
BID PACKAGE

FOR THE

**WEST BETHLEHEM MUNICIPAL
BUILDING RENOVATION
PROJECT NO. LS 22-19**

BID OPENING JULY 11, 2023

HMT Project #642-04



Administered by:
**Redevelopment Authority of the
County of Washington
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Washington, PA 15301
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CONTRACT DOCUMENTS

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INVITATION FOR BIDS

INVITATION FOR BIDS

The Township of West Bethlehem of the County of Washington will receive bids for the West Bethlehem Municipal Building Renovation Project LS 22-19 until 4:00 PM., prevailing time, on July 11, 2023 at its office, 247 Jefferson Road, Marianna, Pa 15345. All bids will be publicly opened and read aloud at the regular Township meeting at 6:00 PM June 13, 2023

Copies of the contract documents including drawings, technical specifications, and bid forms, may be obtained at the office of KLH Engineers Canonsburg office (724-916-0061). A non-refundable payment of \$79.00 payable to KLH Engineers is required for each set of hard copy contract documents. Contract documents are available online at klhengineers.com free of charge. Only contract documents obtained directly from KLH Engineers will be accepted.

Each bid shall be accompanied by a bid guaranty, which shall not be less than ten percent (10%) of the total amount of the bid. The form of the guaranty shall be in accordance with the type permitted under the contract documents.

Attention is called to the fact that not less than the minimum salaries and wages as set forth in the Contract Documents must be paid on this project; that the Contractor must ensure that employees and applicants for employment are not discriminated against because of their race, age, color, religion, sex, national origin, or handicap.

The Township of West Bethlehem reserves the right to reject any or all bids or to waive any informalities in the bidding.

Bids may be held by the Township of West Bethlehem for a period not to exceed forty-five (45) days from the date of opening of Bids for the purpose of reviewing the Bids and investigating the qualifications of Bidders, prior to awarding of the contract.

In no event will Township of West Bethlehem consider a contractor as eligible if he cannot initiate the work under the contract within 30 days of the contract execution and proceed to the successful completion of the work within 60 consecutive calendar days of the Notice to Proceed.

The Township of West Bethlehem

By: Thomas E. Donahoo

Chairman Board of Supervisors

Date of Publication: Friday June 23 2023

INSTRUCTIONS TO BIDDERS

INSTRUCTIONS TO BIDDERS

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1. USE OF SEPARATE BID FORMS

These Contract Documents include a complete set of bidding and Contract forms which are for the convenience of Bidders and are not to be detached from the Contract Documents, filled out, or executed. Separate copies of Bid Forms are furnished for that purpose.

2. INTERPRETATION OF ADDENDA

No oral interpretation will be made to any Bidder as to the meaning of the Contract Documents or any part thereof. Every request for such an interpretation shall be made in writing to the Local Public Agency. Any inquiry received seven or more days prior to the date fixed for opening of Bids will be given consideration. Every interpretation made to a Bidder will be in the form of an Addendum to the Contract Documents, and when issued, will be on file in the office of the Local Public Agency and the office of the Engineer at least five days before Bids are opened. In addition, all Addenda will be mailed to each person holding Contract Documents, but it shall be the Bidder's responsibility to make an inquiry as to the Addenda issued. All such Addenda shall become part of the Contract and all Bidders shall be bound by such Addenda, whether or not received by the Bidders.

3. INSPECTION OF SITE

- a. Each Bidder should visit the site of the proposed work and fully acquaint himself/herself with the existing conditions there relating to construction and labor, and should fully inform himself/herself as to the facilities involved, and the difficulties and restrictions attending the performance of the Contract. The Bidder should thoroughly examine and familiarize himself/herself with the Drawings, Technical Specifications, and all other Contract Documents. The Contractor, by the execution of the Contract, shall in no way be relieved of any obligation under it due to his/her failure to receive or examine any form or legal instrument or to visit the site and acquaint himself/herself with the conditions there existing and the Local Public Agency will be justified in rejecting any claim based on facts regarding which he/she should have been on notice as a result thereof.
- b. It is not unlikely that subsurface structures, unknown to the Local Public Agency, abandoned, or filled in, still exist at some locations and will be encountered. The Local Public Agency may have collected data from record drawings regarding the supposed location of many subsurface structures; but the actual location and existence of these, except as indicated on the drawings, are unknown to the Local Public Agency.
- c. It is understood and agreed that the Local Public Agency does not warrant or guarantee that the materials and conditions encountered during construction will be even approximately the same as those indicated on the drawings. The Bidder must satisfy himself/herself regarding the character, quantities, and surface and subsurface soil or materials and conditions and the work to be done, and assume the risk of all discrepancies

between the information given and the actual surface and subsurface soil or materials and conditions encountered.

- d. It is further understood and agreed that the Bidder or the Contractor will not use any of the information made available to him/her or obtained in any examination made by him/her, in any manner as a basis of ground of claim or demand of any nature against the Local Public Agency or the Engineer, arising from or by reason of any variance which may exist between the information offered and the actual materials or structures encountered during the construction work.

4. ALTERNATIVE BIDS

No alternative bids will be considered unless alternative bids are specifically requested by the Technical Specifications.

5. BIDS

- a. All Bids must be submitted on forms supplied by the Local Public Agency, and shall be subject to all requirements of the Contract Documents, including the Drawings, and these INSTRUCTIONS TO BIDDERS. All Bids must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the Bid Form by the Bidder.
- b. Bid Documents including the Bid, the Bid Guaranty, the Non-Collusion Affidavit and the Statement of Bidder's Qualifications shall be enclosed in envelopes (outer and inner), both of which shall be sealed and clearly labeled with the words Construction Bid Documents, project name, name of Bidder, and date and time of bid opening to guard against premature opening of the bid.
- c. The Local Public Agency may consider as irregular any Bid on which there is an alteration of or departure from the Bid Form hereto attached and at its option may reject the same.
- d. If the Contract is awarded, it will be awarded by the Local Public Agency to the responsible Bidder submitting the lowest Bid determined by the total bid price as adjusted by application of any Alternate(s) selected by the Local Public Agency complying with the conditions of the Invitation for Bids. The Contract will require the completion of the work according to the Contract Documents.
- e. Each Bidder shall include in his/her Bid, the following information:

PRINCIPALS

Names
Home Address
City, State and Zip Code

FIRM

Name
Treasury Number
Address
City, State and Zip Code

- f. The Bidder is required to bring ambiguities which it discovers in the plans and specifications to the attention of the Local Public Agency. In the event that ambiguities are unknown to the Contractor prior to the bid, no adjustment will be made which will increase the cost of the contract.

6. BID GUARANTY

- a. The bid must be accompanied by the Bid Guaranty which shall not be less than ten percent (10%) of the total amount of the Bid. At the option of the Bidder, the Guaranty may be a certified check, bank draft, negotiable U.S. Government Bonds (at par value), or a bid bond in the form attached. The Bid Bond shall be secured by a guaranty or a surety company listed in the latest issue of U.S. Treasury Circular 570. The amount of such Bid Bond shall be within the maximum amount specified for such Company in said Circular 570. No Bid will be considered unless it is accompanied by the required Guaranty. Certified check or bank draft must be made payable to the order of WEST BETHLEHEM TOWNSHIP. Cash deposits will not be accepted. The Bid Guaranty shall insure the execution of the Agreement and the furnishings of the surety bond or bonds by the successful Bidder, all as required by the Contract Documents.
- b. Revised Bids submitted before the opening of Bids, whether forwarded by mail or telegram, if representing an increase in excess of the two percent (2%) of the original Bid, must have the Bid Guaranty adjusted accordingly; otherwise the Bid will not be considered.
- c. Certified checks or bank drafts, for the amount thereof, Bid Bonds, and negotiable U. S. Government Bonds of unsuccessful bidders will be returned as soon as practical after the opening of the Bids.

7. COLLUSIVE AGREEMENTS

- a. Each Bidder submitting a Bid to the Local Public Agency for any portion of the work contemplated by the documents on which bidding is based shall execute and attach thereto, an affidavit substantially in the form herein provided, to the effect that he/she has not entered into a collusive agreement with any other person, firm or corporation in regard to any Bid submitted.
- b. Before executing any subcontract, the successful Bidder shall submit the name of any proposed subcontractor for prior approval and an affidavit substantially in the form provided in Section 103, SUBCONTRACTS under GENERAL CONDITIONS AND SPECIFICATIONS, PART I.

8. STATEMENT OF BIDDER'S QUALIFICATIONS

Each Bidder shall submit on the form furnished for that purpose [a copy of which is included in the Contract Document(s)], a statement of the Bidder's Qualifications, his/her experience record in constructing the type of improvements embraced in the Site Preparation, his/her organization and equipment available for the work contemplated, and a detailed financial statement. The

Local Public Agency shall have the right to take such steps as it deems necessary to determine the ability of the Bidder to perform his obligations under the Contract and the Bidder shall furnish the Local Public Agency all such information and data for this purpose as it may request. The right is reserved to reject any Bid where an investigation of the available evidence or information does not satisfy the Local Public Agency that the Bidder is qualified to carry out properly the terms of the Contract. In no event will the Local Public Agency consider any Bidder as eligible if he/she cannot initiate work within the period of time as specified in the Invitation for Bids.

9. UNIT PRICES

The unit price for each of the several items in the proposal of each Bidder shall include its prorated share of overhead so that the sum of the products obtained by multiplying the quantity shown for each item by the unit price Bid represents the total Bid. Any Bid not conforming to this requirement may be rejected as informal. The special attention of all Bidders is called to this provision if increases or decreases in quantities are required on the Project as indicated by Change Order, the bid unit price will be used to establish the costs of the items necessary to increase or decrease the quantities.

10. CORRECTIONS

Erasures and like alterations in the filled in portions of the Bid must be explained or noted over the signature of the Bidder.

11. TIME FOR RECEIVING BIDS

- a. Bids received prior to the advertised hour of opening will be kept securely sealed. The officer whose duty it is to open them will decide when the specified time has arrived, and no Bid received thereafter will be considered; except that when a Bid arrives by mail after the time fixed for opening, but before the reading of all the bids is completed, and it is shown to the satisfaction of the Local Public Agency that the non-arrival on time was due solely to delay in the mails for which the Bidder was not responsible, such Bid will be received and considered.
- b. Bidders are cautioned that, while telegraphic modification of Bids may be received as provided above, such modifications, if not explicit and if in any sense subject to misinterpretation, shall make the Bid so modified or amended, subject to rejection.

12. OPENING OF BIDS

At the time and place fixed for the opening of Bids, the Local Public Agency will cause to be opened and publicly read aloud every Bid received within the time set for receiving Bids, irrespective of any irregularities therein. Bidders and other persons properly interested may be present, in person or by representative.

13. WITHDRAWAL OF BIDS

Bids may be withdrawn on written or telegraphic request dispatched by the Bidder in time for delivery in the normal course of business to the time fixed for opening; provided, that written confirmation of any telegraphic withdrawal over the signature of the Bidder is placed in the mail and postmarked prior to the time set for Bid opening. The Bid Guaranty of any Bidder withdrawing his Bid in accordance with the foregoing conditions will be returned promptly.

14. AWARD OF CONTRACT: REJECTION OF BIDS

- a. The contract will be awarded to the responsible Bidder submitting the lowest Bid complying with the conditions of the Invitation for Bids. The Bidder to whom the award is made will be notified at the earliest possible date. The Local Public Agency, however, reserves the right to reject any and all Bids and to waive any informality in Bids received whenever such rejection or waiver is in its interest. Informality means a departure from the form requirements of the bidding procedure not going to the substance of the contract, as determined by the Local Public Agency.
- b. The Local Public Agency reserves the right to consider as unqualified to do the work of general construction any bidder who does not habitually perform with his own forces the major portions of the work involved in construction of the improvements embraced in this Site Preparation Contract.

15. EXECUTION OF AGREEMENT: PERFORMANCE AND LABOR AND MATERIALMEN'S BOND

- a. Subsequent to the award and within ten days after the prescribed forms are presented for signature, the successful Bidder shall execute and deliver to the Local Public Agency an Agreement in the form included in the Contract Documents in such number of copies as the Local Public Agency may require.
- b. Having satisfied all conditions of award as set forth elsewhere in these documents, the successful Bidder shall, within the period specified in paragraph "a" above, furnish a surety bond in a penal sum not less than the amount of the Contract, as awarded, as security for the faithful performance of the Contract, and for the payment of all persons, firms or corporations to whom the Contractor may become legally indebted for labor, materials, tools, equipment, or services of any nature including utility and transportation services, employed or used by him/her in performing the work. Such bond shall be in the same form as that included in the Contract Documents and shall bear the same date, as, or a date subsequent to that of the Agreement. The current power of attorney for the person who signs for any surety company shall be attached to such bond. This bond shall be signed by a guaranty or surety company listed in the latest issue of the U. S. Treasury Circular 570 and the penal sum shall be within the maximum specified for such company in said Circular 570.
- c. The failure of the successful Bidder to execute such Agreement and to supply the required bond or bonds within ten days after the prescribed forms are presented for signature, or within such extended period as the Local Public Agency may grant, based upon reasons determined sufficient by the Local Public Agency, shall constitute a default,

and the Local Public Agency may either award the Contract to the next lowest responsible Bidder or re-advertise for Bids, and may charge against the Bidder the difference between the amount of the Bid and the amount for which a Contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the Bid Bond. If a more favorable Bid is received by re-advertising, the defaulting Bidder shall have no claim against the Local Public Agency for a refund.

16. WAGES AND SALARIES

- a. Attention of Bidders is particularly called to the requirements concerning the payment of not less than the prevailing wage and salary rates specified in the Contract Documents and the conditions of employment with respect to certain categories and classifications of employees. See GENERAL CONDITIONS AND SPECIFICATIONS, PART II.
- b. The rates of pay set forth under GENERAL CONDITIONS AND SPECIFICATIONS, PART II, are the minimum to be paid during the life of the contract. It is, therefore, the responsibility of Bidders to inform themselves as to local labor conditions, such as the length of work day and work week, overtime compensation, health and welfare contributions, labor supply and prospective changes or adjustments of rates.

17. FICTITIOUS NAME REGISTRATION

Where the contract is made by an individual or individuals doing business under a fictitious name, there shall be attached to the contract a certificate from the Prothonotary's Office showing that such individual or individuals are duly registered under the Fictitious Names Act of the Commonwealth of Pennsylvania. Such certificate in as many copies as may be required shall be furnished to the Local Public Agency by the successful Bidder prior to the signing of the contract.

18. DEFINITIONS

Wherever used in any of the Instruction to Bidders, the following meanings shall be given to the terms herein defined:

- a. The term "Local Public Agency" means West Bethlehem Township.
- b. The term "engineer" means: **HMT And Associates**
- c. The term "owner" means: **West Bethlehem Township**
- d. The term "municipality" means: **West Bethlehem Township**

19. WAIVER OF BUILDERS RISK INSURANCE

Paragraph No. 129(d) on Page 68 is hereby waived (Builder's Risk Insurance).

20. NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY (EXECUTIVE ORDER 11246)

The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Specifications" set forth herein.

The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate work force in each trade on all construction work in the covered area, are as follows:

<u>Goals for Minority Participation for Each Trade</u>	<u>Goals for Female Participation in Each Trade</u>
6.3%	6.9%

These goals are applicable to all the Contractor's construction work (whether or not it is Federal or Federally assisted) performed in the covered area. It shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the Contractor also is subject to the goals for both its federally involved and non federally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the Contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within ten (10) working days of award of any construction subcontract in excess of \$10,000 at any time for construction work under the contract resulting from this solicitation. The notification shall list the name, address and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the subcontract is to be performed.

As used in this Notice, and in the contract resulting from this solicitation, the Covered area is Washington County, Pennsylvania.

21. INSURANCE

The successful bidder shall provide Certificate(s) of Insurance as required under Section 129 - Insurance following the bid opening, but before the award of the contract, as a condition of the award. The Certificate(s) shall name West Bethlehem Township additional insured.

BID PROPOSAL

BID SHEET
 WEST BETHLEHEM MUNICIPAL BUILDING RENOVATION PROJECT LS 22-19
 HMT PROJECT 641-02

<u>Item</u>	<u>Description</u>	<u>TOTAL PROJECT EST. QTY</u>	<u>UNIT</u>	<u>\$/UNIT</u>	<u>TOTAL \$</u>
	<u>General</u>				
1	Mobilization and Demobilization	1	LS		
2	Masonry Restoration and Repointing Existing Building	1	LS		
	Alternate 1				
1	Clean out existing gutters of debris	1	LS		
	Alternate 2				
1	Re-seal existing gutters	1	LS		
		TOTAL BASE BID PRICE			
				ALTERNATE 1	
				ALTERNATE 2	
		TOTAL PRICE WITH ALTERNATES 1 AND 2			

NOTE: West Bethlehem Township reserves the right to reject any and all bids.

- 1.0 The contract for this project will be awarded to the lowest qualified bidder based upon the lowest total base bid price.
- 2.0 West Bethlehem Township reserves the right to choose to award each and any of the above line items to the lowest responsible bidder.
- 3.0 The contractor is responsible for any and all permits required.

Company Name: _____ **Phone No.:** _____

Name: _____ **Authorized Signature:** _____

Title: _____ **Date:** _____

BID FOR CONSTRUCTION

Gentlemen:

1. The Undersigned, having familiarized (himself) (herself) (themselves) (itself) with the existing conditions in the Project Area affecting the cost of work, and the Contract Documents which include Invitation for Bids, Instructions to Bidders, the Form of Bid, the Form of Bid Bond, Form of Contract (or agreement), Form of Non-Collusion Affidavit, Addenda (if any), General Conditions, Part I, II, Special Conditions, Technical Specifications, Drawings (as listed in the schedule of drawings), and the Form of Surety Bond or Bonds; as prepared by _____

_____ hereby proposes to furnish all supervision, technical personnel, labor, materials, machinery, tools appurtenances, equipment and services, including utility and transportation services, required to construct and complete _____

_____ in accordance with the above listed documents at and for the unit price for work in place for the following items and quantities.

2. In submitting this bid, the bidder understands that the right is reserved by West Bethlehem Township to reject any or all bids. If the written notice of the acceptance of this bid is mailed, telegraphed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver an agreement in the prescribed form and furnish the required bonds within ten (10) days after the agreement is presented to him/her for signature.

3. Security in the sum of _____
 _____ (\$ _____)
 Dollars, in the form of _____,
 is submitted herewith in accordance with the Instructions to Bidder.

4. Attached hereto is an affidavit in proof that the undersigned has not colluded with any person in respect to this bid or any other bid or the submitting of bids for the contract for which the bid is submitted.

5. The bidder is prepared to submit a financial and experience statement.

CERTIFICATION OF NONSEGREGATED FACILITIES

The Bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments and that he/she does not permit his/her employees to perform their services at any location under his/her control where segregated facilities are maintained. The Bidder certifies further that he/she will not maintain or provide for his/her employees any segregated facilities at any of his/her establishments and that he/she will not permit his/her employees to perform their services at any location under his/her control where segregated facilities are maintained. The Bidder agrees that a breach of the certification will be a violation of the Equal Opportunity Clause in any contract resulting from the acceptance of this Bid. As used in this certification, the term Asegregated facilities@ means any waiting rooms, work areas, restrooms and washrooms, restaurants and other storage or dressing areas, parking lots, drinking fountains, recreation, entertainment areas, transportation and housing facilities provided for the employees which are segregated by explicit directive or are in fact segregated on the basis of color, race, religion, or national origin, because of habit, local custom or otherwise. The Bidder agrees that except where he/she has shown or obtained identical certification from the proposed subcontractors for specific time period and he/she will also obtain identical certifications from the proposed subcontractors from the provisions of the Equal Opportunity Clause and that he/she will retain such certifications in his/her files.

NOTE: The penalty for making false statements in offer is prescribed in 18U.S.C., #1001.

IN WITNESS WHEREOF, the undersigned Bidder has hereunto subscribed his/her name of
this day of _____, 20____; at _____
_____.

SIGNATURES

(When the Bidder is an individual doing business in his/her individual name.)

Name Home Address

City, State and Zip Code

Treasury Number

WITNESS: _____(SEAL)

Business Address

(When the Bidder is a partnership or an individual not doing business in his/her individual name).

_____ is a partnership/an individual trading under a fictitious or assumed name and has/has not registered under the Fictitious Names Act of Pennsylvania, namely, the Act of May 24, 1945, P.L. 967, as amended, 54 P.S. Section 28.1 et. seq., or the preceding Act of June 28, 1917, P.L. 645, as amended.

_____ Business Address

_____ (Fictitious or Assumed Name)

_____ Home Address

_____ (SEAL)
(Individual doing business as shown)

_____ (SEAL*)
(Partner trading as above)

_____ Treasury Number

WITNESS:

_____ (SEAL*)
(Partner trading as above)

_____ Street Address

_____ City

* If the Bidder is a partnership, the contract must be signed in the name of the partnership by at least two general partners, and the names and addresses of all the partners must be listed on the attached Certificate.

(When the Bidder is a corporation).

_____ is a corporation organized and existing under
the laws of _____ with principal place of business at _____
_____, _____, _____, and if
(City) (State)

a non Pennsylvania corporation, has/has not been granted a certificate of authority to do business in Pennsylvania, as required by the Pennsylvania Business Corporation Law, approved May 5, 1933, P.L. 364, as amended 15 P.S. sec. 2852-1 et. seq.

President

Vice President

Name

Name

Home Address

Home Address

City, State and Zip Code

City, State and Zip Code

Secretary/Treasurer

Firm

Name

Name

Home Address

Home Address

City, State and Zip Code

City, State and Zip Code

ATTEST:

(Secretary)

BY: _____**
(President)

** If the Bidder is a corporation, the contract must be executed in its correct corporate name by its President or Vice President and its Secretary or Assistant Secretary or Treasurer or Assistant Treasurer, and the attached Certificate must be executed by the Secretary or Assistant Secretary.

CERTIFICATE AS TO PARTNERSHIP

I, a partner of _____, the partnership named as Bidder in the within contract, certify that the following are the names and addresses of all the partners of said partnership;

_____ Name	_____ Name
_____ Home Address	_____ Home Address
_____ City	_____ City
_____ State and Zip Code	_____ State and Zip Code
_____ 	_____
_____ Name	_____ Name
_____ Home Address	_____ Home Address
_____ City	_____ City
_____ State and Zip Code	_____ State and Zip Code
_____ 	_____
_____ Business Address	_____ Address
_____ Treasury Number	_____
_____ Date	_____ Partner (SIGNED)

CERTIFICATE AS TO CORPORATE BIDDER

I, _____, certify that I am the
(Secretary/Assistant Secretary) of the corporate named as Bidder in the within contract; that _____
_____ who signed the said contract on behalf of the Bidder was
then _____ of said corporation; that I know his/her
signature, and his/her signature thereto is genuine; and that said contract was duly signed, sealed, and
attested for and on behalf of said corporation by authority of its governing body.

(Date)

(Secretary)

(AFFIX CORPORATE SEAL)#

#

#

#

NON-COLLUSION AFFIDAVIT#

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF _____)
) SS:
COUNTY OF _____)

_____, being first duly sworn, deposes and says that:

(1) He/she is _____ of _____, (Owner, Partner, Officer, Representatives or Agent), the Bidder that has submitted the attached bid:

(2) He/she is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid:

(3) Such bid is genuine and is not a collusive or sham bid:

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit has in any way colluded, conspired, connived or agreed directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead profit or cost element of the bid price of any other bidder or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against West Bethlehem Township (Local Public Agency) or any person interested in the proposed contract and;

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

SIGNED: _____

(Title)

Subscribed and sworn to before me

this _____ day of _____, 20_____.

(Title)

My commission expires: _____

BID BOND

BID BOND

SURETY BOND, given by _____, of

_____, as Principal,

_____, of

_____,

as Surety, to WEST BETHLEHEM TOWNSHIP of 247 Jefferson Rod, Marianna, Pa 15345 (hereinafter called "Owner").

The Principal and Surety are bound unto the Owner, in the sum of \$_____ for the payment of which the Principal and Surety hereby jointly and severally bind themselves, their respective successors and assigns.

WHEREAS, the Principal has submitted a bid in the amount of \$_____ this date for site improvement in a project known as _____

_____,

as more fully described in the bid which is annexed hereto and made a part hereof

NOW, therefore, the condition of this obligation is such that if the Principal promptly and faithfully executes the agreement for site preparation upon award of contract to it, then this obligation shall be void; but otherwise this obligation shall remain in full force subject to the following:

1. No substituted performance shall be permitted under this Bond.

IN WITNESS WHEREOF, the Principal and the Surety have executed and delivered this Bond on the _____ day of _____, 20____, intending thereby to be legally bound.

In the presence of:

Individual Principals Sign Here:

(Business Address)

(Business Address)

Attest:

Corporate Principal Sign Here:

(Business Address)

By: _____

Title: _____ (SEAL)

Attest:

Corporate Surety Sign Here:

By: _____

Title: _____ (SEAL)

Countersigned by:

Attorney-in-fact, State of _____

(Power-of-Attorney for person signing for surety company must be attached to bond.)

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the
_____ Secretary of the corporation
named as Principal in the within bond; that _____,
who signed the said bond on behalf of the Principal was then _____
_____ of said corporation; that I know his/her signature, and his/her signature thereto is genuine; and
that said bond was duly signed, sealed, and attested to for and on behalf of said corporation by
authority of its governing body.

_____ Corporate Seal

_____ Title

STATEMENT OF BIDDER'S QUALIFICATIONS

STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. This Bidder may submit any additional information he desires.

1. Name of Bidder.
2. Permanent main office address.
3. When organized.
4. If a corporation, where incorporated.
5. How many years have you been engaged in the contracting business under your present firm or trade name?
6. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion.)
7. General character of work performed by your company.
8. Have you every failed to complete any work awarded to you? If so, where and why?
9. Have you every defaulted on a contract? If so, where and why?
10. List the most important projects recently completed by your company, stating the appropriate cost for each, and the month and year completed.
11. List your major equipment available for this Contract.
12. List your experience in construction work similar in importance to this project.
13. List the background and experience of the principal members of your organization, including the officers.

- 14. Credit available: \$ _____.
- 15. Give bank reference:
- 16. Furnish a detailed financial statement and upon request furnish any other information that may be required by West Bethlehem Township.
- 17. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by West Bethlehem Township in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated at _____ this _____ day of _____, 20____.

(Name of Bidder)

By _____

Title _____

State of _____)
) SS
 County of _____)

_____ being duly sworn deposes and says
 that he/she is _____ of _____
 (Name of Organization)

and that the answers to the foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn to before me this _____ day of _____, 20____.

(Notary Public)

My commission expires: _____, 20____.

AGREEMENT FOR CONSTRUCTION

AGREEMENT FOR CONSTRUCTION

THIS AGREEMENT, made this _____ day of _____ ,
by and between _____
_____ (a corporation organized and existing under the laws of
the State of _____) (a partnership consisting
of _____) (an individual trading as _____).

*hereinafter called the "Contractor" and WEST BETHLEHEM TOWNSHIP, hereinafter called the
"Local Public Agency".

WITNESSETH, that the Contractor and the Local Public Agency for the considerations stated
herein mutually agree as follows:

ARTICLE 1. Statement of Work: The Contractor shall furnish all supervision, technical
personnel, labor, materials, machinery, tools, equipment and services, including utility and
transportation services, and perform and complete all work required for the construction of the
Improvements embraced in the Construction Contract, namely

_____ and other work incidental thereto. All in strict accordance with the Contract Documents for
Construction, including all Addenda thereto, numbered _____, dated _____, and
_____ dated _____, all as prepared by

_____,
acting and in these Contract Documents for Construction referred to as the "Engineer".

ARTICLE 2. The Contract Price: The Local Public Agency will pay the Contractor for the
Performance of the Contract in current funds, for the total quantities of work performed at the unit prices
stipulated in the Bid for the several respective items of work completed subject to additions and
deductions as provided in the Section - CHANGES IN THE WORK UNDER GENERAL
CONDITIONS, PART I. The Contract price shall be the total bid price of
_____ (DOLLARS).

ARTICLE 3. Contract: The executed contract documents shall consist of the following:

- | | |
|----------------------------|--|
| a. This Agreement | f. General Conditions, Part I and II |
| b. Addenda | g. Special Conditions |
| c. Invitation for Bids | h. Technical Specifications |
| d. Instructions to Bidders | i. Drawings (as listed in the Schedule of
Drawings) |
| e. Signed copy of Bid | |

This Agreement, together with other documents enumerated in this ARTICLE 3, which said other documents are as fully a part of the Contract, as if hereto attached or herein repeated, forms the Contract between the parties hereto. In the event that any provision in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this ARTICLE 3 shall govern, except as otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed in three (3) original copies on the day and year first above written.

Attest:

(Contractor)

(Employer I.D.)

(Owner, Partnership or Corporation)

By _____
Title _____

(Street)

(City)

WEST BETHLEHEM TOWNSHIP

By _____

Title: _____

(Print or type the names underneath all signatures).

Certifications:

I, _____ certify that I am the _____ of the corporation named as Contractor herein; that _____ who signed this Agreement on behalf of the Contractor, was then _____ of said corporation; that said Agreement was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

Corporate

Seal

ARTICLE 4 Stipulation Against Liens

WEST BETHLEHEM TOWNSHIP)
)
 OWNER)
)
 VS.)
)
 _____)
 CONTRACTOR)

In the Court of Common Pleas of
Washington County, Pennsylvania

No. _____

WHEREAS, WEST BETHLEHEM TOWNSHIP, a body politic and corporate, of the County of Washington, State of Pennsylvania, is about to execute contemporaneously herewith a contract with _____
for _____.

NOW, THEREFORE, _____, 20 ____, at the time of and immediately before the execution of the contract and before any authority has been given by the said West Bethlehem Township to the said _____ to commence work on the said Project or purchase materials for the same, in consideration of the making of said contract with the said _____ and for the further consideration of One Dollar (\$1.00) paid to the said _____ by the said West Bethlehem Township, it is agreed that no mechanic's claims or other liens shall be filed against the structures and/or lot of ground appurtenant thereto by the said _____ nor any subcontractor, nor by any of the materialmen or workmen or any person for any materials or labor or extra materials or labor purchased or furnished in connection with the construction of the said project or any part thereof, the right to file such claims or liens being expressly waived and relinquished herewith.

(SEAL)
ATTEST:

WEST BETHLEHEM TOWNSHIP

BY: _____
Title: _____

(SEAL)
ATTEST:

CONTRACTOR

BY: _____
Title _____

DIRECTIONS FOR PREPARATION OF PERFORMANCE AND
LABOR MATERIALMEN'S BONDS

1. Individual sureties, partnerships, or corporations not in the surety business will not be acceptable.
2. The name of the Principal shall be shown exactly as it appears in the contract.
3. The penal sum shall be not less than that required by the Specifications.
4. If the Principals are partners, or joint venture's, each member shall execute the bond as an individual, with his place of residence shown.
5. If the Principal is a corporation, the bond shall be executed under its corporate seal. If the corporation has no corporate seal the fact shall be stated, in which case a scroll or adhesive seal shall be affixed following the corporate name.
6. The official character and authority of the person (s) executing the bond for the Principal if a corporation, shall be certified by the secretary or assistant secretary thereof under the corporate seal, OR there may be attached copies of so much of the records of the corporation as will evidence the official character and authority of the officer signing, duly certified by the secretary or assistant secretary, under the corporate seal, to be true copies.
7. The current Power-of-Attorney of the person signing for the surety company must be attached to the bond.
8. The date of the bond must NOT be prior to the date of the Contract.
9. The following information must be placed on the bond by the surety company:
 - (a) The rate of premium in dollars per thousand; and
 - (b) The total dollar amount premium charged.
10. The signature of a witness shall appear in the appropriate place, attesting to the signature of each party to the bond.
11. Type or print the name underneath EACH SIGNATURE appearing on the bond.
12. An executed copy of the bond must be attached to each copy of the Contract (original counterpart) intended for signing.

PERFORMANCE BOND

SURETY BOND, given by _____
of _____ as Principal, _____
_____ of _____
as Surety, to WEST BETHLEM TOWNSHIP, of 247 Jefferson Road, Marianna, Pa 15345, (hereinafter called "Owner").

The Principal and Surety are bound unto the Owner, in the sum or \$ _____ for the payment of which the Principal and Surety hereby jointly and severally bind themselves, their respective successors and assigns.

WHEREAS, the Principal has entered into a contract with the Owner in the amount of \$ _____ this date for site improvement in a project known as _____
_____ as more fully described in the contract which is annexed hereto and made a part hereof.

NOW, THEREFORE, the condition of this obligation is such that if the Principal promptly and faithfully performs all the covenants and conditions of the contract on its part and has completed said contract, then this obligation shall be void following the lapse of two (2) years from the date of completion; but otherwise this obligation shall remain in full force, subject, however, to the following conditions:

1. Substituted Performance. Whenever the Principal shall be, and shall be declared by the Owner to be, in default under the contract, the Surety may promptly remedy the default, or in the alternative, shall have the option to assume and complete the contract, or to obtain another on approval of the Owner to complete the contract, and thereafter the Surety or such other person shall be subrogated to all the rights of the Principal under the contract.

IN WITNESS WHEREOF, the Principal and the Surety have executed and delivered this Bond

on the

_____ day of _____, 20_____, intending thereby to be legally bound.

(Individual Principals sign here)

_____ (SEAL)

In the presence of:

_____ (SEAL)

_____ (SEAL)

_____ (SEAL)

(Corporate Principal sign here)

By _____

Title _____

Attest:

(Surety sign here)

The rate of premium charged is \$_____ per thousand. The total amount of premium charged is \$_____. (The above must be filled in by the Corporate Surety.)

It is hereby further stipulated and agreed that if the Principal is a non-Pennsylvania corporation neither Principal nor the surety shall be discharged from liability on this bond, nor the bond surrendered, until such Principal files with the obligee a certificate from the Pennsylvania Department of Revenue evidencing the payment in full of all taxes, penalties and interest, and a certificate from the Bureau of Employment and Unemployment Compensation of the Pennsylvania Department of Labor and Industry, evidencing the payment of all unemployment compensation contributions, penalties and interest due the Commonwealth of Pennsylvania from the said Principal, or any non-Pennsylvania corporation subcontractor thereunder, or for which liability has accrued, but the time for payment has not arrived as required by the Act of June 10, 1947, P.L. 493, 8 P.S. Sec. 23, amended.

LABOR AND MATERIALMEN'S BOND

KNOW ALL MEN BY THESE PRESENTS, that we, _____
_____ as principal, and _____

_____, as sureties are held and firmly bound unto West Bethlehem Township its certain attorney, successors, or assigns (hereinafter called the "Obligee") in the penal sum of _____ Dollars (\$ _____) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally, firmly by these presents:

WHEREAS, said principal has entered into a certain contract with said Obligee, dated _____, 20 _____, (hereinafter called the "Contract") for _____ which Contract and the Specifications for said work shall be deemed a part thereof as fully as if set out herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH that if said principal and all subcontractors to whom any portion of the work provided for in said contract is sublet and all assignees of said principal and of such subcontractors shall promptly make payment for all material furnished, labor supplied or performed, rental for equipment employed, and services rendered by public utilities in or in connection with the prosecution of the work, whether or not the said material, labor, equipment or services enter into and become component parts of the work or improvement contemplated in said contract, or in any amendment or extension of or addition to said Contract, then the above obligation shall be void; otherwise to remain in full force and effect, PROVIDED, however, that this bond is subject to the following conditions and limitations.

(a) All persons who have performed labor, rendered services or furnished materials or machinery, shall have a direct right of action against the principal and surety on this bond, which right of action shall be asserted in proceedings instituted in the State in which such labor was performed, services rendered or materials furnished (or where labor has been performed, services rendered or materials furnished under said Contract in more than one State, then in any such State). Insofar as permitted by the laws of such State, such right of action shall be asserted in a proceeding instituted in the name of the Obligee to the use and benefit of the person instituting such action and any or all other persons having claims hereunder, and any other person having a claim hereunder shall have the right to be made a party to such proceeding (but not later than two years after the complete performance of said Contract and final settlement thereof) and to have such claim adjudicated in such action and judgment rendered thereon.

(b) The surety shall not be liable hereunder for any damages or compensation recoverable under any workmen's compensation or employer's liability statute.

(c) In no event shall the surety be liable for a greater sum than the penalty of this bond, or subject to any suit, action or proceeding thereon that is instituted later than two years after the complete performance of said Contract and final settlement thereof.

(d) As used herein: The term "person" refers to any individual, firm or corporation who have furnished materials or machinery or public utility services to be used on or incorporated in the work or the prosecution thereof provided for in said Contract or in any amendment or extension of or addition to said Contract, and/or to any person engaged in the prosecution of the work provided for in said Contract or in any amendment or extension of or addition to said Contract who is an agent, servant or employee of the principal or of any subcontractor, or of any assignee of said principal or of any subcontractor and also anyone so engaged who performs the work of a laborer or of a mechanic regardless of any contractual relationship between the principal, or any subcontractor, or any assignee of said principal or of said subcontractor, and such laborer or mechanic, but shall not include office employees not regularly stationed at the site of the work.

The said surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract, or to the work to be performed thereunder or the Specifications accompanying the same, shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work or to the Specifications.

SIGNED, SEALED AND DELIVERED IN THREE (3) ORIGINAL

COUNTERPARTS this _____ day of _____, 20 ____.

Witness:

Individual Principals Sign Here:

Title _____ (SEAL)

Title _____ (SEAL)

Title _____ (SEAL)

Title _____ (SEAL)

Attest:

By _____

Corporate Principal Sign Here:

Title _____

By _____
Title _____ (SEAL)

Surety Sign Here:

By _____
Title _____ (SEAL)

The rate of the premium charged is \$ _____ per thousand.

The total amount of the premium charged is \$ _____.

(The above must be filled in by the Corporate Surety).

It is hereby further stipulated and agreed that if the Principal is a non-Pennsylvania corporation neither Principal nor the surety shall be discharged from liability on this bond, nor the bond surrendered, until such Principal files with the obligee a certificate from the Pennsylvania Department of Revenue evidencing the payment in full of all taxes, penalties and Interest, and a certificate from the Bureau of Employment and Unemployment Compensation of the Pennsylvania Department of Labor and Industry, evidencing the payment of all unemployment compensation contributions, penalties and Interest due the Commonwealth of Pennsylvania from the said Principal, or any non-Pennsylvania corporation subcontractor thereunder, or for which liability has accrued, but the time for payment has not arrived as required by the Act of June 10, 1947, P.L. 493, 8 P. S. Sec. 23, amended.

SMALL, MINORITY, AND WOMEN'S BUSINESS DIRECTORY

SMALL, MINORITY, AND WOMEN'S BUSINESS DIRECTORY

PART A:

DIRECTORIES THAT LIST
MINORITY BUSINESS ENTERPRISES AND WOMEN BUSINESS ENTERPRISES

WESTERN PENNSYLVANIA:

Minority, Women and Disadvantaged Business Enterprise Directory:

List of Construction Contractors, Suppliers, Services, Engineers, Architects and Manufacturers.

Available from:

Allegheny County Office of Minority, Women and Disadvantaged Business Enterprises
416 County Office Building
542 Forbes Avenue
Pittsburgh, PA 15219
Phone: (412) 350-4309 Fax: (412) 350-4915
webmaster.mwdbe@county.allegheny.pa.us

Cost: Free

Directory also available on line at www.county.allegheny.pa.us/mwdbe/index.asp

PennDot Disadvantaged Business Enterprise Director

Source directory of MBES and WBES for the Pennsylvania highway construction industry.

Available from:

The Bottom Line (Business Consultants)
168 South 19th Street
Pittsburgh, PA 15203
Phone: (412) 481-0400 Fax: (412) 381-0900
www.thebottomlineinc.com

Department of General Services Directory

Source directory of MBES and WBES for the Pennsylvania highway construction industry.

Available from:

The Bottom Line (Business Consultants)
168 South 19th Street
Pittsburgh, PA 15203
Phone: (412) 481-0400 Fax: (412) 381-0900
www.thebottomlineinc.com

Greater Pittsburgh Black Business Directory

A telephone listing of African-American male-and female-owned businesses.

Available from:

Renaissance Too

1516 Fifth Avenue

Pittsburgh, PA 15219

Phone: (412) 391-8208

Fax: (412) 391-8006

www.blackbusinessusa.com

Cost: Free if picked up.

\$9.95 if mailed.

Business to Business Directory

Source directory of MBES and WBES in Southwestern Pennsylvania.

Available from:

Minority Enterprise Corporation of Southwestern Pennsylvania

1801 Centre Avenue, Suite 200

Pittsburgh, PA 15219

Phone: (412) 434-5806

Fax: (412) 434-4881

www.minorityenterprise.com

Cost: Free

RESOURCE ORGANIZATIONS AND AGENCIES THAT PROVIDE SERVICES
AND TECHNICAL ASSISTANCE TO MBE's AND WBE's

WESTERN PENNSYLVANIA:

Allegheny County Office of Minority, Women and Disadvantaged Business Enterprises

416 County Office Building

542 Forbes Avenue

Pittsburgh, PA 15219

Phone: (412) 350-4309

Fax: (412) 350-4915

Distributes County bid announcements to certified contractors who request to be on the distribution list.

Minority Enterprise Corporation of Southwestern Pennsylvania

1801 Centre Avenue, Suite 200

Pittsburgh, PA 15219

Phone: (412) 434-5806

Fax: (412) 434-4881

www.minorityenterprise.com

Provides assistance to MBE's and WBE's in structuring business plans, and in referrals for financial assistance from private and public lenders.

Bureau of Contract Administration and Business Development

502 North Office Building
Harrisburg, PA 17125
Phone: (717) 787-7380

Provides listings of verified vendors in your area of Pennsylvania for services and goods required. Certifies MBE's and WBE's. Publishes Directory of MBE's and WBE's in the State's construction industry.

Pittsburgh Regional Minority Purchasing Council

3485 Freemarket Center
210 Sixth Avenue
Pittsburgh, PA 15222
Phone: (412) 391-4423

Distributes bid announcements to MBE's that may be interested in responding. Certifies MBE's.

Contract Management Services

2504 Middletown Road
Pittsburgh, PA 15205-2408
Phone: (412) 922-6835

Fax: (412) 922-5560

Maintains a data base of Minority/Women Owned businesses. Publishes weekly bid sheet with contract/bidding opportunities. Other services include contract administration, MBE & WBE Certification, and project management.

U.S. Small Business Administration

Pittsburgh District Office
Federal Building
Room 1128
1000 Liberty Avenue
Pittsburgh, PA 15222
Phone: (412) 395-6560

www.sba.gov

Provides financial, technical, and management assistance to small businesses. Certifies MBE's and WBE's.

Department of Community and Economic Development

Entrepreneurial Assistance Office
Commonwealth Keystone Building
Fourth Floor
Harrisburg, PA 17120-0225

Phone: 1-800-280-3801

Fax: (717) 787-4088

www.dced.state.pa.us

Encourages the development of minority-owned business as part of the overall economic development strategy of the Commonwealth. Serves as an advocate for minority-owned business owners in resolving issues with State agencies and interacting with other government agencies. Also works to assist women businesses in the development of their business, specifically assisting in resolving issues with State agencies, exploring marketing options and identifying financing strategies.

Pennsylvania Department of General Services

Bureau of Contract Administration and Business Development

613 North Office Building

Harrisburg, PA 17125

Phone: (717) 787-6708

Fax: (717) 772-0021

www.dgs.state.pa.us/cabd.htm

Provides free services to small business owners, particularly minority-owned and women-owned companies (MBE's/WBE's). These services include free workshops on State contracting and certification of MBE's and WBE's.

PART B:

SMALL BUSINESS DEVELOPMENT CENTERS
ASSOCIATED WITH U. S. SMALL BUSINESS ADMINISTRATION

SBA contracts with various business schools and colleges and universities to provide a variety of information of use to small businesses, and tailored services to small businesses.

Within specific geographical areas, Small Business Development Centers provide accessible one-stop services of counseling, training, and technical assistance. They deal with inquiries about starting businesses, provide advice to relatively new firms, and provide specialized advice for established small businesses.

WASHINGTON COUNTY AND WESTMORELAND COUNTY AREAS

St. Vincent College

Small Business Development Center

300 Fraser Purchase Road

Latrobe, PA 15650-2690

Phone: (724) 537-4572

Fax: (724) 537-0919

sbdc.stvincent.edu/

ALLEGHENY COUNTY AND BEAVER COUNTY AREAS

Duquesne University

Chrysler Corporation Small Business Development Center

108 Rockwell Hall

600 Forbes Avenue

Pittsburgh, PA 15282-0103

Phone: (412) 396-6233

Fax: (412) 396-5884

svl.sbdc.duq.edu/html/index.html

and

University of Pittsburgh
Katz Graduate School of Business
Small Business Development Center
208 Bellefield Hall
Pittsburgh, PA 15213
Phone: (412) 648-1542
www.sbdc.pitt.edu/

Fax: (412) 648-1636

ERIE AND SHARON AREAS

Gannon University
Small Business Development Center
120 West 9th Street
Erie, PA 16501
Phone: (814) 871-7232
www.gannon.edu/resource/other/sbdc/index.html

Fax: (814) 871-7383

and

Clarion University
Small Business Development Center
102 Dana Still Business Administration Building
Clarion, PA 16214-1232
Phone: (814) 393-2060
www.clarion.edu/sbdc

Fax: (814) 393-2636

ALTOONA AND JOHNSTOWN AREAS

St. Francis College
Small Business Development Center
117 Evergreen Drive
Loretto, PA 15940
Phone: (814) 472-3200
www.sfcpa.edu/sbdc/

Fax: (814) 472-3202