

FAÇADE PROJECT FOR CCHRA
Contract: CCHRA-Façade 2025
108-114 N. Hanover St.
Carlisle, PA 17013

1. Bids will be accepted at the Redevelopment Authority Office no later than 10:00 a.m., Tuesday October 28, 2025.
2. Contractor is responsible for visiting the property and examining the scope of work prior to submitting a bid. Contact William Flannery at 717-249-0789 ext 121 to schedule a site visit.
3. Contractors are to contact William Flannery at 717-249-0789 ext. 121 or email at wflannery@cchra.com with any questions or proposed changes to the specifications. All changes to the specifications will be published by Addendum before the bid due date.
4. On your official bid sheet, make certain that the lump sum amount as written in words is identical to the lump sum amount as written in figures. Also make certain that the combined total of the itemized bid sheet totals the lump sum figures on the bid sheet.
5. Submission of a bid indicates that the contractor will do the specified work for bid price given. Adjustments to bid prices or withdrawal of bids are not allowed following bid opening, as specified in the bid documents.
6. Bids with erasures, cross-outs, etc. should not be submitted. The Redevelopment Authority Office will provide contractors with duplicate bid sheets so that such informal bids can be avoided.
7. Time limits for completion of contract work are set forth in the attached Instruction to Bidders. Extensions may be granted for acceptable reasons such as inclement weather or material shortages. Any contractor submitting a bid must understand that if contract is not completed within the specified time for other than an acceptable reason, that may be justification for the Authority to reject future bids on the basis of inability to perform.
8. **All bids are to be proposed using Davis Bacon wage rates.**

INFORMATION FOR BIDDERS

1.01 INVITATION TO BID

The Redevelopment Authority will consider only those bids received from parties whose names are recorded by the Authority as having secured Contract Documents for these Contracts. Contract Documents are not transferable to other parties for bidding purposes. Bids received from parties whose names are not recorded by the Authority as having secured documents for these Contracts, will be rejected.

Bids are requested as stated in the form of Lump Sum. The price bid shall cover all costs of any nature incident to or growing out of the work of furnishing the required items, including labor, material, equipment, transportation, and all incidental expenses in connection therewith, all costs on account of loss by damage or destruction of the work, and any additional expenses for unforeseen difficulties encountered, for settlement of damages, and for replacement of defective work and materials.

1.02 RECEIPTS OF BIDS

Sealed Proposals for furnishing the items described herein will be received, during normal business hours, at the Office of the Redevelopment Authority of Cumberland County, 114 North Hanover Street, Carlisle, Ste. 104, Carlisle, PA 17013 until 10:00 a.m., prevailing time, **Tuesday October 28, 2025**, at which time they will be publicly opened and read aloud. The awards of the Contracts will be made by the Redevelopment Authority or all bids rejected within 30 days after the bids are opened.

1.03 COPIES OF CONTRACT DOCUMENTS

A full description of the work to bid and of the requirements, provisions, and details thereof, is given in the Contract Documents copies of which may be obtained at the Office of the Redevelopment Authority of Cumberland County, 114 N. Hanover St., Ste. 104, Carlisle, PA 17013.

1.04 PREPARATION OF PROPOSALS

Proposals shall be submitted on the form of Proposal furnished by the Authority, properly filled out in ink, and shall be duly executed. The Bidder shall state in the form of a lump sum price, both in words and in figures, for the Total Price. For the purpose of comparison of bids received, the Total Price, correctly computed, stated in the Proposal will be considered to be the amount bid for the Contracts and award will be made based on that Total Price.

Where there is a discrepancy in any item between the lump sum price written in figures and that written in words, the written words will have given.

When the Proposal is made by an individual, his/her post office address shall be stated

and he/she shall sign the proposal; when by a partnership, its name and post office address shall be stated; the name and address of each of the partners shall be stated, and The Proposal shall be signed by all of the partners; when made by a corporation, its name and principal officers shall be stated, and the proposal shall be signed by authorized officials of the corporation, with corporate seal affixed.

1.05 QUALIFICATION OF BIDDERS

The Bidder's experience, necessary facilities, and financial resources to furnish the items of these Contracts will be examined by the Authority and the Authority reserves the right to reject the Proposal of any Bidder not possessing satisfactory qualifications as deemed by the Authority

1.06 SUBMITTING PROPOSALS

All bids must be submitted on proposal forms. The proposal shall be enclosed in a sealed envelope bearing on the outside the name and address of the bidders, as well as the Title of Contract as given in the form of Proposal. Proposals will be accepted at the place and until the time stated in Advertisement for Bids. The successful bidder will be required to submit three (3) job references after the bid has been awarded.

If forwarded by mail, the sealed envelope referred to above shall be enclosed in a second envelope addressed to the office of the Redevelopment Authority of Cumberland County, 114 N. Hanover Street, Ste. 104, Carlisle, Pennsylvania 17013. Mailed Proposals must be received by the Authority prior to the time set for opening bids, if they are to be considered, and the Authority will not be responsible for any delays caused by mailing.

Any proposals received after the time set for the public opening of bids will be returned unopened.

1.07 WITHDRAWAL OF BIDS

A Proposal, after having been submitted, may be withdrawn by the Bidder prior to the time set for the opening of bids upon the presentation of a written request for such withdrawal to the Redevelopment Authority. No withdrawal of bids will be allowed after said time even though bids may not as yet have been opened.

1.08 RIGHT TO REJECT BIDS

The Authority will determine who is the lowest responsible Bidder upon the basis of the bids submitted, and reserves the right to reject any or all bids, and re-advertise if the best interest of the Authority will thereby be promoted; to waive technical defects, if in its judgments the interest of the Authority shall so require.

Homeowners have the right to choose any Bidder whose bid is deemed to be responsible,

provided that the Homeowner deposits the amount equal to the difference of cost between the lowest responsible Bidder and the Bidder of their choice. The deposit shall be held in escrow with the Redevelopment Authority in a non-interest bearing account until payments are made to the Bidder who has entered into a contract with the Homeowner. In the event that a Bidder submits a proposal for a property that is owned by a relative of the Bidder, the Homeowner shall not have the right to choose any other Bidder except the lowest responsible Bidder. Contractors may not bid on properties owned by their employee's or sub-contractor's property.

Lowest responsible Bidders may enter into a contract with a maximum number of three (3) Homeowners who are participants in the Redevelopment Authority's Housing Rehabilitation Program.

Homeowners may not enter into a contract with a lowest responsible Bidder who at the time of Bid Award has not completed work on three properties currently being rehabilitated in any of the Redevelopment Authority's Rehabilitation Programs.

The Authority reserves the right to waive any informalities in the bids received, to award the Contracts only to a bidder whose Proposal is deemed by the Authority to be most advantageous to the public interest, and to reject any or all bids for any reason whatsoever.

Proposals which are deemed by the Authority to be incomplete, conditional, or obscure, or which contain additions, erasures, alterations, omissions, or irregularities of any kind may be rejected as informal.

Formal approval of the lowest responsible bids will be conditioned upon execution by Owner of a Bid Award and Order to Proceed, and a Loan Agreement between Owner and the Municipality and subject to a period of rescission (three business days after execution of the Agreements by Owner). Owner will have thirty days from the date of the preliminary bid approval to acknowledge their intent to proceed and to execute the appropriate documents. In the event Owner decides not to execute the necessary documents as provided hereunder within said thirty (30) day period, the bid shall be considered null and void without any further obligation by any party hereunto.

1.09 SALES AND USE TAX ACT

Bidders will make their own independent analysis of Pennsylvania Sales and Use Taxes and the applicability thereof to the materials, supplies, and services to be provided and performed under and as a part of the Contract work. All taxes are to be included in the unit prices bid and the Authority will not make any separate payment of taxes.

1.10 INSURANCE

The Contractor will be required to provide insurance of the prescribed types and minimum amounts as set forth below.

All insurance policies required shall be maintained in full force until all work under these contracts are completed as evidenced by formal acceptance thereof, in writing by the Authority. Each policy shall contain the provision that there will be 30 days prior written notice given to the Authority in the event of cancellation of or material change in the policy.

The Bidder to whom the Contracts are awarded shall give to the Authority, within ten (10) calendar days after the date of the official notice of award of the Contracts, insurance certificates, evidencing that he/she has provided the required coverages. He/She may be required at a later date and upon specific request by the Authority to furnish certified copies of any or all insurance policies related to protection for the work under the Contracts. The Authority shall not be liable for the payment of any premiums under the foregoing and certificates or policies shall be endorsed to that effect.

The insurance companies indicated in the certificates shall be authorized to do business in the Commonwealth of Pennsylvania, and shall be acceptable to the Authority.

Neither approval by the Authority, nor a failure to disapprove insurance certificates by the Contractor shall release the Contractor of full responsibility for all liability.

The minimum requirements of insurance to be carried by the Contractor shall be as follows:

- (a) Worker's Compensation Insurance
Statutory – as required by the Worker's Compensation Laws of the Commonwealth of Pennsylvania and/or any other applicable Worker's Compensation Law.
- (b) Contractor's Comprehensive General Liability Insurance, including contractual Liability Insurance and Completed Operations Insurance.

Minimum:	\$1,000,000	Per occurrence
	\$2,000,000	Aggregate

Contractual Liability Insurance to protect and hold harmless the owner and Authority from date of contract signing to final payment.

If any part of the work under the contract is to be performed by a sub-contractor, the prime Contractor shall carry on his/her own behalf Contractor's Protective Liability Insurance for both Bodily Injury and Property Damage for the same limit as specified above, and be responsible for each subcontractor maintaining Liability Insurance as specified above.

The coverage provided shall include protection against “Explosion”, and “Collapse”.

(a) Comprehensive Automobile Liability Insurance

To provide coverage for all owned, non-owned, hired, leased and rented vehicles and automotive construction equipment.

1.11 CONTRACTOR’S RESPONSIBILITIES

- a.) Obtain and pay for all permits and licenses necessary for the completion and execution of the work to be performed.
- b.) Perform all work in conformance with applicable local codes and requirements.
- c.) Keep the premises vacuumed clean and orderly daily during the course of the work. Materials and equipment that have been removed and replaced as part of the work shall belong to the Contractor, unless otherwise specified or agreed upon.
- d.) Repair and/or replace all defective materials or craftsmanship for a period of one year from the date of final acceptance of all the work required by the agreement.
- e.) Inspect the premises prior to bidding during the times specified by the owner or by an agreed upon appointment time.
- f.) Permit the U.S. Government, Redevelopment Authority and/or Municipality staff or designated agents to examine and inspect the rehabilitation work.
- g.) The official bid award will be followed within 30 days by issuance of the Proceed Order.
- h.) The contractor must commence work within fifteen (15) days after issuance of the Bid Award and Order to Proceed. Such Order to Proceed will not be issued until: 1.) the credit check, 2.) the inspection of the three previous jobs, 3.) proof of insurance, 4.) where applicable deposit of escrow funds of the owner have been satisfactorily met, 5.) execution of the Bid Award and Order to Proceed and Supplemental Agreement between Owner and the Municipality and 6.) expiration of the three (3) business day Right of Rescission as provided in the Agreement.
- i.) The work must be completed within a specified, written time frame negotiated at the time of the signing of the Contracts.
- j.) It is hereby stipulated and agreed by and between the said parties, as part of the said contracts and for the consideration therein set forth, that neither the undersigned Contractor, and sub-contractor, or material man, nor any person

furnishing labor or materials to the said contracts under this contract shall file a lien, commonly called a mechanics lien, for work done or materials furnished to the said building or any part thereof.

- k.) The Authority require that the Contractor provide strong customer service with relation to the Homeowner. Strong customer service shall be interpreted to mean good communications with regard to scheduling work and start times and the courteous treatment of the Homeowner and his/her possessions. Strong customer service shall also include leaving the Homeowner's property clean of debris and dirt created through construction activities. The Contractor shall not utilize the Homeowner's property in order to undertake construction activities. If use of the telephone is necessary, such use shall occur only after obtaining consent from the Homeowner. Such use shall be limited to those calls which are absolutely necessary to undertake the rehabilitation work on the property.

If a complaint is received by the Authority from a Homeowner with regard to the customer service, the Authority shall issue a warning to the Contractor in writing. If a second complaint is received with regard to that Contractor by any Homeowner, then the Authority shall provide a written notification to the Contractor that he/she will not be able to bid on a contract until he/she has completed an approved Customer Service Course.

1.12 OWNER RESPONSIBILITIES

The owner(s) of the property described herein which shall undergo rehabilitative work shall agree to the following which will be acknowledged by their signature(s) on the
Work
Write-Up prepared by the Redevelopment Authority:

- a.) To allow the prospective bidders to inspect the premises in order to prepare their bid estimates. Such owner shall state a minimum of four hours for such inspection. At least two different days shall be listed as potential times for inspections.
- b.) Cooperate with the Contractor to facilitate the performance of the work, including the removal and replacement of rugs, coverings, and furniture as necessary.
- c.) Permit the Contractor to use at no cost, existing utilities such as light, heat, power, and water necessary to carrying out the completion of the work.
- d.) Sign the Write-Up sheet prepared by the Redevelopment Authority indicating its correctness and completeness.
- e.) Where applicable, the owner(s) must deposit their share of the funds in an escrow account with the Redevelopment Authority before the Proceed Order is issued.

- f.) The owner shall attend any necessary hearings, such as Historical and Architectural Review Board, Zoning Hearing Board, Planning Commission, and Municipality and Borough Council.
- g.) Permit the U.S. Government, Redevelopment Authority and/or municipality staff or designated agents to examine and inspect the rehabilitation.
- h.) The owner shall be the party contracting for the rehabilitation work and shall be solely liable to Contractor in the event of any default or breach hereunder by Owner.

1.13 REDEVELOPMENT AUTHORITY RESPONSIBILITIES

- a.) The Redevelopment Authority shall act as the Municipality's Agent for program contracts and information, for rehabilitation work write-ups, and progress payment inspections.
- b.) The Redevelopment Authority may conduct pre-bid qualification checks of potential bidders which would satisfy the requirement of checking the three previous jobs.
- c.) The Redevelopment Authority staff shall have the power to initiate change orders amounting to either fifteen percent of the bid price or \$1,500.00, which is more.

1.14 PAYMENT

For contracts under \$2,000, payment shall be as follows:

90% upon completion of 100% of the work after certification by the Redevelopment Authority.

10% thirty days after completion of the work after re-inspection by the Redevelopment Authority.

For contracts over \$2,000, payment shall be as follows:

40% upon completion of 50% of the work after certification by the Redevelopment Authority.

50% upon completion of 100% of the work after certification by the Redevelopment Authority.

10% thirty days after completion of the work after certification by the Redevelopment Authority.

Change orders must be billed separately and will be paid after certification of the Redevelopment Authority.

1.15 CHANGE ORDERS

If unforeseen and unspecified repairs are discovered during the course of the contract, change orders may be agreed upon.

Such change orders shall have the following information:

- a.) the specifications of the work as listed in the Work Write-Up and Specifications.
- b.) the cost.
- c.) the signature of the Owner, Contractor, and Redevelopment Authority staff.
- d.) the reason such change was unforeseen.

Change Orders shall be allowed to a maximum of \$2,500.00, without the Municipality's approval. Change orders over this limit may necessitate rebidding under direction of the Municipality.

CONTRACT: CCHRA-Façade 2025
Property Work Write-Up and Specifications

Location: 108-114 N. Hanover St. Carlisle, PA 17013

Property Owner(s): Cumberland County Housing and Redevelopment

Inspected by: William Flannery

I. General Conditions

- A. The following specifications, together with the work write-ups containing a schedule of items listed for each room and/or area, the Instructions to Bidders, and the General Specifications for Housing Rehabilitation, which all contractors have a permanent copy of, form the basis of this contract.

Contractors shall base their estimates only on work to be done as listed herein and shall assume all related responsibilities regarding coordination of and adjustment to surrounding work during the normal process of performing improvements and repairs.

- B. The submission of Bids shall be evidence of the Contractor having acquainted himself with the job sites and his willingness to conform to all code and project requirements without additional compensation.
- C. All materials shall be new. All materials used shall be exactly as those specified, in regard to color, weight, grade, or rating.

No substitute of materials or colors will be accepted unless first approved in writing by the Redevelopment Authority office.

All materials shall be installed as per manufacturer's instructions and shall conform with all applicable codes.

- D. All workmanship shall be first class, and installation methods shall be in conformity with all applicable codes. All workmanship shall produce level, straight, plumb, and true conditions.
- E. The contractor shall furnish all labor, materials, and equipment necessary for the performance and completion of all work authorized by these contracts. The Contractor shall supply any protective equipment (such as tarps and ground cloths) necessary to protect property and the work of all trades against damage or injury caused by his activity.

- F. It shall be the responsibility of the Contractor, during cold weather applications of adhesives, spackle, joint compound, paint and other temperature sensitive materials, to maintain a uniform room temperature or between 50 degrees Fahrenheit and 70 degrees Fahrenheit, and to provide ventilation during these applications.
- G. The Contractor shall be responsible for the removal and disposal of all waste, trash or debris generated on the job site. All used rags, paint containers and any miscellaneous items used in the application of flammable materials shall be disposed of in a safe manner so as to avoid the danger of fire or personal injury.
- H. There shall be no extras allowed the Contractor unless written notice of claim is submitted and approved by the Cumberland County Redevelopment Authority office before the work is performed. No work on extras shall commence until a Change Order is authorized by this office.
- I. Upon completion of the work, acceptance will be based on a Final Inspection Approval from the Cumberland County Redevelopment Authority office.

**BID FOR FACADE WORK
FOR CUMBERLAND COUNTY HOUSING AND REDEVELOPMENT
CONTRACT CCHRA-Façade 2025**

The Redevelopment Authority
of the County of Cumberland
114 North Hanover St. Ste. 104
Carlisle, PA 17013

1. The undersigned, having familiarized _____ (Himself) (Themselves) (Itself) with the existing conditions at the structure to be rehabilitated, and with the Contract Documents (which includes Invitation for Bids, Instruction to Bidders, the Form of Bid, Work Write-Up and Drawings, General Specifications) prepared by the Redevelopment Authority of the County of Cumberland, and on file in the office of the Redevelopment Authority, hereby proposes to furnish all supervision, labor, material, tools, and equipment, and to perform and complete all work required for the rehabilitation of the structure, all in accordance with the above listed documents

a.) **CONTRACT CCHRA-Façade 2025**

1.) Lump Sum Bid of _____

_____ Dollars (\$_____).

2. The undersigned agrees that the following addenda, which were issued during the bidding period, have been received and considered both before and in the preparation of this proposal.

Addendum Number

Date Received

3. In submitting this bid, the Bidder understands that the right is reserved by the Redevelopment Authority to reject any and all bids. If 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 and agreement in the prescribed form and furnish the require information of jobs and insurance within ten (10) days after the agreement is presented to him for signature.

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 for the Contract for which this bid is submitted.

Date _____
Official Address:

Name of Bidder _____

by _____ (Title

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____

County of _____

_____, being first duly sworn deposes and says
(Individual's Name)

that:

1. He is _____
(Owner, Partner, Officer, Representative, or Agent)
of _____, the Bidder that has submitted the
attached Bid for the following property: 108-114 N. Hanover St. Carlisle, PA 17013

2. He 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 affiant, has in any 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 such person to submit a collusive or sham Bid in connection with such contracts, 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 prices in the attached Bid or to any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Local Public Agency or any other 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, owner, employees or parties in interest, including this affiant.

(Signed) _____

Title

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

Title

My Commission expires _____