

STATE SYSTEM OF HIGHER EDUCATION  
COMMONWEALTH OF PENNSYLVANIA

SPECIAL INSTRUCTIONS TO BIDDERS

PROJECT INFORMATION

Project Title: **Electrical Medium Voltage Upgrade**

Project No: **CL774**

Location: **Clarion University Main Campus, 840 Wood Street, Clarion, Pennsylvania**

Project Scope: **Contract CL774.4** Work included under this project consists of the work associated with the installation of owner furnished medium voltage switches, new electrical metering, extension and manipulation of existing medium voltage feeders, replacement of a manhole lid, and all other work indicated in the contract documents. Work shall include, but is not necessarily limited to, the furnishing of all labor, superintendence, materials, tools and equipment and performing all work necessary to complete all construction identified on the Contract Documents at the satisfaction of, and subject to approval of the Professional and the State System of Higher Education.

Contract Time: 60 days from Notice to Proceed

Prevailing Wages: Yes; see Standard Form of Contract

Liquidated Damages: The Contractor shall pay to the System, as liquidated damages and not as a penalty, the amount of \$1000.00 for each and every calendar day beyond the completion date.

Contract Cost Ranges: CL774.4 Electrical Construction \$250,000 - \$300,000

Directions: Directions to Campus and Campus Maps

[www.clarion.edu/about-clarion/campus-maps](http://www.clarion.edu/about-clarion/campus-maps)

BIDDING INFORMATION

Issuing Office: Clarion University Purchasing Office

Contracting Officer: Leonard A. Cullo, Jr.  
VP Finance & Administration  
840 Wood St.  
Clarion, Pennsylvania 16214

Design Professional: Joel Shumaker, P.E.  
H.F. Lenz Company  
1407 Scalp Ave.  
Johnstown, PA 15904  
Phone: 814-269-9300  
Email: jshumaker@hflenz.com

**Bid Due Date/Time:** April 21, 2015 2:00 p.m.  
**Location to Deliver Bids:** Room 127 McEntire Building on Wilson Avenue, Clarion Campus  
**Bid Opening Date/Time:** April 21, 2015 2:00 p.m. Phone or fax inquiries will not be accepted.  
**Pre-bid Conference Date/Time:** April 7, 2015 10:00 a.m.  
**Mandatory or not:** Not mandatory, however, all contractors are urged to attend.  
**Location:** Clarion University, McEntire Conference Room, Clarion, PA 16214

**Site Visits:** The only site visit conducted will be following the pre-bid conference. All contractors are urged to attend. If any discrepancies should be found between existing conditions and the Contract Documents, prospective bidders shall report these discrepancies to the System for clarification prior to submitting a bid. Requests for interpretation of the Work to be performed shall be submitted in writing to the System or the System's designated representative.

**Point of Contact:** Joel Shumaker, P.E.  
H.F. Lenz Company  
1407 Scalp Ave.  
Johnstown, PA 15904  
Ph.: 814-269-9300  
Email: [jshumaker@hflenz.com](mailto:jshumaker@hflenz.com)

**Pre-Bid Questions:** Questions are to be submitted no later than: 4:00 p.m. on Friday, April 10, 2015.

**REAs for Small Diverse Business (SDB) proactive solicitation:** *Not required for this IFB*

**Bid Security Required:** 5% of bid price

**Bid Security Allowed:** Certified check, bank cashier's check, or Bid Bond.

**Bid Period:** Bids shall be valid for not less than 60 days

**Items Required to be Submitted with the Bid:**  
Bid Form  
Bid Bond (or other bid security)  
Business Certification Form  
Contractor's Qualification Statement (A305)  
PA E-Verify Form

**Performance, Payment, and Maintenance Bonds Required with the Contract:** 100% of awarded Contract Price, or less, if applicable.

**Plans and Specs Cost:** \$65 nonrefundable, by check payable to Clarion University and mailed to Clarion University of Pennsylvania, Rm. 127, McEntire Building, Clarion, PA 16214, attn: Ruth Wolfgang. **(Bid Package)** Contact for Bid and Specification Information: Ruth Wolfgang, 814-393-2365, email: [rwolfgong@clarion.edu](mailto:rwolfgong@clarion.edu)

**Bidders' Services:** Plans and specifications may be reviewed at the Facilities Management and Planning Department, McEntire Building, Clarion University of Pennsylvania, Altoona Builders Exchange, CDC Publishing, Erie Construction Council & Pittsburgh Builders Exchange

**Authorized Document Source:** Invitations for Bids including any specifications, plans, and drawings for this project **must** be procured from Clarion University of PA. Due to the possible inaccuracies in documents procured from other sources, and the potential for an incomplete understanding of the project scope of work, bids submitted by firms who procure these documents from any other source but the authorized source will be considered non-responsive and will be rejected.