



## INVITATION TO BID # 497 – Shamokin Center Flooring

Luzerne County Community College wishes to solicit bids for the work listed below. Bids must be received in the College's Purchasing Department (Building #5, Room 513) by 12:30 P.M. on Thursday, June 10, 2021.

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.

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### BID #497 Shamokin Center Flooring

Carpet Squares & Vinyl Planking Installation - Total Cost \_\_\_\_\_

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Company Name \_\_\_\_\_

Address: \_\_\_\_\_

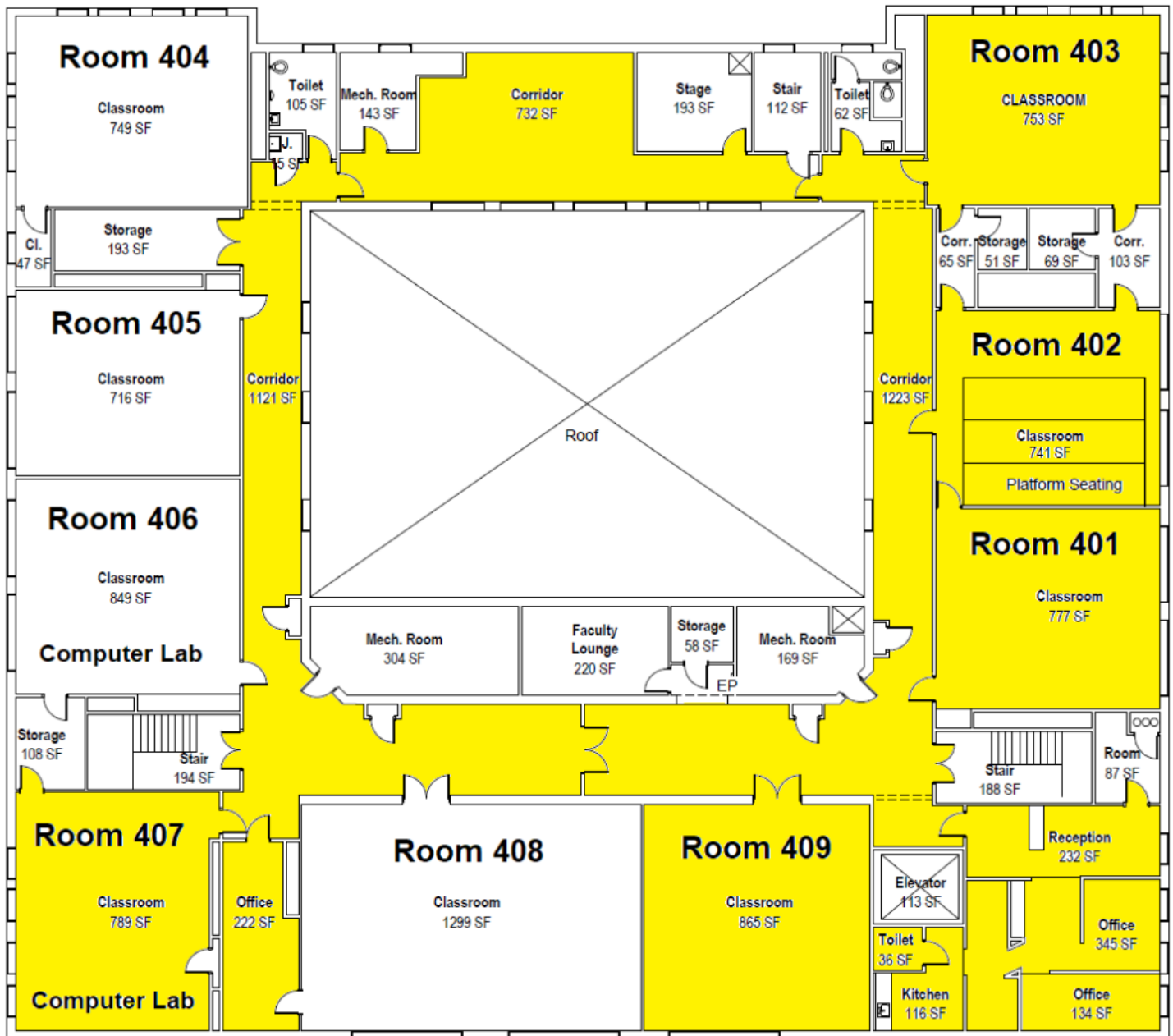
Typed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone:( ) \_\_\_\_\_ FAX:( ) \_\_\_\_\_

**DETAILS:**

All areas highlighted in yellow are locations for new flooring.



Room No.	Room Description	Flooring Type	Notes
401	Classroom	Vinyl Planking	
402	Tiered Classroom	Vinyl Planking	Carpeting in the tiered seating area does not need to be replaced.
403	Classroom	Vinyl Planking	
403B	Classroom	Vinyl Planking	Rear corridor area. 732 SF
407	Computer Lab	Vinyl Planking	
409	Classroom	Vinyl Planking	
232 SF	Office Reception	Carpet Squares	
345 SF	Office 1	Carpet Squares	
134 SF	Office 2	Carpet Squares	
222 SF	Student Lounge	Vinyl Planking	
1121 SF & 1223 SF	Corridors	Vinyl Planking	
116 SF & 36 SF	Kitchen & Toilet Area	Vinyl Planking	

Carpet: Mohawk - Style: Scholarship

Vinyl Planking: Mohawk - Style: Grass Valley

Contractor is responsible for removal and disposal of existing carpeting. Contractor will be responsible for moving furniture items. The College will be responsible for unhooking and moving any computers, monitors, printers, cabling or any other technology related items.

Contractor will install approximately 70 square yards of carpeting tiles, and 7,200 square feet of vinyl planking. Contractor should field verify all measurements by arranging a visit to the center prior to bid opening. Arrangements can be made by calling the Shamokin Center at 570-740-0290.

In office suite restroom area, contractor will be responsible for pulling up existing toilet prior to installing new ¼" subfloor and then resetting toilet after new planking has been installed. Contractor is responsible for installing new ¼" subfloor in kitchen area prior to installing vinyl planking. For rooms 407 & 409, contractor will be responsible for installing new ¼" subfloor prior to gluing down vinyl planks. The remaining areas calling for vinyl planking can have the product installed directly over existing concrete floors.

Questions regarding this work outlined in this bid can be directed to Don Nelson, VP of Operations at [dnelson@luzerne.edu](mailto:dnelson@luzerne.edu) or by calling 570-740-0751.

*Project Location:*

**Northumberland Regional Higher Education Center (Shamokin Center)**

**2 East Arch Street**

**Shamokin, PA 17872**

**570-740-0290**

## LUZERNE COUNTY COMMUNITY COLLEGE GENERAL CONDITIONS OF BID for NON-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 conditions guaranteeing the performance of the bid, such certified check or bid bond shall be forfeited to LCCC.
4. **NO TAX** should be included in the bid price, as LCCC is tax exempt.
5. 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.
6. 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.
7. Bid prices shall **INCLUDE** all **SHIPPING AND HANDLING** fees. Deliver, assemble and install must apply to all items. Items must be shipped prepaid, FOB, Luzerne County Community College, 1333 SOUTH PROSPECT STREET, NANTICOKE, PA 18634.
8. 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.**
9. Questions concerning the material specifications, bid documents or interpretations of plans should be directed to: Don Nelson, VP of Operations who may be contacted in writing via email at dnelson@luzerne.edu or by calling 570-740-0751 no later than **one (1) day unless otherwise noted** prior to stated bid opening.
10. 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.
11. 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 Len 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.

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](mailto:jsedlak@luzerne.edu)). Inquiries related to accessibility services for students may be directed to the Section 504 Coordinator, Rosana Reyes, VP of Student Development and Enrollment Management, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 800-377-5222 extension 7423 ([rreyes@luzerne.edu](mailto:rreyes@luzerne.edu)).

## Statement of No Bid Submittal

If your company does not intend on submitting a Bid, please complete and return this form prior to the date shown for receipt of Bid to the following:

**Bid # 497**  
Luzerne County Community College  
1333 South Prospect Street  
Nanticoke, PA 18634  
Attn: Len Olzinski  
[lolzinski@luzerne.edu](mailto:lolzinski@luzerne.edu)

We, the undersigned have declined to propose on the above referenced Bid for the following reasons:

- Scope of Work or Terms and Conditions are too "restrictive." (Please explain below)
  - Unable to meet requirements
  - Bid was unclear (Please explain below)
  - Insufficient time to respond
  - We do not offer this type of service or equivalent
  - Current workload would not permit us to perform
  - Unable to meet insurance requirements
  - Other (Please explain below)
- 

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Subject:** PA Act 153 - Background Clearance Requirement

Act 153 – The Pennsylvania state legislature sought to strengthen protections for children in the PA Child Protective Services Law. The law went into effect on December 31, 2014 and now requires colleges and universities to obtain background clearances for any individual having routine interaction with children at the college or in a college-sponsored program, activity, or service. This requirement applies to college employees, volunteers, independent contractors, and students. This law requires mandatory reporting of suspected child abuse directly to the PA Department of Human Resources.

All Contractors will be required to obtain the three (3) mandatory background clearances: 1) PA Criminal Background, 2) PA Child Abuse History, and 3) FBI Cogent Clearance Fingerprinting.

These clearances must be provided for all contractor representatives/employees who will be on the campus of Luzerne County Community College to perform the work awarded. If you are unable obtain these state required background checks, you will be ineligible to perform work at the

College.

Below are the following required clearances and instructions to obtain them.

1. **Act 34 - PA Criminal Background** (On-line)

Results are usually instantaneous. Make sure you hit “yes” to get a copy.

Provide copy to the Human Resources Office

<https://epatch.state.pa.us/>

Cost \$22

2. **Act 151 - PA Child Abuse History** (On-line)

Results are mailed or can be viewed and printed at the website.

Provide the original clearance document to the Human Resources Office.

**Attached for your reference is a file which contains directions on navigating through the website.**

Google Chrome - <https://www.compass.state.pa.us/cwis>

Cost \$8

3. **Act 114 - FBI Fingerprinting** - Identogo (On-line)

Register on-line by selecting Digital Fingerprinting. Enter the Service Code 1KG756. Submit your registration number to the Human Resources Office.

<https://www.identogo.com/locations/pennsylvania>

Estimated cost - \$22.60

