

INVITATION FOR BIDS

1. INTRODUCTION:

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submittals will be received and reviewed by the County of Lackawanna ("COUNTY") the delivery and managing of tents, heaters, lighting, tables, and chairs for the three (3) day outdoor winter market..

Timeline

Mandatory Pre-Bid In-Person/Zoom Hybrid Meeting.

Thursday, September 16, 2021, 10:00 AM

In-Person meeting shall be held at the Electric City Trolley Museum 300 Cliff St. Scranton, PA. 18503.

In addition, attendance is offered by Zoom. To request the Zoom Meeting invitation please contact mcguiganm@lackawannacounty.org.

Questions: All questions must be submitted by **Wednesday, September 21, 2021.**
mcguiganm@lackawannacounty.org

Bid specifications may be accessed at

<https://www.lackawannacounty.org/index.php/quick-links/rfp-rfq>

Submission Deadline: Tuesday, September 28, 2021 11:00AM

Submit To:

Bids shall be sent to Lackawanna County Controllers Office 123 Wyoming Avenue 2nd Floor Scranton, PA 18503 by courier (FedEx, UPS, etc.). Alternatively, those contractors wishing to drop off bids must contact the Lackawanna County Controllers office to schedule an appointment. Please contact Germaine Helcoski, Phone 570-963-6726 Ext 1668, HelcoskiG@lackawannacounty.org. All bids must be received by September 28, 2021, by 11:00AM. Outer Bid Envelopes shall contain the bidder's name and project description. All bids will be officially opened and read aloud at a Public Bid opening to be held September 28, 2021, at 2:30PM in the Lackawanna County Government Center, 123 Wyoming Avenue, 5th Floor Commissioners Board Room, Scranton, PA 18503. Bidders are allowed to have 1 representative attend the bid opening. Masks must be worn on all Lackawanna County Property. CDC guidelines apply. Bids shall only be accepted from firms that attended the Mandatory In-Person or Zoom Pre-Bid Meeting

Contract Person:

Maureen McGuigan

Deputy Director Lackawanna County Arts & Culture

mcguiganm@lackawanacounty.org

570.496.1724

570.815.1280

2. PROJECT OVERVIEW

The 2021 Lackawanna Winter Market will be held Friday, December 3rd through Sunday December 5th. This is an outdoor event held on the sidewalk of the 200 block of N. Washington at the Lackawanna County Courthouse. The Market will feature 50 vendors, and music.

3. SCOPE OF WORK

Work entails the delivery and managing tents, heaters, lighting, tables, and chairs for three (3) day outdoor winter market.

4. FORMAT OF BID (REQUIRED SUBMITTALS)

One (1) original copy in PDF format of the sealed bid marked "Central Scranton Expressway Retaining Wall Repairs" and one copy shall be delivered to Lackawanna County Controller's Office 2nd Floor at 123 Wyoming Ave. Scranton, PA 18503. Bids will be accepted until 11 am. on September 23, 2021. Sealed Bids shall be opened at 2:30PM in the Commissioners' Board Room 5th Floor Lackawanna Government Center 123 Wyoming Avenue Scranton, PA. The sealed bid submission shall be in 8-1/2x11" format, minimum font size 11 point, and each page must be numbered and labeled "Central Scranton Expressway Retaining Wall Repairs". Sealed bids shall include:

Cover Letter

- The firm shall provide a cover letter with the following items:
- Total Contract Price. (Itemized cost list must also be provided separately. Please refer to the Contract Price section of this document)
- The contact information for the Project Manager.
- A statement demonstrating understanding of the work to be performed.
- Acknowledgment that the firm carries insurance with a minimum of \$1 million General Liability insurance.
- A clear statement of the firm's principals and employee's relationship(s) with officials and employees of Lackawanna County.
- The cover letter shall be signed by the consultant's Project Manager who is authorized to negotiate and contractually bind the firm with Lackawanna County regarding the requested services. The Project Manager shall be the main contact

with Lackawanna County for technical and contractual issues and shall be responsible for the direction of day-to-day progress.

BID SECURITY

Each bid shall be accompanied by a bid guarantee of not less than ten (10%) percent of the amount of each Base Bid, which guarantee may be in the form of a certified check, bank cashier's check trust company treasurer's check, bid security on the form enclosed and furnished by the Owner, or other form of security permitted by applicable law, made payable to the Owner.

CONTRACT PRICE

The itemized costs shall be totaled to produce a contract price. If awarded the contract, a proposer is bound by this price in performing the work. The contract bid may not be exceeded unless the contract is amended by Lackawanna County to allow for additional costs. Prevailing Wage is not required.

- 1 Frame Tent, 20' x 40' with walls, doors, and lights,
- 50 Frame Tent, 10' x 10', with walls and lights
- 120 Chairs
- 55 8' x 30" Banquet Table
- Concrete Ballast (cannot use stake)
- Equipment costs (ex. rentals for forklifts)
- Concrete Ballasts (cannot use stakes)
- Heating
- Lighting
- Safety Kit
- Labor/Travel/Other Supplies/Amenities: Some examples included but are not limited to equipment, travel, pick up/delivery, labor, forklift, radios, insurance, meals, expendables, printing, etc.

5.Contract

If awarded a contract, Lackawanna County will provide the contract. Please note a passcode is required to join:

6. Information to Participate in Mandatory Pre-Bid meeting by Zoom

If you have technical issues call or text 570.815.1280 or 570.430.0200.

Join Zoom Meeting

<https://us06web.zoom.us/j/6998921043?pwd=MHdVZXZYNm04M0xBa3M3d2VxQlIFZz09>

Meeting ID: 699 892 1043

Passcode: 300Cliff!

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

Meeting ID: 699 892 1043

Passcode: 476564708

Find your local number: <https://us06web.zoom.us/j/6998921043>