

# Propel Charter Schools

3447 East Carson Street

Suite 200

Pittsburgh, PA 15203

Bid Number 1718-02  
Carpet Removal and Installation

Propel School is requesting sealed bids for Carpet Removal and Installation at multiple locations. Bid considerations must be received no later than Friday May 19, 2016 at 10:00 a.m. Bid packets may be mailed or hand delivered to the South Side Administration Offices (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 **Bryan Matrazzo**. 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. Two copies of this inquiry are to be filled out, signed and returned to Propel Schools Administration Offices 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 All bids shall be effective for a period of sixty days (60) from the opening date of this bid, and no bid may be withdrawn prior thereto.
  7. Propel Schools reserves the right to reject any or all bids for which a bid is submitted. Additionally, 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.
  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
  10. Pennsylvania prevailing wage applies to this project.

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

- Total project cost
- Project Time Line

**WORK TO BE PERFORMED AT:**

**PROPEL BRADDOCK HILLS HIGH SCHOOL**  
1500 YOST BLVD  
PITTSBURGH, PA 15221

**PROPEL EAST SCHOOL**  
1611 MONROEVILLE AVE  
TURTLE CREEK, PA 15145

**PROPEL BRADDOCK HILLS ELEMENTARY SCHOOL**  
1500 YOST BLVD  
PITTSBURGH, PA 15221

**PROPEL HOMESTEAD SCHOOL**  
129 E 10<sup>TH</sup> AVE  
HOMESTEAD, PA 15120

**PROPEL MCKEESPORT**  
2412 VERSAILLES AVE  
MCKEESPORT, PA 15132

**PROPEL MONTOUR SCHOOL**  
340 BILMAR DR  
PITTSBURGH, PA 15205

**SITE VISITS WILL BE ON THE FOLLOWING DATES:**

- MAY 15, 2017 AT 3:30PM – PROPEL MONTOUR
- MAY 16, 2017 AT 7:30AM – PROPEL HOMESTEAD
- MAY 16, 2017 AT 3:30PM – PROPEL BRADDOCK HILLS HS AND ELEMENTARY
- MAY 17, 2017 AT 7:30AM – PROPEL MCKEESPORT
- MAY 17, 2017 AT 3:30PM – PROPEL EAST

**ALL BIDDERS MUST ATTEND AT LEAST ONE SITE VISIT.**

Questions regarding this request should be directed to

Bryan Matrazzo  
Manager of School Operations

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## **SCOPE OF SERVICES**

### **Propel Braddock Hills High School**

Price to include furnish and installation of approximately 690 square yard of carpet tiles as specified below. Install new cove base and all transitions included. Contractor is responsible for all field measurements. Installations will meet manufacturer's specifications.

### **Propel Braddock Hills Elementary**

Price to include removal of approximately 150 square yard of existing carpet, furnish and installation of approximately 1,947 square yard of carpet tiles as specified below. Install new cove base and all transitions included. Contractor is responsible for all field measurements. Installations will meet manufacturer's specifications.

### **Propel McKeesport**

Price to include removal of approximately 894 square yard of existing carpet, furnish and installation of approximately 1,523 square yard of carpet tiles as specified below. Furnish and installation of approximately 153 square yard of rubber floor tiles as specified below. Install new cove base and all transitions included. Contractor is responsible for all field measurements. Installations will meet manufacturer's specifications.

### **Propel East**

Price to include removal of approximately 57 square yard of existing carpet, furnish and installation of approximately 1,530 square yard of carpet tiles as specified below. Install new cove base and all transitions included. Contractor is responsible for all field measurements. Installations will meet manufacturer's specifications.

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## Propel Homestead

Price to include removal of approximately 110 square yard of existing carpet, furnish and installation of approximately 1,568 square yard of carpet tiles as specified below. Contractor is responsible for all field measurements. Installations will meet manufacturer's specifications.

## Propel Montour

Price to include furnish and installation of approximately 1,310 square yard of carpet tiles as specified below. Install new cove base and all transitions included. Contractor is responsible for all field measurements. Installations will meet manufacturer's specifications.

### ITEMS:

**1. CARPET TILE:**

MFG: PATCRAFT

STYLE: EASY ON THE EYES 10227, 18OZ. WITH ECOWORX BACKING

COLOR: HOCUS-POCUS #00306 IN MONOLITHIC PATTERN

**COVE BASE:** ROPPE PINNACLE RUBBER BASE – 5" #624 CHAMELION

**2. RUBBER FLOOR TILES:**

MFG: BRAVA

STYLE: COBALT INTERLOCKING RUBBER FLOOR TILES – ENDURANCE COLLECTION,

3'X3' (6MM)

COLOR: BEIGE/BLACK

The awarded contractor understands that the project shall take place from **June 26, 2017 and should be completed by July 24, 2017**. All field measurements must be completed during the walkthrough dates. No changes in total area will be accepted after the bids have been submitted. A floor plan of the work area may be requested via email to [bryanmatrazzo@propelschools.org](mailto:bryanmatrazzo@propelschools.org)

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412-325-7305 ext. 115

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## Additional Bid Considerations

1. Contract Conditions/Items:

A. Contract shall be prepared by contractor.

B. No contract language should be included or contained in the formal contract document

a. that refers to any issues, provisions or additional items not detailed within this bid.

b. that would replace or make invalid any statement or condition outlined within this bid document.

C. Upon award of the bid to the successful party, it will be that party's immediate responsibility to produce required PA State Police background/criminal check, ACT 33/34 Clearances, PA Child Abuse History Clearance (ACT 151), FBI Fingerprint Clearance (ACT 114), and TB Test for any employee who will be on-site within the school facility and copies should be delivered prior to service start date.

2. Contract Modification:

If during the course of the contract, changes in economy, fuel, or other contributing factors require the need for cost adjustments, the selected contractor will not pass the increase on to Propel Charter Schools. No changes will be accepted upon commencement of agreement.

3. All Bidders shall purchase a complete set of documents and shall be responsible for work under their Prime Contracts irrespective of what discipline the work is shown under. All bidders are responsible for the cooperation with other Prime Contractors.

4. Changes Orders:

A. All change orders must be approved by Bryan Matrazzo, Manager of School Operations.

Change orders will be limited to unforeseen conditions, potential savings measures and/or any requested and approved by Propel Schools.

5. Contractor shall maintain throughout the term of the executed agreement, adequate general liability insurance, providing coverage against liability for bodily injury, death, and property damage that may

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arise as a result of any act, or omission of their employees or sub-contractors. Proof of coverage is to be submitted prior to the commencement of the agreement between Propel Charter Schools and the awarded.

6. It is the respondent's duty to ensure that any and all sub-contractors utilized by the awarded, adhere to all the conditions within this bid.
7. The contractor will agree to adhere to the Propel Charter School's Code of Conduct while on school premises.
8. Price to include all on-site monitoring.
9. Contractors are required to provide a bid bond in the amount of ten percent (10%) of the bid. The surety must be a Guarantee or Surety Company acceptable to the U. S. Government as published in U.S. Treasury Circular No. 570 and must be licensed to do business in the Commonwealth of Pennsylvania.
10. Contractors are required to provide and 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 thirty (30) days after bid opening.
11. Substantial Completion of this project shall be not later than July 24, 2017.

### 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. Each Propel School 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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**Pricing**

**Bidders do not need to bid on each project if they choose. Propel Schools holds the right to award each project individually, or combined based on the total project cost.**

Bidder will complete the work or furnish goods as specified for the following price(s)

**Lump Sum Bid Prices**

**Propel Braddock Hills High School**

\_\_\_\_\_ and \_\_\_\_\_/100 Dollars \$\_\_\_\_\_

Number of Square Yards \_\_\_\_\_

Estimated Length of Project \_\_\_\_\_ days

**Propel Braddock Hills Elementary**

\_\_\_\_\_ and \_\_\_\_\_/100 Dollars \$\_\_\_\_\_

Number of Square Yards \_\_\_\_\_

Estimated Length of Project \_\_\_\_\_ days

**Propel McKeesport**

\_\_\_\_\_ and \_\_\_\_\_/100 Dollars \$\_\_\_\_\_

Number of Square Yards \_\_\_\_\_

Estimated Length of Project \_\_\_\_\_ days

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**Propel East**

\_\_\_\_\_ and \_\_\_\_\_/100 Dollars \$ \_\_\_\_\_

Number of Square Yards \_\_\_\_\_

Estimated Length of Project \_\_\_\_\_ days

**Propel Homestead**

\_\_\_\_\_ and \_\_\_\_\_/100 Dollars \$ \_\_\_\_\_

Number of Square Yards \_\_\_\_\_

Estimated Length of Project \_\_\_\_\_ days

**Propel Montour**

\_\_\_\_\_ and \_\_\_\_\_/100 Dollars \$ \_\_\_\_\_

Number of Square Yards \_\_\_\_\_

Estimated Length of Project \_\_\_\_\_ days

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

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

**Original Signature Required**

Printed Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS THAT, \_\_\_\_\_, Principal, and the \_\_\_\_\_, a corporation incorporated under the laws of the State/Commonwealth of \_\_\_\_\_, Surety, are held and firmly bound unto Propel Charter School \_\_\_\_\_ in the full and just sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) lawful money to the United States, for the payment of which sum well and truly to be made, said principal and said surety do bind themselves, their respective successors and assigns, jointly, securely, and firmly by these presents.

WHEREAS, said PRINCIPAL did on \_\_\_\_\_ enter into a Contract with said Owner for Renovations to the Propel \_\_\_\_\_ School(s).

NOW THAT THE CONDITION OF THIS OBLIGATION IS SUCH that the above principal shall well and faithfully do and perform the work provided for such Contract under the terms and conditions thereof, and shall well and faithfully do and perform each and everything provided for therein, then this obligation to be void, otherwise to be and remain in full force and virtue.

It is hereby further stipulated and agreed that the obligation of the said Principal and Surety on this Bond shall no way be affected by any changes, extensions, and alterations, deductions or additions in or to the terms of the said Contract or in or to the plans and specifications accompanying the said Contract, or by any extension of time of the completion of the work or by any change or changes in or the terms of payment and no notice to or consent of the Surety shall be required in any of said matters.

IN WITNESS WHEREOF, the said Principal and said Surety, have executed this Bond, under Seal and duly delivered the same, as of the \_\_\_\_ day of \_\_\_\_\_ A.D., 2017.

**WITNESS – SEAL**

**CONTRACTOR**

\_\_\_\_\_

\_\_\_\_\_

**SECRETARY**

**PRESIDENT**

\_\_\_\_\_

\_\_\_\_\_

**WITNESS – SEAL**

**SURETY COMPANY**

\_\_\_\_\_

\_\_\_\_\_

**ATTORNEY-IN-FACT**

\_\_\_\_\_

NON-COLLUSION AFFIDAVIT  
Contract/Bid No. \_1718-02\_\_\_\_\_  
Propel Charter Schools Carpet Installation

**Commonwealth of Pennsylvania** :  
: ss  
**County of Allegheny** :

I state that I am \_\_\_\_\_(Title) of \_\_\_\_\_ (Name of my Firm) and that am authorized to make this affidavit on behalf of my firm, and its owners, directors and officers. I am the person responsible for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without construction, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this Contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. \_\_\_\_\_ (Name of my Firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follow:  
\_\_\_\_\_

I state that \_\_\_\_\_ (Name of my Firm) understands and acknowledges that the above representations are material and important, and will be relied on by Propel Charter Schools in awarding the contract(s) for which this bid is submitted.

I understand and my Firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Propel Charter Schools of the true facts relating to the submission of bids for this Contract.

\_\_\_\_\_ Signature (Name and Company Position)

**SWORN TO AND SUBSCRIBED BEFORE ME THIS**

\_\_\_\_\_ DAY OF \_\_\_\_\_, 2017

\_\_\_\_\_ My Commission Expires \_\_\_\_\_  
Notary Public

## NO LIEN AGREEMENT

### Propel Charter Schools

### **Carpet Replacement and Install to Propel Braddock Hills High School, Propel Braddock Hills Elem, Propel McKeesport, Propel East, Propel Homestead, Propel Montour**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between Propel Charter Schools, hereinafter as Owner or Propel Schools, and \_\_\_\_\_, hereinafter designated as Contractor.

#### WITNESSETH:

That by a certain contract, of even date herewith, the Contractor, in consideration of the covenants to be performed and payments to be made by or on account of the Owner, did covenant and agree to furnish all labor and materials and perform all work necessary to complete in the most substantial manner and to the satisfaction and acceptance of the Owner.

NOW, THEREFORE, the Contractor, in consideration of the sum of One (\$1.00) Dollar and of the covenants and provisions in said Contract contained, does hereby covenant, stipulate and agree, and it is also covenanted, stipulated and agreed in the above recited contract as follows:

The Contractor will not at any time suffer or permit any mechanics' lien, or any other lien, attachment or other encumbrance, under any law, regulations or orders, Federal, State or local, or otherwise, by any person or persons, whomsoever, to be put or remain on the building or premises, into or upon which any work is done or labor or materials are furnished under the Contract, for such work, labor or material or by reason of any other claim or demand against the Contractor, and the Contractor will not put any materials on said building to which the Contractor has not obtained absolute title, and the Contractor agrees further, that any mechanics' or other lien, attachment, or other encumbrance or claim of a third party, however, arising (whether through the Contractor's or Propel Schools or any other person's action or inaction and whether valid or invalid) until it is removed shall preclude any and all claim or demand for any payment whatsoever under or by virtue of this Contract, and in the event the same is not removed Propel Schools at its discretion may remove the same at the expense (including legal fees) of the Contractor, and without regard to the validity or invalidity thereof.

The Contractor expressly agrees further, that no lien shall be attached to the real estate, buildings or structures or any other improvements of Propel Schools either on behalf of the Contractor herein or on behalf of any subcontractor, mechanic, journeyman, laborer, material man, or person performing labor upon or furnishing materials or machinery or other equipment or other property for such improvements or premises of said Propel Schools, or on behalf of any other person. Neither the Contractor nor any other person supplying any materials, equipment, machinery or other property, or performing work or labor in or upon the building or the work

included in this Contract shall have the right to file a mechanics' lien or claim or any other lien or claim of any nature whatsoever against the building or premises. Should Propel Schools request it, Contractor agrees to execute any supplemental stipulation or other agreement deemed by Propel Schools desirable or necessary for the purpose of making the no lien provision of this Contract a matter of record, or Propel Schools, at the option of Propel Schools, may file this Contract or a counterpart or executed copy thereof.

IN WITNESS WHEREOF, the parties of these presents have hereunto set their hands and seals, the day and year first written.

ATTEST:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Contractor

ATTEST:

PROPEL CHARTER SCHOOLS

\_\_\_\_\_  
Witness

\_\_\_\_\_

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned \_\_\_\_\_ as Principal, and \_\_\_\_\_ as Surety, are held and firmly bound unto Propel Charter School \_\_\_\_\_, hereinafter called ("Propel"), in the penal sum of \_\_\_\_\_ Dollars, for the payment of which, well and truly be made, we hereby bind ourselves, our heirs, executors, administrators, successors and assigns.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2017.

The Condition of the above obligation is such that whereas the Principal has submitted to Propel a certain Bid, attached hereto and hereby made apart hereof to enter into a Contract in writing for the Renovations to the Propel \_\_\_\_\_ School(s).

NOW, THEREFORE, (a) if said bid shall be rejected, or in the alternate, (b) if said Bid shall be accepted and the Principal shall execute and deliver a Contract in the form of the Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a bond for his/her faithful performance of said Contract and for the connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid, then this obligation shall be void, otherwise the same shall remain in for and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulated and agrees that the obligations of said Surety and its bonds shall be in no way impaired or affected by any extension of time within which Propel may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and to be signed by their proper officers, the day and year first set forth above.

In presence of:

\_\_\_\_\_

(Principal)

By: \_\_\_\_\_

(Surety Company)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(By)

By: \_\_\_\_\_

**NOTICE: SURETY COMPANIES EXECUTING BONDS MUST APPEAR ON THE DEPARTMENT OF TREASURY'S CIRCULAR 570, LATEST REVISION, AND BE AUTHORIZED TO TRANSACT BUSINESS IN PENNSYLVANIA.**