

## DOCUMENT 001116 - INVITATION TO BID

### 1.1 PROJECT INFORMATION

- A. Project Identification: **Conrad Weiser Area School District  
Auxiliary Gym and Weight Room Renovations**
1. Project Location: Conrad Weiser Area High School  
44 Big Spring Road  
Robesonia, Heidelberg Township, Berks County, PA 19551
- B. Owner: Conrad Weiser Area School District  
44 Big Spring Road  
Robesonia, PA 19551
1. Owner's Representative: Eric Lutz, Director of Facilities  
Email: [E\\_Lutz@conradweiser.org](mailto:E_Lutz@conradweiser.org)  
Phone: (610) 693-8507
- C. Architect: Muhlenberg Greene Architects, Ltd.  
955 Berkshire Blvd. Suite 101  
Wyomissing, PA 19610-1278
1. Architect's Representative: James A. Sarro, AIA, LEED AP+  
Email: [JimS@MG-Architects.com](mailto:JimS@MG-Architects.com)  
Phone: (610) 376-4927
- D. The work scheduled at the High School is limited to alterations to the auxiliary gym and weight room area. The renovation work includes construction of a new single user toilet room, new overhead door, door replacements, replacement of wrestling mat hoists, and painting of walls, as well as other Work indicated in the Contract Documents.
- E. Construction Contract: Project will be constructed as a single prime contract for General Construction:

### 1.2 DOCUMENTS

- A. In order to bid the project, and receive all pertinent bidding information and addenda, all Prime Contract Bidders MUST be registered with, and purchase bidding documents from, Muhlenberg Greene Architects, Ltd. **Documents will be available for purchase on April 16, 2024.** Documents will be provided to bidders only; complete digital sets of documents only will be issued.
- B. Payment must be received prior to the release of the bid documents; **checks shall be made payable to Muhlenberg Greene Architects, Ltd.** and mailed or delivered to our office at 955 Berkshire Blvd., Suite 101, Wyomissing, PA 19610-1278. No other form of payment is accepted.
- C. Include the following information with your payment:
1. Company name, address, telephone, and fax.

2. Contact name(s) along with email address. You may list up to two contacts in order to receive any addenda via our ShareFile site.
- D. Documents are available in **digital** format and will be released upon receipt of payment in the amount as follows:
1. **Digital** Procurement and Contracting Documents:
    - a. Non-Refundable Fee: **\$75.00**
    - b. Instructions for downloading documents from our ShareFile site will be provided to Prime Contract Bidders only. After downloading documents, Prime Contract Bidder shall sign and return the Acknowledgement Form (provided in the download) confirming receipt of all documentation.

### 1.3 BID SUBMITTAL AND OPENING

- A. Owner will receive sealed bids until the bid time and date at the location indicated below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:

1. **Bid Date: May 9, 2024**
2. **Bid Time: 2:00 pm**
3. **Location: Conrad Weiser Area School District Administration Office  
44 Big Spring Road  
Robesonia, PA 19551**

- B. Submit Bid in an opaque, sealed envelope and addressed to:

Conrad Weiser Area School District  
44 Big Spring Road  
Robesonia, PA 19551

and shall be marked:

**Bid for Proposed: CWASD – AUXILLARY GYM AND WEIGHT ROOM RENOVATIONS**

- C. Bids will be thereafter publicly opened and read aloud. Bid results will not be official until all information is reviewed, tabulated, and presented to the **School Directors**.

### 1.4 BID SECURITY

- A. **Bid Security** shall be made **payable to Conrad Weiser Area School District**, in the amount of 10 percent (10%) of the Base Bid sum. Security shall be CERTIFIED CHECK, BANK CASHIERS CHECK or AIA A310 BID BOND issued by the Surety licensed to conduct business in the state in which the Project is being constructed. The Owner reserves the right to approve the sufficiency of the required bid security.
- B. The successful bidder's Security will be retained until it has signed the Contract and furnished the required PAYMENT and PERFORMANCE BONDS. The Owner reserves the right to retain the Security of the next three (3) lowest bidders until the lowest Bidder enters into a Contract or until sixty (60) days after bid opening, unless delayed due to required approvals of another governmental agency, in which case bids shall be irrevocable for 120 day. All other Bid Security

will be returned as soon as practical. If any Bidder refuses to enter into a Contract, the Owner will retain its Bid Security as liquidated damages, but not as a penalty.

- C. The Bid Security is to be submitted and attached to the BID FORM at the time of submission of Bids

#### 1.5 PREBID CONFERENCE

- A. A prebid conference for all bidders will be held at Project Site **on TUESDAY, April 23, 2024 at 2:30 p.m**; meet at the District Administration Offices, High School Entrance. **Prospective bidders are required to attend.**

1. A primary focus of the conference is to review project requirements, ask questions, and permit Bidders' inspection of the existing conditions.
2. Bidders are to sign-in at the District Administration Office entrance to the High School.

#### 1.6 MODIFICATION AND WITHDRAWAL

- A. Refer to SUPPLEMENTARY INSTRUCTIONS TO BIDDERS, item 1.12.

#### 1.7 DISQUALIFICATION AND REJECTION OF BIDS

- A. Refer to SUPPLEMENTARY INSTRUCTIONS TO BIDDERS, item 1.13

#### 1.8 AWARD

- A. Refer to SUPPLEMENTARY INSTRUCTIONS TO BIDDERS, item 1.15.

#### 1.9 EXECUTION OF CONTRACT:

- A. Refer to SUPPLEMENTARY INSTRUCTIONS TO BIDDERS, item 1.16.

#### 1.10 TIME OF COMPLETION AND LIQUIDATED DAMAGES

- A. Bidders shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time as noted in item 1.17 of the SUPPLEMENTARY INSTRUCTIONS TO BIDDERS.
- B. Work is subject to liquidated damages as identified in SUPPLEMENTARY CONDITIONS OF THE CONTRACT, item 1.36.

#### 1.11 BIDDER'S QUALIFICATIONS

- A. Bidders must demonstrate a successful track record in the performance of like work and similar projects. Contractor's Qualifications Statement, AIA Document A305-2020, shall be submitted with the Bid Form.

- B. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, a separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder. Refer to SUPPLEMENTARY INSTRUCTIONS TO BIDDERS, ITEM 1.9.

END OF DOCUMENT 001116