

MUNICIPALITY OF PENN HILLS



SPECIFICATIONS AND PROPOSAL

FOR

TIME AND MATERIAL

ELECTRICAL WORK

BIDS TO BE RECEIVED ON OR

BEFORE 12:30 P.M., PREVAILING TIME, ON FRIDAY DECEMBER 21, 2018

AT

PENN HILLS MUNICIPAL BUILDING

102 DUFF ROAD

PITTSBURGH, PENNSYLVANIA 15235

**BIDS WILL BE OPENED AND READ ALOUD ON FRIDAY, DECEMBER
21, 2018 AT 12:45PM IN THE MUNICIPAL BUILDING, 102 DUFF ROAD,
PITTSBURGH, PA 15235**

SPECIFICATION NUMBER: Q18-02

DATE: November 2018

PREPARED BY: Department of Public Works

PROPOSAL FORM

Proposal For: Time and Material -- Electrical Work, All Penn Hills Municipal Facilities

To: Municipality of Penn Hills
102 Duff Road
Penn Hills, Pennsylvania 15235

I/We have examined the specifications, scope of work, and related documents with this proposal and have satisfied myself/ourselves on all matters which relate to the work aforementioned, and hereby make the following proposal: To furnish all material, do all work and to complete in all parts required by the specifications.

BASE BID:

<u>ITEM</u>	<u>ESTIMATED QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>TOTAL</u>
1.	Per Hour	Journeyman Electrician with tools and test equipment	Per Hour	\$_____
2.	Per Hour	Laborer, with tools and equipment, as needed	Per Hour	\$_____
3.	Percent	Percentage of markup on material over cost		_____ %

The Municipality reserves the right to increase or decrease the above stated quantities.

The Municipality reserves the right to accept or reject any or all proposals.

DATE _____, 2018 _____
(Name of Bidder)

OFFICIAL ADDRESS: BY: _____

TITLE: _____

PHONE NO. _____ FAX NO. _____

E-MAIL _____

SCOPE OF SERVICES

Services performed under this contract will consist of, but not limited to, the following types of services.

- ✓ Repair or replace light fixtures, lamps, covers as requested.
- ✓ Repair or replace switches, timers, breakers and wiring.
- ✓ Install new fixtures, if requested to do so. Fixtures and lamps will be supplied by the Municipality.
- ✓ Trouble shooting electrical problems from time to time as requested.
- ✓ Provide on-site electrical support during Municipal sponsored events as needed.

Services will be used by various departments at any one or all of the various Municipal owned buildings or grounds.

Vendor should be familiar with the electric wiring in the various Municipal owned buildings.

To view the various buildings, vendor may call the various department directors to set up an appointment.

All contractors submitting bids must be a Registered Electrician.

All work to be performed in a workman-like manner with the current standards for electrical work, in accordance with the NEC and local codes as authorized by the authority having jurisdiction.

Questions regarding this quote can be addressed to Penn Hills Department of Public Works at 412-798-2151.

PERIOD OF CONTRACT: This contract will be for two (2) years with the option to renew for a third year at the mutual consent of both parties.

SPECIAL CONDITIONS

1. **Contract Work Sites:**
Work will be performed at locations assigned by department representatives all of which will be in the Municipality of Penn Hills.
2. **Time for Completion:**
All work shall be completed as soon as possible after being assigned.
3. **Communications:**
All communications and requests for clarification must be in writing and addressed to the Municipal Manager by email at sandrejchak@pennhill.org
4. **Amendments to General Conditions**
The General Conditions shall be modified as follows:
 - a. **Taxes**
 - i. The contractor shall comply with all ordinances of the Municipality. Contractor shall provide proof of registration with the Municipal Tax Collector. No contract shall be awarded to a contractor/vendor who is delinquent in Municipal mercantile or business Privilege Taxes. Contractor/vendor shall file proof of same upon acceptance of contract.

Municipal Tax Collector:
Keystone Collections Group
260 Aster Street
Pittsburgh, PA 15235
5. Contractor must show proof of insurance with bid
6. Proposal to be marked on the outside of the envelope:
"Bid Proposal for Electrical Time & Material"
7. Only approved material shall be used on all work done under this contract.
8. The Municipality of Penn Hills reserves the right to withhold the awarding of the bids on this project for a period of sixty (60) days.
9. The Municipality reserves the right to terminate any contract resulting from this solicitation with a thirty (30) day written notice.