

# Pennsylvania Convention Center



Pennsylvania Convention Center Authority  
One Pennsylvania Convention Center Place  
1101 Arch Street  
Philadelphia, Pennsylvania 19107

Project Manual  
for  
Carpet Replacement for  
Annex Terrace Ballrooms (3&4)  
and  
2<sup>nd</sup> Level Concourse

March 21, 2022

# PENNSYLVANIA CONVENTION CENTER AUTHORITY

## INVITATION TO BID

BID PACKAGE- CARPET REPLACEMENT ANNEX TERRACE  
BALLROOMS (3 & 4) AND 2<sup>nd</sup> LEVEL CONCOURSE

**PENNSYLVANIA CONVENTION CENTER  
PHILADELPHIA, PA**

Bids are invited for the following Contract in connection with the Pennsylvania Convention Center, 11th and Arch Streets, Philadelphia, PA, in accordance the Documents attached hereto.

The Pennsylvania Convention Center Authority (PCCA) will procure this Bid Package as indicated in the specifications and the attached Cover Page for the Project Manual. It is the intent of PCCA to purchase the full quantity of each item; therefore vendor pricing shall be on the total quantity of each sub package. Separate Bid Sheets have been provided for each Sub-Package being offered.

Bids will be received at:

PA Convention Center  
1101 Arch Street  
Philadelphia, PA. 19107  
Attention: Lisa Dobbertin

**until 4:00 PM (EST) on Tuesday, April 19, 2022** at which time all Bids received will be opened and read aloud. Bids received after such time will be returned unopened.

Where Bid Security is required on the Bid Form, the bid shall be accompanied by Bid Security in the form of either a certified check or a surety company's Bid Bond in substantially the form contained in these materials and, in either case, in an amount of not less than 5% of the Total Base Contract Bid, which Bid Security shall be payable to the Pennsylvania Convention Center Authority as payee or obligee.

Bidders may access and copy the bid documents at the:

Pennsylvania Convention Center Website  
<http://www.paconvention.com/about/purchasing-bids-rfps> under  
Doing Business with PCC

Questions during the bid period should be directed to:

Lisa Dobbertin, Engineering Project Manager  
[ldobbertin@paconvention.com](mailto:ldobbertin@paconvention.com) 215 418 4769

To assure that PCCA has an accurate list of Bidders and the Bidders receive Addenda from PCCA, Bidders are to indicate their intention to bid by the time and date indicated on the Project Schedule. The registration is mandatory. Registration is by email that requests a receipt. The email is to be sent to:

Attention: Lisa Dobbertin

E-Mail: [ldobbertin@paconvention.com](mailto:ldobbertin@paconvention.com)

Failure to follow this procedure may disqualify a Bidder.

Until the time and date indicated on the Project Schedule, Bidders may submit in writing to the PCCA any comments or questions related to the Bid Documents or the Project. PCCA will consider the comments and question and if PCCA determines in its sole discretion that changes to any of the documents are appropriate, then an Addendum to the Bid Documents will be issued to all registered bidders. Exceptions, modifications or qualifications to any of the Bid Documents which are submitted with the Bid will not be accepted and could be considered cause for disqualification.

All questions pertaining to this Invitation to Bid must be submitted by email (with confirmed receipt) to the:

Pennsylvania Convention Center Authority

Attention: Lisa Dobbertin, Engineering Project Manager

E-Mail: [ldobbertin@paconvention.com](mailto:ldobbertin@paconvention.com)

If an award is made as a result of this Invitation to Bid, PCCA will award Contracts to the responsible Bidder submitting the lowest responsive Bid, as determined in the sole discretion of the PCCA. Notwithstanding the foregoing, PCCA reserves the right to reject any and all Bids if PCCA determines that doing so would be in the best interests of PCCA. Note: The term contract will be utilized throughout this document. PCCA will issue Purchase Orders that will have language consistent with the Bid Document attached appropriately.

Following is the Project Schedule:

**Project Schedule and Bid Checklist for  
BID PACKAGE- CARPET REPLACEMENT FOR ANNEX TERRACE BALLROOMS  
(3&4) AND 2<sup>ND</sup> LEVEL CONCOURSE**

Invitation to Bid:	Thursday, March 31, 2022
Documents Available:	Thursday, March 31, 2022
Registration to Bid (Last Day) (Recommended):	Tuesday, April 5, 2022
Virtual Pre-Bid Meeting, Mandatory (11:00 AM EST.):	Tuesday, April 5, 2022
Deadline for Requests for Information (2:00 PM EST.):	Tuesday, April 12, 2022
Evidence of Best & Good Faith Effort:	Tuesday, April 19, 2022
Receipt of Bids:	Tuesday, April 19, 2022

<p><b>Bid Checklist:</b></p> <ul style="list-style-type: none"><li>Bid Form</li><li>Sub-Packages tabulated and totaled</li><li>Acknowledgment of Addenda</li><li>Signed Bid</li><li>Bid Surety if required</li><li>WMDBE paperwork – BB and CC forms, WMDBE certificates, letters of intent</li></ul>
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Intent to Award Bid:	Friday, May 27, 2022
Notice to Proceed:	Tuesday, May 31, 2022
Contract Time (From Notice to Proceed):	365 Days

# INSTRUCTIONS TO BIDDERS

## 1. GENERAL INFORMATION

These Instructions to Bidders refer to the Pennsylvania Convention Center Authority ("PCCA") as the Owner of the Project.

Refer to the Invitation to Bid for information relating to time, date and place for receipt of Bids, and other pertinent bidding information.

All furniture, fixtures and equipment provided under this Bid shall be FOB Destination at locations in the Pennsylvania Convention Center. The convention center is one structure from II<sup>th</sup> to Broad St and Arch to Race St. in downtown Philadelphia. The Bidder is to include all items of labor, materials, tools, equipment, insurance and other costs necessary to fully complete the Work pursuant to the Contract Documents.

All insurance as indicated in the Bid Documents or otherwise required shall be provided by the Vendor.

The apparent low bidder is required to submit evidence of its Best and Good Faith Efforts, which includes its solicitation of and commitments with MIW/DSBEs, to the Authority **due with submission of bid**. Bidders are referred to the Authority's Diversity, Inclusion, & Anti-Discrimination Policy.

The work at the Pennsylvania Convention Center is covered by a Customer Service Agreement between the PCCA and the trades working at the center.

Where Bid Security is required by the Bid Documents: Bids submitted without Bid Security will not be considered.

## 2. SECURING DOCUMENTS

A. Bid Documents will be placed on file and may be examined and retrieved on and after the date of issuance of the Bid Documents from the Pennsylvania Convention Center Web site at:

<http://www.paconvention.com/about/purchasing-bids-rfps> under tab Request for Proposals

B. To assure that PCCA has an accurate list of Bidders and the Bidders receive Addenda from PCCA, Bidders are required to indicate their intention to bid by the time and date indicated on the Project Schedule. The registration is mandatory. Registration is by email that requests a receipt. The email is to be sent to:

Attention: Lisa Dobbertin, Engineering Project Manager

E-Mail: [ldobbertin@paconvention.com](mailto:ldobbertin@paconvention.com)

**Failure to follow this procedure may disqualify a Bidder.**

3. EXAMINATION OF BID DOCUMENTS

- A. Each Bidder shall carefully examine the Bid Documents and all Addenda and thoroughly familiarize itself with the detailed requirements prior to submitting a Bid.
- B. Until the time and date indicated on the Project Schedule, Bidders may submit in writing to the PCCA any comments or questions related to the Bid Documents or the Project. PCCA will consider the comments and question and if PCCA determines in its sole discretion that changes to any of the documents are appropriate, then an Addendum to the Bid Documents will be issued to all registered bidders. Exceptions, modifications or qualifications to any of the Bid Documents which are submitted with the Bid will not be accepted and could be considered cause for disqualification. Failure of Bidder to clarify ambiguities prior to bid opening as aforesaid constitutes a waiver of its right to raise any such ambiguity after bid opening.
- C. All questions pertaining to this Bid must be submitted by email (with confirmed receipt) to the:  

Pennsylvania Convention Center Authority  
Attention: Lisa Dobbertin, Engineering Project Manager  
E-Mail: ldobbertin@paconvention.com
- D. PCCA shall not be bound by any oral communications.
- E. Bid Documents can be downloaded from the PCCA website. Paper copies will not be available from PCCA. Each Bidder shall examine their downloaded Bid Documents for missing or partially blank pages. It shall be the Bidder's responsibility to identify and notify PCCA of any missing pages. If necessary, any such pages will be uploaded to the PCCA server and all Bidders will be notified.

4. SCOPE OF WORK

The Contract Documents shall include, but not be limited to, the Bid Form, these Instructions to Bidders and the Specifications.

5. PREPARATION AND SUBMISSION OF BID FORM

- A. The Bid Form included in the Bid Documents shall be reproduced by the Bidder and filled in as indicated in these Instructions to Bidders. When a Bidder proposes to bid, all blank spaces in that Bid-Package portion must be filled in. Signature(s) must be in long hand and must be those of a principal duly authorized to make contracts. The Bidder's legal name must be fully stated. The completed form must be without interlineations, alteration, or erasure. Bids shall not contain any added statement that would recapitulate, modify, condition or interpret the terms of the Bid.
- B. At the time of submitting its Bid, a Bidder must be legally licensed to operate under all applicable laws of the Commonwealth of Pennsylvania and the City of Philadelphia.
- C. Envelopes containing Bids shall be opaque and must be so presented that they may be easily identified as containing a Bid. Outside of the envelope must show:

Name and location of the Project as described in the Bid Documents.

Name and address of Bidder.

Identification of Contract for which bid is submitted; i.e.,

- D. The Bidder must provide a Unit Cost and Total for each Item in the Bid-Package. Bidders must include pricing for all Items in the Bid-Package. Partial Bids are not acceptable.
- E. Each Bidder shall set forth in its Bid Form the proposed "Unit Cost" and "Extended Cost" for each item in the Bid-Package. The Bidder must then provide a "Total Bid-Package Price" at the end of the Bid-Package list.
- F. **To validate their Bid, the Bidder must provide a Total Cost at the bottom of the Sub-Package list in both Arabic numbers and written form.**
- G. Any work items omitted from such Contract Documents which are reasonably inferable from them as being necessary for the completion of the Work (without increasing the scope of the Work) shall be considered a part of such Work although not directly specified or called for in the Contract Documents.
- H. Simultaneously with its Bid Proposal on the Bid Form, each Bidder shall submit to the PCCA, where required, the requisite Bid Security, and other documents as listed in the Bid Submittal Checklist.
- I. Oral, telephone, fax or electronic Bids or modifications to Bids will not be considered.

6. BID SECURITY AND BONDS

- A. Where required on the Bid Form, Bids shall be accompanied by Bid Security in the form of a certified or cashier's check with the Pennsylvania Convention Center as the payee in an amount equal to or exceeding 5% of the total for all bids submitted or a Bid Bond issued by a surety company which is authorized to do business in the Commonwealth of Pennsylvania and acceptable to PCCA in substantially the form contained in these materials. The amount of the bond shall be equal to or exceed the total for all bids submitted. The Bid Bond shall be payable to the Pennsylvania Convention Center Authority as payee or obligee. If awarded the Contract, the Bidder will execute the Agreement in the same form as contained in the Bid Documents (as may have been modified by Addenda), and shall furnish the policies of insurance or insurance certificates as required by the General Conditions and where required and surety as indicated in the Contract Documents. These documents shall be submitted in their final form within five (5) business days after receipt of the Notice of Award. If any Bidder offered the Contract refuses to enter into the Contract, the PCCA may execute upon the Bid Security as liquidated damages and not as a penalty. Where Bid Security is required, Bids without Bid Security will be rejected.

- B. Bid Security for all but the two lowest bidders for each package will be returned within three (3) working days after bids are received. If no award has been made within thirty (30) days after opening of Bids, upon demand of a remaining Bidder at any time thereafter, their Bid Security will be returned to any Bidder that has not been notified of acceptance of its Bid.
- C. The performance security shall be a letter of credit for 10% of the value of the award or a surety bond in the form enclosed with the Bid Documents.
- D. For all surety bonds, Bidder shall also deliver a Power of Attorney authorizing signature of the Bond.

7. WITHDRAWAL OF BID

- A. Each Bid submitted shall remain firm for the periods listed in this document and may not be withdrawn in whole or in part during that time, except by written mutual consent of the PCCA and the Bidder. Bidder shall forfeit its Bid Security to the extent of the damage to PCCA occasioned by such withdrawal.
- B. Bids may be withdrawn personally or on written or telegraphic request received from Bidders prior to the time fixed for receiving Bids. Electronic request for withdrawal will not be permitted. Negligence on the part of the Bidders in preparing Bids confers no right for the withdrawal of Bids after opening except as provided by law.

8. ACCEPTANCE OR REJECTION OF BIDS; BASIS OF AWARD

- A. PCCA reserves the right to reject any and all Bids if PCCA determines that doing so would be in the best interests of PCCA; and/or to reject the Bid of a Bidder who is not, in the opinion of the PCCA, a responsible Bidder or who has not submitted a responsive Bid.
- B. The PCCA reserves the right to waive any informalities and technicalities in bidding. If any discrepancy exists in the Bid between numbers as written in words and as written in Arabic numerals, the total value of the Extended Prices for the Items bid will control.
- C. The apparent low bidder is required to submit evidence of its Best and Good Faith Efforts, which includes its solicitation of and commitments with M/W/DSBEs, to the Authority **due with submission of bid**. Bidders are referred to the Authority's Diversity, Inclusion, & Anti-Discrimination Policy, Exhibit 15.4 of the General Conditions, for further information.

Exhibit 16 Solicitation and Commitment Form; Bidders must comply with all the requirements outlined in the Diversity, Inclusion, & Anti-Discrimination Policy attached (Exhibit 15.4) to this document. Along with the BGEF forms required the bidders must also complete the attached Solicitation and Commitment Form (S&C). The S&C form *must* be completed by filling in all of the appropriate spaces as follows:



- Type of Certification MBE, WBE or DSBE (must select only one)
- Name and Contact information
- Certification Number (must submit a copy of current certification certificate with package)
- Type of work to be performed or service provided
- Confirm Commitment (indicate yes **or** no; if no commitment, provide reason in comment section)
- Date of Commitment
- Dollar Value of Service Commitment
- Percentage of contract value

D. Any Contract to be awarded will be awarded to the Bidder submitting the lowest responsive Bid for each Sub-Package.

E. PCCA shall make a determination of the Bidder's responsibility and responsiveness as determined in the sole discretion of the PCCA.

1. Responsiveness. A responsive bid is one, both as to form and substance, which conforms to all the essential terms and conditions of the Invitation and in which the work offered meets the specifications in all essential respects. PCCA reserves the right to waive minor informalities or irregularities whenever it is to the advantage of PCCA to do so.
2. Responsibility. A responsible bidder is one that possesses the capability to fully perform the contract requirements in all respects and the integrity and reliability to assure good faith performance.

9. BIDDER QUALIFICATION

Bidders shall be prepared to provide information to PCCA that they are qualified that they have the necessary experience and financial resources to execute the contract. Bidders may also be required to provide evidence that the Bidder is the manufacturer or an authorized representative or dealer for the manufacturer of the products they are bidding. Notwithstanding the above, PCCA shall not be responsible the Contractor's performance of the Work.

10. EXECUTION OF AGREEMENT

The Bidder to whom the Contract is awarded by the PCCA shall execute the Agreement in the same form as contained in the Bid Documents (as may have been modified by Addenda), and will furnish the required security and the policies of insurance or insurance certificates as required by the General Conditions.

11. PRE-BID CONFERENCES/BID RECEIPT

A Pre-Bid Conference is scheduled as indicated in the Invitation to Bid. It is suggested that prospective Bidders attend to fully understand the scope of the project.

12. TAXES

A. GENERAL

- I. Bidder, as a result of any contract entered into pursuant to this Invitation, may be subject to certain business taxes imposed by the City of Philadelphia and/or the School District of Philadelphia. BIDDER IS RESPONSIBLE FOR MAKING ITS OWN INVESTIGATION TO DETERMINE WHETHER OR NOT SUBJECT TO THE ABOVE-MENTIONED CITY AND SCHOOL DISTRICT TAXES, AND FOR PAYING ANY SUCH TAX IF APPLICABLE. Bidders are hereby informed that PCCA is obligated by law to furnish to City of Philadelphia Department of Revenue, upon its request, the name and address of any person or firm with whom it (PCCA) has a contract for goods and/or services.
2. The successful bidder, if not already paying the aforesaid taxes, is required to apply to the Department of Collections, Room #240, Municipal Services Building, 15th Street and J. F. Kennedy Boulevard, Philadelphia, Pennsylvania 19107, for an account number and to file appropriate business tax returns as provided by law.

B. SALES TAX (COMMONWEALTH OF PENNSYLVANIA)

- I. The Pennsylvania Convention Center Authority, an agency and public instrument of the Commonwealth of Pennsylvania and a body politic and corporate created and existing under the Pennsylvania Convention Center Authority Act, 64 Pa. Cons. Stat. Ann. 6001, et seq., as amended. As an agency and instrumentality of the Commonwealth of Pennsylvania, Owner is exempt from the payment of state sales and use tax. Nothing in this paragraph is meant to exempt a construction contractors from the payment of and taxes of fees which are required to be paid with respect to the purchase, use, rental of lease of tangible personal property or taxable services use of transferred in connection with the performance of a construction contract.

13. SCHEDULE; CONTRACT TIME

- A. The Bidder is advised that time is of the essence with regard to Contractor's performance of the Work and the discharge of all of the Contractor's obligations under the Contract. Contractor acknowledges that it is of critical importance to the completion of the project, and subsequent beneficial use of the Convention Center, that all delivery and completion dates as indicated in the Contract Documents be met.
- B. The schedule for the Project is provided in the Invitation to Bid.

14. WAGE RATE AND OTHER FEDERAL/STATE/LOCAL REQUIREMENTS

- A. Prior to submitting a Proposal, each Proposer must familiarize itself with all current working conditions, including but not limited to the labor environment and all applicable laws, codes, ordinances, contracts, agreements, rules and regulations that will affect the delivery of the services to be provided by the Proposer.

15. COMPLIANCE WITH LAWS, RULES, ETC.

- A. The Bidder shall comply with all federal, state and local statutes, laws, rules, regulations and ordinances including those of any public authorities having jurisdiction on the Project.
- B. Bidder shall give special attention to the Pennsylvania Steel Products Procurement Act. A copy of the law is attached hereto.

16. OR EQUALS

- A. Where products are specifically identified in the Specifications by a manufacturer's name, model or catalogue number, only such specific items may be used in the Bid.
- B. When three or more products are specified by name for one use, the Bidder shall select any of those specified. Materials specified by manufacturer's trade name shall comply with manufacturer's printed specifications and data.

17. PERFORMANCE AND PAYMENT BONDS; ASSURANCE OF COMPLETION

- A. The accepted bidder shall furnish Corporate Surety Bonds covering faithful performance of the Contract and the payment of all obligations arising thereunder. The bonds shall be substantially in the forms provided herein and shall be procured from a surety or sureties acceptable to the Owner. The bond or bonds shall be in an amount equal to the Contract price (100% performance bond, 100% payment bond). The Owner and such other persons or entities as the Owner designates shall be named as obligees on the bond or bonds.
- B. The Bidder shall identify with his bid, the cost of obtaining such bonds separate from the Base Bid or the cost for any Unit, Alternate or Allowance pricing

**BID FORM**

**BID PACKAGE- CARPET REPLACEMENT FOR ANNEX TERRACE BALLROOM (3&4) and 2<sup>nd</sup> LEVEL CONCOURSE**

For the  
PENNSYLVANIA CONVENTION CENTER  
PHILADELPHIA, PA

TO:	Pennsylvania Convention Center Authority	OWNER
	1101 Arch Street	ADDRESS
	Philadelphia, PA 19107	
 FROM:	_____	BIDDER
	_____	ADDRESS
	_____	CITY/STATE

SUB-PACKAGES BIDS:

- A. **Bidders must include pricing for all Items.** Partial Bids are not acceptable.
- B. To validate their Bid, the Bidder must provide a Total Bid-Package Price at the bottom of the Bid-Package list in both Arabic numbers and written form.
- C. Having carefully examined the Bid Documents together with any Addenda as listed hereinafter, the undersigned hereby proposes and agrees to provide all labor, materials, plant, equipment, transportation and other work as necessary and/or required to execute all of the Work described by the Bid Documents, AS FOLLOWS:

**Bid Package: Carpet Replacement for Annex Terrace Ballroom (3&4) and 2<sup>nd</sup> Level Concourse**

The undersigned hereby proposes to furnish all materials and perform all of the Work for the erection, construction and completion of the subject Project as shown on the Drawings, described in the Specifications and specified in the General Conditions, Supplemental or Special Conditions, Addenda, if any, and other Contract Documents, or as referred to in the "Solicitation For Bids" and "Instructions to Bidders" for the following amounts:

**BASE BID: Carpet Replacement for Annex Terrace Ballroom (3&4)**

\_\_\_\_\_ (DOLLARS)         (\$ \_\_\_\_\_ )

**ADD ALT. NO. 1: Carpet Replacement for Annex 2<sup>nd</sup> Level Concourse**

\_\_\_\_\_ (DOLLARS) (\$ \_\_\_\_\_ )

**Total Bid Amount: (Base Bid + Add. Alt. No. 1)**

\_\_\_\_\_ (DOLLARS) (\$ \_\_\_\_\_ )

**UNIT PRICING: Carpet Storage per Month**

**Unit Price NO. 1: Storage of Annex Terrace Ballroom Carpet per Month**

\_\_\_\_\_ (DOLLARS) (\$ \_\_\_\_\_ )

**Unit Price NO. 2: Storage of Annex 2<sup>nd</sup> Level Concourse Carpet per Month**

\_\_\_\_\_ (DOLLARS) (\$ \_\_\_\_\_ )

**Bid Package – Carpet Replacement for Annex Terrace Ballrooms (3&4) AND 2<sup>ND</sup>  
Level Concourse**

**Scope of Work:**

**BASE BID: Carpet Replacement for Annex Terrace Ballrooms (3&4)**

- 1) Contractor to provide all labor and equipment required to perform the removal of the existing carpet at Annex Terrace Ballroom (3 & 4), as stated on the drawings and specifications.
- 2) Contractor to provide all labor, misc. materials, and equipment required to perform the new carpet installation at Annex Terrace Ballroom (3 & 4), as stated on the drawings and specifications.
- 3) Contractor will be responsible for all misc. materials, tools and equipment required for a complete installation. Contractor will be responsible to deliver owner purchased carpet from offsite storage facility to the Convention Center facility.
- 4) Contractor will be responsible for the disposal of existing carpet that is removed and excess new carpet scraps. Contractor to provide their own dumpster.
- 5) Contractor to return new carpet not installed to owner's designated storage area, located within the facility.
- 6) Contractor to schedule work so not to disrupt the daily operations of the PA Convention Center.
- 7) Contractor to perform carpet removal and new installation from December 12, 2022 thru January 6, 2023.
- 8) Contractor to include in their pricing receiving of owner purchased carpet and offsite storage of carpet in a climate-controlled facility. The period of storage from September 1, 2022, thru December 15, 2022. Contractor will be responsible to deliver owner purchased carpet from offsite storage facility to the Convention Center facility.
- 9) Drawings & Specifications:
  - a) Drawing & Specifications Set: Couristan (14 pages)

**ADD ALTERNATE NO. 1: Carpet Replacement for Annex 2<sup>ND</sup> Level Concourse**

- 1) Contractor to provide all labor and equipment required to perform the removal of the existing carpet at Annex 2<sup>nd</sup> Level Concourse as stated on the drawings and specifications.
- 2) Contractor to provide all labor, misc. materials, and equipment required to perform the new carpet installation at Annex 2<sup>nd</sup> Level Concourse, as stated on the drawings and specifications.
- 3) Contractor will be responsible for all misc. materials, tools and equipment required for a complete installation.
- 4) Contractor will be responsible for the disposal of existing carpet that is removed and excess new carpet scraps. Contractor to provide their own dumpster.
- 5) Contractor to return new carpet not installed to owner's designated storage area, located within the facility.
- 6) Contractor to schedule work so not to disrupt the daily operations of the PA Convention Center.

- 7) **Contractor to perform carpet removal and new installation as follows:**
  - a) **Phase 1: Arch St. Concourse from December 5, 2022, thru December 22, 2023.**
  - b) **Phase 2: Broad St. Concourse Area January 2, 2023, thru January 20, 2023.**
  
- 8) **Contractor to include in their pricing receiving of owner purchased carpet and offsite storage of carpet in a climate-controlled facility. The period of storage from September 1, 2022, thru January 2, 2023. Contractor will be responsible to deliver owner purchased carpet from offsite storage facility to the Convention Center facility.**
  
- 9) **Drawings & Specifications:**
  - a) **Drawing & Specifications Set: Couristan (14 pages)**

II. INSURANCE

Vendors are required to provide bid surety as described in the Instructions to Bidders and insurance coverage as described in the General Conditions of the Contract.

III. ADDENDA ACKNOWLEDGEMENT:

The undersigned acknowledges receipt of the following Addenda (list by number and date appearing on Addenda)

Addendum No.	Dated	Addendum No.	Dated

IV. TIME OF COMPLETION:

The undersigned agrees to substantially complete all Work as specified in Article XV, SCHEDULE; CONTRACT TIME, contained in the Instructions to Bidders.



IV. GENERAL STATEMENTS:

The undersigned declares that the person or persons executing this Bid is/are fully authorized to sign on behalf of the Bidder and to bind the Bidder to all the conditions and provisions of the Bid.

It is agreed that the Bidder has complied or will comply with all requirements of local, state, and national laws, and that no legal requirement has been or will be violated in making or accepting this Bid, in awarding the Contract to the Bidder and/or in prosecution of the Work.

Bid Security in the amount of five percent (5%) of the Total Base Contract Bid is attached as required by the Instructions to Bidders. The conditions for release of the Bid Security are specified in the Instructions to Bidders. If the undersigned fails or neglects to appear within the specified time to execute the Contract, the undersigned will be considered as having abandoned the Contract and the Bid Security accompanying this Bid may be forfeited to the PCCA by reason of such failure on the part of the undersigned.

The undersigned further agrees that its Bid shall remain firm for a period of sixty (60) days from the date of Bid opening as indicated in the Instructions to Bidders.

The undersigned further agrees that their Bid Security shall remain with the PCCA until a Contract has been signed by the successful Bidder and the requisite payment/completion bonds have been made and delivered to the PCCA. The Bid Security will be returned within forty-eight (48) hours after the Contract has been executed. If no award is made within sixty (60) days after opening of Bids, upon demand of the Bidder at any time thereafter, PCCA will return the Bid Security to the Bidder provided that the Bidder has not been notified of acceptance of its Bid.

Attached hereto and made a part hereof is Bid Security in the required amount.

Respectfully submitted this

\_\_\_\_\_ day of \_\_\_\_\_, 2022\_

Individual Proprietorship or Partnership

(If Bidder is an individual proprietorship or is a partnership, sign here)

\_\_\_\_\_(SEAL)

(Trade Name of Firm)

\_\_\_\_\_(SEAL)

(Signature of Owner or Partner)

Corporation\*

\_\_\_\_\_

(Name of Corporation)

\_\_\_\_\_  
(President or Vice President)

(Corporate Seal)

Attest: \_\_\_\_\_  
(Secretary or Treasurer)

**\*Signature by anyone other than the President or Vice President and Secretary or Treasurer, must be accompanied by a power of attorney, executed by the proper corporate officers under the corporate seal indicating authority to execute this Bid.**

# Bid Bond

KNOW ALL MEN BY THESE PRESENT, that we \_\_\_\_\_ as Principal, (hereinafter call the "Principal"), and \_\_\_\_\_ a corporation duly organized under the laws of the State of \_\_\_\_\_ as Surety, (hereinafter called the "Surety"), are held and firmly bound unto the Pennsylvania Convention Center Authority, as obligee, (hereinafter called the "obligee"), in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

\_\_\_\_\_ (the "Bid")

NOW, THEREFORE, if the obligee shall accept the Bid of the Principal and the principal shall enter into a Contract with the Obligee in accordance with the terms of such Bid, and give such bond or bonds as may be specified in the Bid Documents or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said Bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by said Bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_ 2022

ATTEST: \_\_\_\_\_  
(Name of Corporate Surety)

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

Tit

ATTEST:

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

PENNSYLVANIA CONVENTION CENTER AUTHORITY  
PENNSYLVANIA CONVENTION CENTER  
PHILADELPHIA, PA

NON-COLLUSION AFFIDAVIT

BID PACKAGE- CARPET REPLACEMENT FOR ANNEX TERRACE BALLROOMS (3&4) AND 2<sup>ND</sup> LEVEL CONCOURSE

STATE OF PENNSYLVANIA

SS:

COUNTY OF ( )

I, \_\_\_\_\_ of the City of \_\_\_\_\_, in the County of \_\_\_\_\_ and the State of \_\_\_\_\_, of full age, being dully sworn accordingly to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_, the Bidder making the Bid for the BID PACKAGE —**CARPET REPLACEMENT FOR ANNEX TERRACE BALLROOMS (3&4) AND 2<sup>ND</sup> LEVEL CONCOURSE** and that I executed the said Bid with full authority so to do; that the said Bidder has not, directly or indirectly, entered into any agreement, **participated in any collusion, or otherwise taken any action, in statements contained in the said Bid and in this Affidavit** are true and correct, and made with full knowledge that The Pennsylvania Convention Center Authority relies upon the truth of the statements contained in the said Bid, in this Affidavit and in any statements requested by **the Authority showing evidence of qualifications in awarding the Contract for the said Project.**

**I further warrant that no person or selling agency has been employed or retained to solicit or secure such Contract upon an agreement or understanding for a commission percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by**

\_\_\_\_\_(Name of Bidder)

Sworn to and Subscribed  
Before me this \_\_\_\_ day  
Of \_\_\_\_\_, 2022

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
Notary Public

**My Commission Expires:**

\_\_\_\_\_  
**Printed Name**

