissions from the bids due to the bidder's failure to fully acquaint themselves with the site conditions and the requirements of the Documents will not entitle the bidder to additional consideration or compensation if awarded the contract.

INTERPRETATION OF DOCUMENTS

- A. Interpretations of the meaning of the Bidding Requirements or the proposed Contract Documents will be valid only if issued in writing in the portal or as a formal addendum. Such Addenda will be issued no later than three business days prior to the date for receiving bids (14 December 2023). Each Addendum will be numbered and dated, posted to the bid portal, and issued to all prospective bidders of record at the issuance time. The interpretations or clarification made other than by such Addenda will not be binding upon the Owner or the Consultants. Each bidder submitting a bid must acknowledge receipt of the Addendum received in the blanks provided for this purpose on the Bid Form. Should a bidder find discrepancies in or omissions from the Documents, they should make and entry in the online portal in writing, but in no event later than five business days prior to the date for receiving bids (13 December 2023).

INVITATION TO BID

PERMITS

- A. Sealed drawings have been prepared to be submitted for permit. G.C. to immediately submit for permit approval with the local municipality and begin shop drawings including professional seals for Fire Alarm and Fire Suppression drawings as required; engineering drawings were used to establish basis for design and start the permit process.

III. PROJECT SCHEDULE:

Proposal request packages are available starting Friday, December 1, 2023 and are due back no later than **12:00 PM Wednesday, December 20, 2023.**

Public Review and bid opening will take place on December 20 at 1 PM, with the award announced by 22 December 2023. All bidders who submitted proposals will be notified of their bid status. Project commencement shall begin immediately upon final contract submission and approval from PALCS. Prepared drawings are to be submitted for building permit and long lead-time items are to be ordered immediately. Total project construction time is estimated to take 16-20 weeks. Please include a general project completion timeline as requested with your Bid.

IV. PROCEDURE AND SUBMITTAL REQUIREMENTS

Procedure:

- A. Review the completed package of information received.
- B. Carefully study the Bidding Documents and report at once errors, inconsistencies or ambiguities discovered on the portal.
- C. Bidders shall use complete sets of Bidding Documents in preparing Bids; neither the design team, PALCS or Zamagias Properties assume responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- D. Any questions can be directed to the online portal to submit written questions and review written responses.
- E. Bidding documents shall include a signed acknowledgment from the bidder.
- F. All information should be inserted into a large envelope and sealed.

Submittal Requirements:

PALCS shall receive bids as requested. All bids must be submitted on the enclosed bid form in accordance with the instructions, in a sealed envelope. Five hard copies of the bid response shall be delivered to:

Attn: Carrie Longstreth
PALCS
The Landings
55 Alpha Drive West
Pittsburgh, PA 15238

In order to receive consideration, the bids must be submitted no later than **Wednesday, December 20, by 12 PM**. The office is open from 8 AM to 4 PM Monday through Friday. Mailed bids will be accepted. However, PALCS will not be responsible for mailed submissions.

PALCS RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

INVITATION TO BID

V. Bid Form

Schedule of Values		
General Conditions at _____%		\$
Demolition		\$
Interior Construction		
Partitions, Doors & Specialties		
Partitions		\$
Interior Doors & Frames		\$
Casework/Trim		\$
Replacement Perimeter Windows		\$
Interior Finishes		
Ceiling Grid & ACT		\$
Floor Finishes – Carpeting/Base		\$
Floor Finishes – Vinyl/Base		\$
Ceramic Tile/Base		\$
Painting		\$
Misc. Specialties		\$
Plumbing		
Plumbing		\$
HVAC		
Systems/Controls/Testing/Balancing		\$
Fire Protection/Alarm		
Fire Protection Sprinkler Systems		\$
Fire Alarm/Life Safety		\$
Lighting and Branch Wiring		
Lighting Fixtures/Wiring/Controls		\$
Branch Wiring and Devices		\$
Communications & Security		
Security Rough-Ins		\$
Data Rough-Ins		\$
Subtotals		\$
Contractor Overhead and Profit		\$
Permits		\$
Taxes		\$
Totals		\$
Grand Total		

INVITATION TO BID

Schedule of Alternates (noted on Cover Sheet A0.00):

Alternate #1:

Add hollow metal framed windows shown in elevation 3/A3.2 at all new interior offices and huddle rooms, 4'-0" w x 5'-10" H, quantity of 18 total.

\$ _____

Alternate #2:

Substitute flush wood veneer solid-core factory-stained doors in lieu of textured HDF doors to match existing ones. Tenant to select from standard factory finishes available.

\$ _____

Alternate #3:

Replace existing plastic laminate windowsills with new plastic laminate sills at all perimeter windows, quantity of 33 existing (3 windows are repairing existing openings to original condition and should be in base price).

\$ _____

Alternate #4:

Replace existing mini blinds at all perimeter windows with new metal mini-blinds, quantity of 33 existing (3 windows will be replaced with the base bid).

\$ _____

If applicable, please acknowledge receipt of addendums issued during the bid period:

Receipt of Addendums:

Date:

# _____	_____
# _____	_____
# _____	_____
# _____	_____

General Project Timeline:

Please give a general estimated timeline of completion below, based on starting construction in January 2024.

Completion: _____

Change Orders:

In the event a change order is required after the contract is executed, please list the standard overhead and profit percentage that will be applied to base costs:

% _____

VI. Signature Page 1 – Bid Acceptance

BID SUBMISSION ACCEPTANCE

Inclusions:

- Pricing as detailed in Section V – Bid Form (both pages)
- List of All Subcontractors
- Insurance Certificates – Levels of Coverage
- Project Schedule – Basic Timeline for Completion
- Alternate prices as requested

The undersigned agrees the proposal shall remain firm and may not be withdrawn for one hundred twenty (120) days after the scheduled closing time for the proposals' receipts.

I have read and agree that we can meet all the schedules and requirements as detailed in the Bid Documents.

Name: _____

Title: _____

Company: _____

Phone Number: _____

Email Address: _____

Signature: _____

VI. Signature Page 2 – Bid Declined

BID SUBMISSION DECLINED

We are unable to bid on this project for the following reason(s):

Name: _____

Title: _____

Company: _____

Phone Number: _____

Email Address: _____

Signature: _____