



TOWN OF BERWYN HEIGHTS BERWYN HEIGHTS, MARYLAND

**INVITATION FOR BID NO. 02-14
TOWN OF BERWYN HEIGHTS
EMERGENCY GENERATOR PROJECT
BID OPENING
TUESDAY, DECEMBER 9, 2014 AT 2:00 PM**

ISSUED BY:

**TOWN ADMINISTRATION
BERWYN HEIGHTS, TOWN OFFICE
5700 BERWYN ROAD
BERWYN HEIGHTS, MARYLAND 20740
PHONE: (301) 474-5000
FAX: (301) 474-5002**

INVITATION FOR BID
TOWN OF BERWYN HEIGHTS
EMERGENCY GENERATOR PROJECT

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BERWYN HEIGHTS, MARYLAND
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SEALED BIDS will be received at the Town Administration Building, Town of Berwyn Heights, 5700 Berwyn Road, Berwyn Heights, Maryland 20740 until **2:00 PM, Tuesday, December 9, 2014.**

The bidder assumes full responsibility for the timely delivery of a bid to the designated location. Bids delivered to any other office or location will not be considered. All bids will be publicly opened after the time set for receipt of bids and read aloud in the Mayor and Council Chambers at the same address.

BID DOCUMENTS

Bid documents may be obtained at the Town Administration Building, 5700 Berwyn Road, Berwyn Heights, MD between the hours of **8:30 a.m. - 4:30 p.m.** There is a **\$0.00** non-refundable charge per document set. Bid documents are not available for downloading from the Town's website. (Please use the attached form to request bid documents.)

PRE-BID CONFERENCE

A pre-bid conference will be held on **Tuesday, November 25, 2014 at 10:00 AM in the Town Council Chambers, Town Administration Building, 5700 Berwyn Road, Berwyn Heights, Maryland.** This meeting is not mandatory. It is recommended that bidders review the plans and visit the sites prior to the pre-bid conference. All individuals interested in viewing the work areas shall assume complete responsibility and liability for any and all visits.

PROJECT DESCRIPTION

This project is for the purchase and installation of one (1) 30 KW natural gas driven generator for the Town Center (Municipal Building) of the Town of Berwyn Heights at 5700 Berwyn Road, Berwyn Heights, Maryland 20740, the construction of the concrete pad on which the generator is mounted and sits, and the purchase and installation of board on board fence to surround the generator; and the purchase and installation of two (2) 60 KW natural gas driven generators for the Community Center of the Town of Berwyn Heights at 8603 57th Avenue, Berwyn Heights, Maryland 20740, the construction of the two concrete pads on which the generators are mounted and sit, and the purchase and installation of board on board fence to surround the generators.

The two buildings, while they have different addresses, sit side by side within twenty-five of each other.

The project consists of furnishing all labor, materials, equipment, tools, and services for the purchase and installation of a total of three (3) generators.

The bidder will be asked to submit a bid for just the purchase and installation of one 30 KW generator for the Town Center (Municipal Building) only; a second bid for just the purchase and installation of two (2) 60 KW generators for the Community Center only; and a total bid for the purchase and installation of all three (3) generators.

The scope of work includes but is not limited to the following:

- Removal of existing sidewalk and construction of the concrete pad on which the generators will be mounted and sit; and replacing the removed sidewalk
- Trenching, when necessary, to install and connect the natural gas lines to the generators and Washington Gas main meter
- Purchasing and installing the engine generators
- Purchasing and installing the facility natural gas piping
- Purchasing and purchasing low voltage electrical power conductors and cables
- Purchasing and installing raceways and boxes for electrical systems
- Purchasing and installing identification for electrical systems
- Purchasing and installing enclosed switches and circuit breakers
- Purchasing and installing transfer switches
- Utility adjustments (such as valves, covers, and hand boxes) associated with removal and replacement of sidewalk
- Temporary Work Zone Traffic Controls

BID BOND

A certified check or bid bond must accompany bids for five percent (5%) of the amount of the bid, made payable to the Mayor and Council of Berwyn Heights.

AGREEMENT

The successful contractor shall be required to complete a two party standard form of agreement. A sample agreement is attached.

PERFORMANCE AND PAYMENT BONDS

The successful contractor shall provide Performance and Payment Bonds in the amount specified herein.

SUBMISSION

Bid forms and all supporting grant documentations, in duplicate, must be submitted in a sealed envelope. Per the example below the face of the envelope shall contain the bid number and title, the name and dress of the bidder, as well as, the date and time of the bid opening.

BID NUMBER: 02-14
BID TITLE: Town of Berwyn Heights Emergency Generators
BID DUE DATE: Tuesday, December 9, 2014; at 2:00 P.M. (EST)
BIDDERS NAME: (Insert Bidder's Name and Address)

All bids are to be addressed and delivered by the date and time specified on the cover to:

Berwyn Heights
Town Administration Building, Attn: Jessica Cowles, Town Administrator
5700 Berwyn Road
Berwyn Heights, Maryland 20740

SUBMITTALS

Failure to submit requested items with the bid may result in rejection of the bid.

The following information must be submitted with the bid:

- Bid Proposal Forms in duplicate.
- A certified check or bid bond must in the amount of five percent (5%) of the of the total bid amount, made payable to the Mayor and Council of Berwyn Heights as stipulated on page 1, paragraph 20 of the General Conditions and Instructions to Bidders.
- If the bidder intends to subcontract any or part of the work, then the bidder must identify and include references for each qualified subcontractor, together with a description of the proposed subcontract work. This evidence shall be submitted with the bid. A minimum of three references shall be provided; additional project references may be required to meet all the requirements.

BID AWARD

Award will be made to lowest responsive and responsible bidder complying with all provisions of the Invitation for Bid, provided the price is reasonable and in the best interest of the Town to accept.

BIDDER QUALIFICATIONS

At a minimum, Bidders must provide written evidence (through references) of five (5) years prior experience with the scope of work as detailed in the specifications. If the bidder intends to subcontract any or part of the work, then the bidder must identify and include references for each qualified subcontractor, together with a description of the proposed subcontract work. This evidence shall be submitted with the bid, or the Town, at its discretion, may determine the bid to be unresponsive. A minimum of three references shall be provided; additional project references may be required to meet all the requirements.

The Town shall have the right to take such steps as it deems necessary to determine the ability of the Bidder to perform the work and reserves the right to request additional information. The right is reserved to reject any bid where an investigation of the evidence or information submitted by such Bidder does not satisfy the Town that the Bidder is qualified to properly carry out the terms of the Bid Document. Alternatively the Town may request a low Bidder to replace and resubmit qualifications for portions of work being performed by a subcontractor without alteration to the cost proposal.

DEADLINE FOR QUESTIONS

Questions pertaining to this bid may be directed to Jessica Cowles, Town Administrator via email at jcowles@town.berwyn-heights.md.us no later than **10:00 AM, Monday, December 8, 2014.** Oral answers to questions relative to interpretation of specification or the bid process will not be binding on the Town.

ADDENDUM

To ensure fair consideration for all offerors, any interpretation made to prospective offerors will be expressed in the form of an addendum to the specifications, if such information is deemed necessary for the preparation of proposals or if the lack of such information would be detrimental to the uninformed offeror. Such addendums, if issued, will posted at the address listed below:

<http://www.berwyn-heights.com/forms.html>

Please note, that it is the respondent's responsibility to check this site frequently for Addendums, which may impact pricing, this documents requirements, terms and/or conditions. Failure to sign and return an Addendum with your response may result in disqualification of proposal.

NOTICE TO BIDDERS

Companies not incorporated in the State of Maryland must be in compliance with the State of Maryland Code of Regulations Title 21, State Procurement Regulations in order to enter into a contract with the Town. "Pursuant to 7-201 et seq. of the Corporations and Associations, Article of the Annotated Code of Maryland corporations not incorporated in the State, shall be registered with the Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this state. Before doing any intrastate business in this state, a foreign corporation shall qualify with the Department of Assessments and Taxation."

U.S. TREASURY IDENTIFICATION NUMBER

Bidders must supply with their bids their U.S. Treasury Department Employers' Identification Number as such number is shown on their Employer's quarterly Federal Tax Return (U.S. Treasury Department Form No. 941). This number shall be inserted on the Bid Sheet in the space provided.

QUALIFICATION TO CONTRACT WITH PUBLIC BODY

Bidders must be qualified to bid in the State in accordance with Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland which ordains that any person convicted of bribery (upon acts committed after July 1, 1997) in furtherance of obtaining a contract from the state or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the Town.

DISABILITY INFORMATION

ANY INDIVIDUALS WITH DISABILITIES WHO WOULD LIKE TO RECEIVE THE INFORMATION IN THIS PUBLICATION IN ANOTHER FORM MAY CONTACT THE BERWYN HEIGHTS TOWN ADMINISTRATOR AT 301-474-5000.



**TOWN OF BERWYN HEIGHTS
PLAN HOLDER INFORMATION FORM**

**INVITATION FOR BID 02-14
TOWN OF BERWYN HEIGHTS
EMERGENCY GENERATORS PROJECT**

COMPANY NAME _____

CONTACT PERSON _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (____) _____

*EMAIL _____

*(*NOTE: Addenda will be posted on the Town's website (<http://www.berwyn-heights.com>). Plan holders are responsible for checking the Town's website periodically for all addenda.*

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