INVITATION TO BID

Luzerne County Community College wishes to purchase the items listed below. Bids must be received in the College's Purchasing Department (Building #5, Room 513) before **12:00 Noon on Monday, August 25, 2014** at which time the bids will be publicly opened and read aloud. Bidders may attend the bid opening.

Luzerne County Community College reserves the right to waive any informalities, irregularities, defects, errors or omissions in, or to reject any or all proposals or parts thereof.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, Contract or Agreement) for transactions valued at $5,000.00 and above.

ATTACHMENT: Luzerne County Community College GENERAL CONDITIONS OF BID.

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BID #443

HEALTH SCIENCES CENTER EXTERIOR SIGNAGE

TOTAL PROJECT COST: ________________________________

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Company Name ____________________________________________

Address: __________________________________________________

Typed Name and Title: ________________________________________

Signature: __________________________________________________

Telephone: (___)____________________________________ FAX: (___)__________________________________________
SPECIFICATIONS

The following items shall be included in the bid, delivered and installed:

- **Individual Letters** – Fabricate one (1) 10” to 15” set of individual halo lighted individual letters “Francis S. and Mary Gill Carrozza, R.N. Health Sciences Center”
  - **Size 1**: 15” Letters: F S M G C R N H S C
  - **Size 2**: 10” Letters: rancis and any ill arrozza ealth ciences enter
  - Letters to be Heliarc welded letters constructed of .125 aluminum faces with 2” deep .063 aluminum sides.
  - Paint finish to be Matthews polyurethane brushed
  - Lighting to be white LED’s powered by 12 volt power supplies.
  - Backs of letters to be clear lexan to allow white LED lighting to shine out the back. This will allow halo lighting similar to the letters on the front of the building.
  - Clear lexan back to be placed in the back of each letter as a bird and dirt deterrent.
  - Letters to be offset mounted with thru-bolts or masonry expansion-type fasteners to provide backlighted letter effect

- **LUZERNE & Logo** – to be internally illuminated channel letters. Faces to be 3/16” Plexiglas with a 1” trim cap edging and approx. 5” deep can. Lighting to come out the face of the letters.
- **County Community College** – to be flat cut out Plexiglas letters, non-illuminated and stud mounted to the brick façade.
  - Layout and design as shown on attached picture.
- **Contractor** to use existing power source for letter lighting. Contractor to verify and determine power source placement.

- Contractor is responsible to supply all material required for a complete project. NO substitutions allowed. Contractor must provide all product as specified.

- Contractor to verify exact dimensions and location. Contractor is responsible for all quantity calculations.

- Construction is to meet all local and state codes. Contractor is responsible for all required licenses and permits.

- Contractor is to protect adjacent areas from damage. Contractor shall be responsible to protect the paving, curbing, lawn surfaces, etc. from damage which may result from the trucks required to perform the work. Damaged areas are to be returned to pre-construction condition.

- Contractor is responsible to silicone any holes in the brickwork which may occur during construction.

- Work may be occurring while classes are in session. The Contractor is responsible to coordinate work schedule with College to minimize disruption to the operation of the College.

- **NO TAX** should be included in the bid price, as the College is tax exempt.

- All shipping and handling must be included in the price.

- Luzerne County Community College reserves the right to reject any or all quotes or select a single item.

- Pricing will be valid for 90 days.

- **Installation shall be completed no later than October 10, 2014.**

If there are any questions, please contact Len Olzinski, Director of Purchasing at (570) 740-0370 or e-mail lolzinski@luzerne.edu
LUZERNE COUNTY COMMUNITY COLLEGE GENERAL CONDITIONS OF BID for CONSTRUCTION

In addition to the enclosed material specifications, Luzerne County Community College (LCCC) requires all Bidders to comply with the following:

1. Bids must be sent by Certified Mail, return receipt requested, by shipping company that tracks deliver, or delivered personally to the Purchasing Department and **clearly identified as a bid, including the Bid Number.** Bids must be sealed and submitted on the enclosed "Invitation To Bid". Send bids to: **PURCHASING DEPARTMENT**
   **LUZERNE COUNTY COMMUNITY COLLEGE**
   **1333 S PROSPECT ST**
   **NANTICOKE PA 18634-3899**

2. Bids must be received prior to the bid opening stated on the "Invitation to Bid". The bids will be publicly opened and read aloud at that time. Bids received after that date and time will not be accepted. All Bidders are invited to attend bid openings.

3. A **CERTIFIED CHECK, CASHIER'S CHECK, BANK CHECK, MONEY ORDER, OR BID BOND** payable to LCCC, in the amount of ten percent (10%) of the total bid price must accompany each bid. In the event any Bidder shall upon award of the bid, fail to comply with the terms guaranteeing the performance of the bid, such certified check or bid bond shall be forfeited to LCCC.

4. Bidder shall provide proof of insurance with bid. Upon award of bid, Successful Bidder shall provide an insurance certificate naming LCCC as an additional insured.

5. Bidder shall identify any and all subcontractors when submitting a bid.

6. All necessary permits are the responsibility of the Successful Bidder.

7. **NO TAX** should be included in the bid price, as LCCC is tax exempt.

8. Quality of goods and specifications must be acceptable to LCCC. **Equivalent** items will be considered UNLESS "No Substitutions" is listed on the Invitation to Bid. However, where substitutes are submitted, the Bidder shall so indicate in its bid and furnish literature and specifications for the substitute items. **Proof of equivalency is the responsibility of the Bidder.** If requested by LCCC, samples of equivalent items must be furnished to LCCC for evaluation. All samples must be supplied and returned at the Bidder's expense.

9. Bidders are requested to submit a bid on all items. A partial bid is acceptable unless "Partial bids will not be accepted" is specifically stated on the Invitation to Bid.

10. Bidder to verify exact dimensions and quantities. It is presumed that Bidder has investigated and examined the plans and all other contract documents and it is assumed the bid is being made with full knowledge and understanding of the conditions of work.

11. The current Pennsylvania Prevailing Wage Rates shall be paid for each craft or classification of all workers needed to perform the contract work on projects estimated at $25,000 or greater. The Successful Bidder shall submit a certified payroll to the Purchasing Office.

12. Bidders on this work will be required to comply with the President’s Executive Order 11246 and will be required to insure that employees and applicants for employment are not discriminated against because of their race, color, national origin, sex, religion, age, disability or familial status in employment or the provision of services. LCCC is an equal opportunity employer.

13. The Successful Bidder will be required to furnish and pay for satisfactory Performance Bond and Labor and Material Payment Bond.

14. All items specified in the bid shall have a minimum one (1) year warranty covering all parts, labor, and defects in material and workmanship. The warranty shall be effective from the date of installation. Defective items under warranty that cannot be repaired on site shall be removed from the premises and returned within a reasonable time at no additional cost to LCCC. If requested, a substitute item of like quality shall be provided to LCCC while the repairs of the original equipment are being made.

15. Bid prices shall **INCLUDE** all SHIPING AND HANDLING fees. Items must be shipped prepaid, FOB, Luzerne County Community College, 1333 SOUTH PROSPECT STREET, NANTICOKE, PA 18634.

16. Delivery shall be completed no later than **as listed in the specifications, and if not listed in the specifications, then no later than 30 days after the Purchase Order date.**

17. Questions concerning the material specifications, bid documents or interpretations of plans should be directed to: Len Olzinski who may be contacted in writing via email at lozinski@luzerne.edu, no later than one (1) day unless otherwise noted prior to stated bid opening.

18. LCCC reserves the right to reject any or all bids or select a single item; LCCC reserves the right to waive defects in the bidding process.

19. LCCC will award the bid to the lowest responsible Bidder. Responsible Bidder is defined as "in the reasonable discretion of the College based upon considerations to include promptness, faithfulness and the capacity and ability to do the work according to plans and specifications, measured by, among other things, the quality of previous work, record of completing projects on time, history of payments to subcontractors and suppliers, maintenance of permanent place of business, adequacy of equipment and plant to do the work, technical experience and whether the Bidder has a solid financial basis to guarantee contract completion."

Questions concerning any requirements of a bid may be directed to Leonard Olzinski, Director of Purchasing, at (570) 740-0370.
INVITATION TO BID

Notice of the Purchasing and Conflict of Interest Policies in place at Luzerne County Community College ("LCCC")

Each owner/operator/individual/officer submitting a bid or for whom a bid is being submitted on behalf of the owner (each being referred to as a “Provider”) to LCCC certifies that he/she/they are not a spouse, child, parent, brother/sister (each being referred to as an “Immediate Family Member”) of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider’s business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the bid to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the bid. Additionally, LCCC may have the right to recover damages suffered by LCCC in obtaining an alternative bid, which damages may include, but are not limited to, consequential damages and reasonable attorney’s fees.

Copies of these policies and procedures are available from LCCC upon request.

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Under the Right to Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at $5,000.00 and above.

Luzerne County Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For a complete copy of the LCCC non-discrimination policy, contact the Human Resources Office at 800-377-5222, extension 7235. Inquiries may be directed to the Title IX Coordinator, John Sedlak, Dean of Human Resources, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 800-377-5222 extension 7234 (jsedlak@luzerne.edu). Inquiries related to accessibility services for students may be directed to the Section 504 Coordinator, Rosana Reyes, Dean of Student Development and Enrollment Management, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 800-377-5222 extension 7423 (rreyes@luzerne.edu).
Luzerne County Community College would like thank you in advance for your interest in participating in this invitation to bid. If for some reason you are unable to submit a bid to the College, please let us know the reason why so you will remain on our active bidders list for the future.
Fax to 570-740-0525.

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You can also e-mail your reason for non-participation to lolzinski@luzerne.edu so that we can keep it in our file.