

LACKAWANNA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR SEALED BIDS  
MERLI-SARNOSKI PARK PAVEMENT REPAIRS

Issued: July 7, 2015

RFB ID #: 218-15-608

**1. INTRODUCTION:**

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed Bids will be received and reviewed by the County of Lackawanna ("COUNTY") for the Merli-Sarnoski Park Pavement Repairs.

**Submission Deadline:**

Respondents must submit their written Bid by 11:00 a.m. prevailing time:

August 6, 2015

**Opening Date, Time & Location:**

Bids will be publicly opened in the Commissioners' Conference Room, 6th Flr., Administration Building, 200 Adams Ave, Scranton, PA 18503: **2 PM Thursday, August 6, 2015**

**Contact Person:**

Kevin Mitchell

Email: [MitchellK@lackawannacounty.org](mailto:MitchellK@lackawannacounty.org)

Bids received will be reviewed and evaluated by the Board, based upon such criteria as the Board, in its sole discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any respondent. The Board, in its sole discretion, may accept the Bid of a respondent or may reject all Bids.

The Board reserves the opportunity to modify this Request for Bids (here in after referred to as RFB) at its own discretion and without prior notice and to waive any immaterial defect or informality in any Bid as may be permitted by law.

**2. PURPOSE:**

The purpose of this Request for Bids is to solicit bids from qualified and experienced bridge contractors.

**3. SPECIFICATION:**

Specification and requirements are on file and available for pick-up at Greenman-Pedersen, Inc., 50 Glenmaura National Blvd., Suite 102, Scranton, 18505 between 9:00 AM and 5:00 PM daily beginning Monday July 13, 2015 upon payment of a non-refundable fee of \$40.00 to Greenman-Pedersen, Inc.

**3. PROCEDURES FOR RESPONDING TO REQUEST FOR BIDS:**

**One (1) original and three (3) copies of the Bid must be provided. Bids must**

be addressed to the Lackawanna County Controller's Office, 135 Jefferson Ave, Lower Level, Scranton, Pennsylvania 18503. **Bids must be in a sealed envelope with the name of the submitting firm and the RFB number clearly marked on the outside of the envelope.** The County assumes no responsibility for delays in any form of carrier, mail or delivery service causing the submission to be received after the above-referenced due date and time.

Submissions by fax, telephone, or email are not permitted. The final selection will be made in the sole discretion of the Board.

#### 4. PRE-BID MEETINGS:

There will be an opportunity for prospective Bidders to meet with the County staff for a Question and Answer session:

**Only Bids from the Proposers that attended the Pre-Bid Meeting will be accepted.**

Date: Tuesday, July 21, 2015

Time: 10:00 AM

Location: First Parking Lot in Merli-Sarnoski Park, Greefield Township, Pa

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**Mandatory Pre-Bid Meeting**

#### 5. QUESTIONS:

Questions can be submitted via email to: [MitchellK@lackawannacounty.org](mailto:MitchellK@lackawannacounty.org)

- \* Questions will be answered by the appropriate individual(s) within 3 business days via email with a return reply acknowledging receipt of the email request.
- \* QUESTIONS AND ANSWERS WILL BE SHARED WITH ALL BIDDERS.

**All questions pertaining to this RFB must be submitted on or before: July 27, 2015**

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#### 6. CRITERIA FOR EVALUTION OF BIDS:

The Board will independently evaluate each bid and selection will be made upon the following criteria:

- \* Cost of services/items.
- \* The Bidder's demonstrated experience and expertise in road paving.
- \* Experience and commitment to providing timely services.
- \* Project understanding and methodology.

#### 7. SUBMISSION REQUIREMENTS:

Each Bid must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Bids must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the Bid constitutes a firm offer to the County that cannot be withdrawn for ninety (90) days from the Bid due date.

**To achieve a maximum degree of comparability, the Bids shall be organized in the manner specified below and use corresponding lettering and/or numbering.**

#### Title Page:

(1 page): Show name of your firm, address, name of contact, telephone number(s) and email address along with the current date. Also include the title and number of the RFB.

#### Table of Contents:

**All Bids to the County must include the following:**

- SECTION 1** Scope of Services as it applies to this RFB and all bid and alternate bid values. All Bids must detail the services/items proposed along with any supporting materials.
- SECTION 2** Name, address, and description of your firm along with a brief history.
- SECTION 3** A list of five (5) references, including name of institution, address, contact person and phone number.
- SECTION 4** A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations.
- SECTION 5** A statement that your firm or principals are not involved in any current or pending litigation involving Lackawanna County or any of its Departments or Authorities.
- SECTION 6** Statement of assurance that there are no conflicts of interest

#### 8. RESPONSIBILITIES:

The successful Bid shall have primary responsibility for the following:

- \* Bituminous Paving and Paving Repair

## **9. CONFIDENTIALITY:**

All Bids in response to this RFB shall be held confidential until a contract is awarded. Following the contract award, Bids are subject to release as public information unless the Bid or specific parts of the Bid can be shown to be exempt from the Pennsylvania Public Information Act. Respondents are advised to consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information. The County assumes no obligation or responsibility for asserting legal arguments on behalf of potential Respondents. If a Respondent believes that a Bid or parts of a Bid are confidential, then the Respondent shall so specify. The Respondent shall stamp in bold red letters the term "CONFIDENTIAL" on that part of the Bid, which the Respondent believes to be confidential. Vague and general claims as to confidentiality shall not be accepted. All Bids and parts of Bids that are not marked as confidential will be automatically considered public information after the contract is awarded.

## **10. CONFLICT OF INTEREST:**

Any vendor or person considering doing business with Lackawanna County Government must disclose the vendor or person's affiliation or relationship that might cause a "Conflict of Interest" with County Government entity. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest may automatically result in the disqualification of the Respondent's bid.

## **11. COMMUNICATION WITH ELECTED OR APPOINTED OFFICIALS**

All communications during this process should be directed to the appropriate contact listed in this Request for Bids. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be EXCLUDED from consideration.