

Propel Charter Schools

3447 East Carson Street

Suite 200

Pittsburgh, PA 15203

Bid Number 1112-11

Window Replacement

Propel Schools is requesting sealed bids for window replacement at two school locations. The locations are Propel Homestead and Propel McKeesport. Bid considerations must be received no later than Friday March 9, 2012 at 11:30 a.m. Bid packets may be mailed or hand delivered to the address above. Bids will be opened and reviewed the same day.

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1. Two copies of the bid should be returned in sealed envelopes and addressed to Propel Charter Schools attention **Richard Snyder**. Please show the bid inquiry number on the outside of the envelopes.
 2. The Bidder is responsible for ensuring that the Bid document is received prior to 10:00 a.m. on the date of the Bid Opening.
 3. One copy of this inquiry is to be filled out, signed and returned to Propel Schools at the address listed above.
 4. Bids shall be submitted on this inquiry form which must be signed by an authorized agent or officer of the Company making the bid. Absence of original signature of person duly authorized to sign for the Company submitting this bid document will automatically leave this bid null and void.
 5. The Bid price quoted must include all costs for materials, labor, equipment, support and engineering costs.
 6. Prices quoted will be considered net unless otherwise noted on the bid. No escalator clauses will be permitted/accepted.
 7. Not more than one (1) alternate product may be quoted on any single item of the bid. A description and pricing for such alternate must be typed onto this document immediately below the space provided for pricing of the primary bid.
 8. All bids shall be effective for a period of sixty days (60) days from the opening date of this bid, and no bid may be withdrawn prior thereto.
 9. Propel Schools reserves the right to increase quantities of the items to be purchased which will reflect the actual need at the time actual orders are issued. Such additional quantities will be purchased at the unit price indicated on this bid document.
 10. The Operations Department of Propel Schools reserves the right to reject any or all bids for which a bid is submitted. Additionally, the Operations Department of Propel Schools reserves the right to reject any and all bids furnished which in their opinion, do not conform to the requirements of the specifications. The decision of Propel School's Operations Department shall be final and without challenge.
 11. Prices must include delivery and installation at the Propel School sites detailed in this document.
 12. Propel Schools seeks to create opportunities for MBE/WBE/DBE firms. Bidders are required to complete the MBE/WBE participation form indicating how they will help Propel to meet this goal.
 13. Propel Schools is a public school entity and is PA sales tax exempt, Additionally Propel Schools qualifies for GSA pricing.
 14. Prevailing wage rates apply to this project.
 15. A pre-bid conference will be conducted on Thursday February 23, 2012 at 10:00 a.m. The meeting will begin at the Propel Homestead location, 129 East 10th Avenue and conclude at the Propel McKeesport location, 2412 Versailles Avenue. Complete addresses are detailed further in this document.
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MBE/WBE/DBE Participation Form

Describe how awarding business to your firm would help Propel meet its goal of creating opportunity for minority, women, and disadvantaged business enterprises:

We, the undersigned, hereby propose and agree to furnish to Propel Schools any or all of the items that we have priced, at the prices set opposite each item in the foregoing list. This proposal is subject to all terms of the specifications, bid conditions and instructions herein, and we hereby agree to furnish such item or items as may be awarded to us. This bid document is null and void without an original signature of a person properly authorized to sign for the company submitting the bid.

Company Name: _____

Signature: _____

Original Signature Required

Printed Name: _____

Telephone No: _____

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SCOPE OF SERVICES

The successful bidder will furnish all design services, labor and materials for the window replacement at the school locations detailed below. Pricing will include the replacement of windows that remain from the original construction at these facilities and will be detailed in the pre-bid conference.

Pricing will be based on replacement with Traco NexRated Generation products or equivalent, 2 ¼" thicknesses.

The successful contractor shall provide and/or complete the following:

- Removal and disposal of existing windows systems which will include glass block
- Clear anodized finish
- Tempered glazing on any first floor windows
- All caulking and weather proofing
- Any building permits required by the City of McKeesport and Homestead Borough
- A detailed description of the proposed work
- Project Time Line

The Contractor is responsible for all materials, equipment, services, and other related services required for this project. It will be the Contractor's responsibility to ensure all window measurements are completed and accurate.

A pre-bid meeting and site inspection of the property will be held Thursday February 23, 2012 at the following locations:

- **9:30 a.m. - Propel Homestead, 129 East 10th Avenue, Homestead Pennsylvania 15120 and conclude at;**
- **11:00 a.m. - Propel McKeesport School, located at 2412 Versailles Avenue, McKeesport Pennsylvania 15132.**

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All interested parties should plan to attend this meeting as there will not be another opportunity to do a site visit.

Material List

Quantity	Manufacturer	Per Unit Cost	Total Cost

Bidder agrees to complete the project for the total cost of: \$ _____

Estimated length of project will be: _____
(In days)

Questions concerning this bid request should be directed to

Richard Snyder
Director of Non-Instructional Operations
 Propel Charter Schools
 3447 East Carson Street
 Suite 200
 Pittsburgh, PA 15203
 rsnyder@propelschools.org
 412-325-7305 ext. 115

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Additional Bid Considerations

1. Propel Charter School reserves the right to award the bid to the lowest qualified bidder, who is able to meet the requirements in this bid, without regard to those submitting lower figures but are unable to meet the completion requirements.
2. **The successful bidder understands they will work between the hours of 7:00 a.m. and 4:00 p.m. Monday through Friday starting at the Propel McKeesport location. Work should begin at this location June 15, 2012 and must be completed no later than Friday June 29, 2012. Based on weather conditions, these dates may be modified with prior written approval. The contractor (provided they are awarded both locations) will then move to the Propel Homestead Location.**
3. The bidder shall provide all necessary labor, materials and equipment to successfully complete the work outlined.
4. The successful bidder shall provide all necessary permits as required by Allegheny County and/or the Homestead Borough and City of McKeesport.
5. The Contractor will perform a clean-up of the work site on a daily basis and remove any debris from the day's work. At the end of the project, the Contractor will remove all equipment, additional materials, trash, etcetera from the project location. All surfaces involved in or affected by the project are to be cleaned and free of debris within 48 hours of the completion of the project.
6. The Contractor will provide any barricades necessary to ensure Propel Staff and public safety of the work site during the project.
7. The successful bidder will ensure proper measures are in place to eliminate any damage to other areas of the building, grounds or surrounding structures.
8. The successful bidder accepts responsibility for the storage and security of their equipment and materials and holds Propel Charter School free from liability against damage, theft or other acts against the previously mentioned items.

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9. The successful bidder must ensure that all contractors and sub-contractors have Acts 33/34 clearances and a clean criminal record prior to beginning the project. Proof of these clearances should be available to Propel Charter Schools.
10. The successful bidder understands payment of the project will not be made until 30-days after the final inspection and sign off of the project.
11. Contractors are required to provide a "Performance Bond" in the amount of One Hundred Percent (100%) of the contract sum prior to signing a construction contract. Bidders must submit a letter with their bid certifying that they are bondable for this project. Contractor bids will be submitted under the condition of irrevocability for a period of sixty (60) days after the bid opening occurs.

Insurance Requirements

Propel Charter Schools requires the successful bidder to present a Certificate of Liability Insurance to the Operations Department prior to the work beginning. Propel Schools (Homestead and McKeesport) should be listed as additional insured on the certificate with the following minimum insurance requirements:

General Liability	\$1,000,000.00/\$2,000,000.00 per occurrence
Auto	\$1,000,000.00 per occurrence
Umbrella	\$5,000,000.00

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