

**Propel Charter Schools**

3447 East Carson Street  
Suite 200  
Pittsburgh, PA 15203

Bid Number 1213-01  
Masonry Repair

**Propel Schools is requesting sealed bids for masonry repairs on the Propel McKeesport location. Bid considerations must be received no later than Friday March 9, 2012 at 10:00 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. All bids are to be returned in sealed envelopes and addressed to Propel Charter Schools attention **Brian Wolfe**. Please show the bid inquiry number on the outside of the envelope.
  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. All bids shall be effective for a period of six (6) months from the opening date of this bid, and no bid may be withdrawn prior thereto.
  7. 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.
  8. 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.
  9. Propel Schools is a public school entity and is PA sales tax exempt, Additionally Propel Schools qualifies for GSA pricing.
  10. Prevailing wage rates apply to this project.
  11. Upon identification of the successful bidder, that company will be notified of the award. The awarding of this bid, will commit the respondent to their quoted pricing, for a period of six (6) months.

**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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**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:

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**SCOPE OF SERVICES**

Propel Charter Schools is currently accepting proposals for masonry repairs at the Propel McKeesport school. This school is located at 2412 Versailles Avenue, McKeesport Pennsylvania, 15132. The current Masonry is approximately 60 years old. Propel seeks the services of a qualified masonry restoration company to perform the services needed to complete the project in a cost effective, timely and professional manner.

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

- Any building permits required by the City of McKeesport
- A detailed description of the proposed work
- Preventative measures to avoid a recurrence of the masonry decomposition
- Total project cost
- Project Time Line
- Building access plan to ensure employee safety

The Contractor will be responsible for determining the quantities of materials needed, including any special materials necessary to complete the project. The Contractor is responsible for all materials, equipment, services, restoration and other related services required for this project. It will be the Contractor's responsibility to ensure all measurements are completed and accurate.

**A pre-bid meeting and site inspection of the property will be held Thursday February 23, 2012 at noon at the Propel McKeesport School. The facility is located at 2412 Versailles Avenue, McKeesport Pennsylvania 15132.**

**All interested parties should plan to attend this meeting as there will not be another opportunity to do so.**

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Questions concerning this bid request should be directed to

Brian Wolfe  
Manager of School Operations  
Propel Charter Schools  
3447 East Carson Street  
Suite 200  
Pittsburgh, PA 15203  
[bwolfe@propelschools.org](mailto:bwolfe@propelschools.org)  
412-325-7305 ext. 110

**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 will work between the hours of 7:00 a.m. and 4:00 p.m. Monday through Friday. The project should be scheduled to begin on or after Tuesday July 10, 2012 and should be completed no later than Friday August 10, 2012. Based on weather conditions, these dates may be modified with prior written approval.**
3. The proposer 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 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 public safety of the work site during the project.

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- 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.
- 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 will detail in the bid package, their invoice payment arrangements, with the understanding that final payment will not be made until 30-days after the final inspection of the project.

**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 School 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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**BID 1213-01 DETAIL**

All pricing listed herein will remain in affect though the completion of this project. Please complete all sections from this point. Any areas or questions not completed may result in the elimination of the bid document.

Detail the description of work you will perform on the building located at 2412 Versailles Avenue;\_\_\_\_\_

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What measures will you take to prevent a recurrence of the masonry decomposition?

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**Material List and per unit cost**

Description	Unit cost	Total Cost

**Total Project Cost:** \_\_\_\_\_

How long do you estimate the project? \_\_\_\_\_

What is your plan to maintain safety around the project location? \_\_\_\_\_

What, if any, exceptions to the scope of work do you foresee? \_\_\_\_\_

\_\_\_\_\_

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**Vendor Questionnaire**

Company Name	
Street Address	
City, State	
Zip	
Phone:	
Fax	
Contact Person:	
Email:	

How many years has this company been in business?

What type of organization is your company (circle one)?

Individual      Partnership      Corporation      Joint Venture      Other

For how many years has your company provided masonry services? \_\_\_\_\_

Are you able to meet the School's insurance requirements listed previously? \_\_\_\_\_

Will you be utilizing the services of a sub-contractor? \_\_\_\_\_

If so, please identify that sub-contractor below:

Company Name:

Address:

Phone:

Fax:

Contact:

Are you able to provide the clearances for those working on the project prior to starting work? \_\_\_\_\_

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