

# Propel Charter Schools

3447 East Carson Street

Suite 200

Pittsburgh, PA 15203

Bid Number 2324-05  
Storefront Door Replacement

**Propel Schools is requesting sealed bids for Storefront Door Replacement work at our Propel East School. Bid considerations must be received no later than Thursday, April 27, 2023 at 10:00 a.m. Bid packets may be mailed or hand delivered to the address above. Bids will be opened at that time.**

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1. All bids are to be returned in sealed envelopes and addressed to Propel Charter Schools attention **Bryan Matrazzo**. Please show the bid inquiry number on the outside of the envelope.
2. The Bidder is responsible for ensuring that the Bid document is received prior to **10:00 a.m.** on the date of the Bid Opening. Bids can be received via US Mail, Overnight courier or hand delivered.
3. Two copies of this inquiry are to be filled out, signed and returned to Propel Schools at the address listed above.
4. Bids shall be submitted on this inquiry form which must be signed by an authorized agent or officer of the Company making the bid. Absence of original signature of person duly authorized to sign for the Company submitting this bid document will automatically leave this bid null and void.
5. The Bid price quoted must include all costs for materials, labor, equipment, support and engineering costs.
6. All bids shall be effective for a period of six (6) months from the opening date of this bid, and no bid may be withdrawn prior thereto.
7. The Operations Department of Propel Schools reserves the right to reject any or all bids for which a bid is submitted. Additionally, the Operations Department of Propel Schools reserves the right to reject any and all bids furnished which in their opinion, do not conform to the requirements of the specifications. The decision of Propel School's Operations Department shall be final and without challenge.
8. Propel Schools seeks to create opportunities for MBE/WBE/DBE firms. Bidders are required to complete the MBE/WBE participation form indicating how they will help Propel to meet this goal.
9. Propel Schools is a public school entity and is PA sales tax exempt.
10. Prevailing wage rates apply to projects over \$25,000
11. Upon identification of the successful bidder, that company will be notified of the award. The awarding of this bid, will commit the respondent to their quoted pricing, for a period of six (6) months.
12. The successful Contractor will be required to provide a Bid Bond equal to ten percent (10%) of the accepted bid. Bidders must submit documentation that they are bondable for this project. Additionally the Contractors are required to provide a "Performance Bond" in the amount of One Hundred Percent (100%) of the contract sum prior to signing a construction contract. Bidders must provide documentation with their bid certifying that they are bondable for this project.

We, the undersigned, hereby propose and agree to furnish to Propel Schools any or all of the items that we have priced, at the prices set opposite each item in the foregoing list. This proposal is subject to all terms of the specifications, bid conditions and instructions herein, and we hereby agree to furnish such item or items as may be awarded to us. This bid document is null and void without an original signature of a person properly authorized to sign for the company submitting the bid.

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
Original Signature Required

Printed Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

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**MBE/WBE/DBE Participation Form**

Describe how awarding business to your firm would help Propel meet its goal of creating opportunity for minority, women, and disadvantaged business enterprises:

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Fill in all that apply

Approximate MBE Percentage of Project \_\_\_\_\_

Approximate WBE Percentage of Project \_\_\_\_\_

Approximate DBE Percentage of Project \_\_\_\_\_

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**WORK TO BE PERFORMED AT:**

PROPEL EAST SCHOOL  
1611 MONROEVILLE AVE.  
TURTLE CREEK, PA 15145

**SITE VISITS WILL BE ON THE FOLLOWING DATES:**

**WEDNESDAY, APRIL 12, 2023 AT 11:00 AM**

We will gather for the meeting in front of the school.

**IT IS MANDATORY THAT ALL BIDDERS MUST ATTEND AT LEAST ONE SITE VISIT.**

**ALL FINAL QUESTIONS WILL BE DUE ON APRIL 21, 2023. ANSWERS WILL BE ISSUED BY APRIL 25, 2023.**

Two signed copies shall be returned in sealed envelopes to Propel Schools at 3447 East Carson Street Pittsburgh, PA 15203. Please mark attention to **Bryan Matrazzo**. Originals must be included.

Any questions concerning this bid request should be directed to:

Bryan Matrazzo  
Director of Facilities  
Propel Charter Schools  
3447 East Carson Street  
Pittsburgh, PA 15203  
412-522-3785  
[bryanmatrazzo@propelschools.org](mailto:bryanmatrazzo@propelschools.org)

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**SCOPE OF WORK/SERVICES**

Site work may start on **June 20, 2023**. Procurement of materials and supplies may/should begin before access to the building is available to ensure timely completion. Work shall be substantially completed and ready for owner use on **July 28, 2023**. Punch list items must be completed 30 days after substantial completion.

Mandatory site visit dates are listed in the bid documents. A copy of the scope of work and drawings can be requested by emailing [bryanmatrazzo@propelschools.org](mailto:bryanmatrazzo@propelschools.org)

Please Note: Drawings should be printed to full size (24" x 36").

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**Additional Bid Considerations**

1. Contract Conditions/Items:

- A. AIA A101-2007 Standard Form of Agreement between Owner and Contractor will be used as the official contract of record prepared by contractor or other contract documents approved by Owner
- B. No contract language should be included or contained in the formal contract document
  - a. that refers to any issues, provisions or additional items not detailed within this bid.
  - b. that would replace or make invalid any statement or condition outlined within this bid document.
- C. Upon award of the bid to the successful party, it will be that party's immediate responsibility to produce required PA State Police background/criminal check, ACT 33/34 Clearances and PA Child Abuse History Clearance (ACT 151) for any employee who will be on-site within the school facility. Copies should be delivered to Bryan Matrazzo prior to service start date.

2. Contract Modification:

If during the course of the contract, changes in economy, fuel, or other contributing factors require the need for cost adjustments, the selected contractor will not pass the increase on to Propel Charter Schools. No changes will be accepted upon commencement of agreement.

3. Changes Orders:

- A. All change orders must be approved by Bryan Matrazzo, Director of Facilities. Change orders will be limited to unforeseen conditions, potential savings measures and/or any requested and approved by Propel Schools.

4. Contractor shall maintain throughout the term of the executed agreement, adequate general liability insurance, providing coverage against liability for bodily injury, death, and property damage that may arise as a result of any act, or omission of their employees or sub-contractors. Proof of coverage is to be

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submitted prior to the commencement of the agreement between Propel Charter Schools and the awarded.

5. It is the respondent's duty to ensure that any and all sub-contractors utilized by the awarded, adhere to all the conditions within this bid.
6. The contractor will agree to adhere to the Propel Charter School's Code of Conduct while on school premises.
7. Price to include all on-site monitoring, permits, inspection and certifications.
8. Contractors are required to provide "Bid Bond" of Ten Percent (10%) and a "Performance Bond" in the amount of One Hundred Percent (100%) of the Contract Sum prior to signing a construction contract. Bidders must submit a letter with their bid certifying that they are bondable for this project. Contractor bids will be submitted under the condition of irrevocability for a period of thirty (30) days after bid opening.
9. Propel Charter School reserves the right to award the bid to the lowest qualified bidder, who is able to meet the requirements in this bid, without regard to those submitting lower figures but are unable to meet the completion requirements.
10. The Contractor will perform a clean-up of the work site on a daily basis and remove any debris from the day's work. At the end of the project, the Contractor will remove all equipment, additional materials, trash, etc. from the project location. All surfaces involved in or affected by the project are to be cleaned and free of debris within 48 hours of the completion of the project.
11. The successful bidder will detail in the bid package, their invoice arrangements, with the understanding that payment are net 30 days and final payment will not be made until 30-days after the final inspection of the project.
12. **The successful bidder will work normal business hours Monday through Friday. The project can begin on June 20, 2023 and should be completed no later than July 28, 2023.**

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**PRICING**

Bidder will complete the work and furnish goods as specified for the following price(s)

**Lump Sum Bid Prices**

**Propel East School**

\_\_\_\_\_ and \_\_\_\_\_/100 Dollars \$ \_\_\_\_\_

Estimated Length of Project \_\_\_\_\_ days

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## Vendor Questionnaire

Company Name	
Street Address	
City, State	
Zip	
Phone:	
Fax	
Contact Person:	
Email:	

How many years has this company been in business? \_\_\_\_\_

What type of organization is your company (circle one)?

Individual      Partnership      Corporation      Joint Venture      Other

For how many years has your company provided masonry services? \_\_\_\_\_

Are you able to meet the School's insurance requirements listed previously? \_\_\_\_\_

Will you be utilizing the services of a sub-contractor? \_\_\_\_\_

If so, please identify that sub-contractor below:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

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Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
Original Signature Required

Printed Name: \_\_\_\_\_

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If necessary, are you able to provide the clearances for those working on the project prior to starting work?

\_\_\_\_\_

**Bidder References:**

1. Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number: \_\_\_\_\_
  
2. Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number: \_\_\_\_\_
  
3. Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number: \_\_\_\_\_

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Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
Original Signature Required

Printed Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

## CERTIFICATION OF BIDDER

**PROJECT:** Storefront Door Replacement

**ADDRESS:** Propel East School

**OWNER:** Propel Charter School

The undersigned hereby certifies that he/she and or his/her authorized representative has thoroughly reviewed and evaluated the Contract Documents, including all drawings and specifications to determine whether he/she needs clarification of the Contract Documents or additional interpretation of the intent of the Contract Documents to determine the bid and that he/she has requested any needed clarification prior to submitting the bid; that he/she has visited the job site and that he/she fully understands the scope of work and the conditions affecting the work; and that he/she has taken field measurements and fully understands the nature of the project and the quantities of labor and material that are required.

Additionally, he/she certifies that he/she understands the scope of the required work and that his/her price includes all of the labor and materials required to complete the project as contemplated by the Construction Documents.

NAME OF BIDDER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE \_\_\_\_\_ ZIP \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## NO LIEN AGREEMENT

**Propel Charter School**

**Storefront Door Replacement – Propel East School**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between Propel Charter School, hereinafter as Owner or Propel Schools, and \_\_\_\_\_, hereinafter designated as Contractor.

WITNESSETH:

That by a certain contract, of even date herewith, the Contractor, in consideration of the covenants to be performed and payments to be made by or on account of the Owner, did covenant and agree to furnish all labor and materials and perform all work necessary to complete in the most substantial manner and to the satisfaction and acceptance of the Owner.

NOW, THEREFORE, the Contractor, in consideration of the sum of One (\$1.00) Dollar and of the covenants and provisions in said Contract contained, does hereby covenant, stipulate and agree, and it is also covenanted, stipulated and agreed in the above recited contract as follows:

The Contractor will not at any time suffer or permit any mechanics' lien, or any other lien, attachment or other encumbrance, under any law, regulations or orders, Federal, State or local, or otherwise, by any person or persons, whomsoever, to be put or remain on the building or premises, into or upon which any work is done or labor or materials are furnished under the Contract, for such work, labor or material or by reason of any other claim or demand against the Contractor, and the Contractor will not put any materials on said building to which the Contractor has not obtained absolute title, and the Contractor agrees further, that any mechanics' or other lien, attachment, or other encumbrance or claim of a third party, however, arising (whether through the Contractor's or Propel Schools or any other person's action or inaction and whether valid or invalid) until it is removed shall preclude any and all claim or demand for any payment whatsoever under or by virtue of this Contract, and in the event the same is not removed Propel Schools at its discretion may remove the same at the expense (including legal fees) of the Contractor, and without regard to the validity or invalidity thereof.

The Contractor expressly agrees further, that no lien shall be attached to the real estate, buildings or structures or any other improvements of Propel Schools either on behalf of the Contractor herein or on behalf of any subcontractor, mechanic, journeyman, laborer, materialman, or person performing labor upon or furnishing materials or machinery or other equipment or other property for such improvements or premises of said Propel Schools, or on behalf of any other person. Neither the Contractor nor any other person supplying any materials, equipment, machinery or other property, or performing work or labor in or upon the building or the work included in this Contract shall have the right to file a mechanics' lien or claim or any other lien or claim of any nature whatsoever against the building or premises. Should Propel Schools request

it, Contractor agrees to execute any supplemental stipulation or other agreement deemed by Propel Schools desirable or necessary for the purpose of making the no lien provision of this Contract a matter of record, or Propel Schools, at the option of Propel Schools, may file this Contract or a counterpart or executed copy thereof.

IN WITNESS WHEREOF, the parties of these presents have hereunto set their hands and seals, the day and year first written.

ATTEST:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Contractor

ATTEST:

PROPEL CHARTER SCHOOLS

\_\_\_\_\_  
Witness

\_\_\_\_\_

## LABOR AND MATERIALSMEN'S BOND

KNOW ALL MEN BY THESE PRESENTS THAT \_\_\_\_\_, Principal, and the \_\_\_\_\_, a corporation, incorporated under the laws of \_\_\_\_\_ Surety, are held and firmly bound unto Propel Charter School (Owner) in the full and just sum of \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_) lawful money of the United States, for which payment well and truly to be made, said Principal and said Surety do bind themselves, their heirs, executors, administrators, and their respective successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal did on \_\_\_\_\_ enter into a Contract with said Owner for: Storefront Door Replacement at the Propel \_\_\_\_\_ School (s).

WHEREAS, the Owner required an additional bond in connection with the awarding of the herein mentioned Contract conditioned for the prompt payment of all materials furnished and labor supplied or performed in the prosecution of the Work.

NOW, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the above bounded Principal shall and will promptly pay any and every person, co-partnership, association or corporation, whether as subcontractor or otherwise who has furnished material or supplied or performed labor in the prosecution of the work contracted for, whether or not the said material or labor enter into and become component parts of the work or improvement contemplated, then this obligation is to be void or otherwise to be and remain in full force and virtue.

It is hereby further stipulated and agreed that the obligation of the said Principal and Surety on this Bond shall in no way be affected by any changes, extensions, alterations, deductions, or additions in or to the terms of the said Contract, or in or to addition, in or to the plans and specifications accompanying the said Contract, or by any extensions of the time to completion of the work, or by any change or changes in or of the terms of payment and no notice to or consent of surety shall be required in any of the said matters.

The Principal and Surety hereby jointly and severally agree with and oblige herein that every person, co-partnership, association, or corporation, who, whether as sub-contractor or otherwise, has furnished materials or supplies or performed labor in the prosecution of the Work as above provided and who has not been paid thereof, may sue in assumption on this Bond in the name of the aforementioned oblige, for his, her, their, or its use, prosecute the same to final judgment for such sum or sums as may be justly due, and have execution thereon.

Recovery by any person, co-partnership, association or corporation hereunder shall be subject to the provision of the Act of the General Assembly No. 294, as approved June 22, 1931, to the same extent as if said provisions have been fully incorporated in this Bond.

NON-COLLUSION AFFIDAVIT  
Contract/Bid No. 2324-05

Storefront Door Replacement at the Propel East School

Commonwealth of Pennsylvania :  
County of Allegheny : ss

I state that I am \_\_\_\_\_ (Title) of \_\_\_\_\_ (Name of my Firm) and that am authorized to make this affidavit on behalf of my firm, and its owners, directors and officers. I am the person responsible for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without construction, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this Contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. \_\_\_\_\_ (Name of my Firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follow:

I state that \_\_\_\_\_ (Name of my Firm) understands and acknowledges that the above representations are material and important, and will be relied on by Propel Charter School in awarding the contract(s) for which this bid is submitted.

I understand and my Firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Propel Charter School of the true facts relating to the submission of bids for this Contract.

\_\_\_\_\_  
Signature (Name and Company Position)

**SWORN TO AND SUBSCRIBED BEFORE ME THIS**

\_\_\_\_\_ DAY OF \_\_\_\_\_, 2023

\_\_\_\_\_  
Notary Public My Commission Expires \_\_\_\_\_

**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS THAT, \_\_\_\_\_, Principal, and the \_\_\_\_\_, a corporation incorporated under the laws of the State/Commonwealth of \_\_\_\_\_, Surety, are held and firmly bound unto Propel Charter School, in the full and just sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) lawful money to the United States, for the payment of which sum well and truly to be made, said principal and said surety do bind themselves, their respective successors and assigns, jointly, securely, and firmly by these presents.

WHEREAS, said PRINCIPAL did on \_\_\_\_\_ enter into a Contract with said Owner for Renovations to the Propel \_\_\_\_\_ School(s).

NOW THAT THE CONDITION OF THIS OBLIGATION IS SUCH that the above principal shall well and faithfully do and perform the work provided for such Contract under the terms and conditions thereof, and shall well and faithfully do and perform each and everything provided for therein, then this obligation to be void, otherwise to be and remain in full force and virtue.

It is hereby further stipulated and agreed that the obligation of the said Principal and Surety on this Bond shall no way be affected by any changes, extensions, and alterations, deductions or additions in or to the terms of the said Contract or in or to the plans and specifications accompanying the said Contract, or by any extension of time of the completion of the work or by any change or changes in or the terms of payment and no notice to or consent of the Surety shall be required in any of said matters.

IN WITNESS WHEREOF, the said Principal and said Surety, have executed this Bond, under Seal and duly delivered the same, as of the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2023.

**WITNESS – SEAL**

**CONTRACTOR**

\_\_\_\_\_

\_\_\_\_\_

**SECRETARY**

**PRESIDENT**

\_\_\_\_\_

\_\_\_\_\_

**WITNESS – SEAL**

**SURETY COMPANY**

\_\_\_\_\_

\_\_\_\_\_

**ATTORNEY-IN-FACT**

\_\_\_\_\_

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned \_\_\_\_\_ as Principal, and \_\_\_\_\_ as Surety, are held and firmly bound unto Propel Charter School, hereinafter called ("Propel"), in the penal sum of \_\_\_\_\_ Dollars, for the payment of which, well and truly be made, we hereby bind ourselves, our heirs, executors, administrators, successors and assigns.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2023.

The Condition of the above obligation is such that whereas the Principal has submitted to Propel a certain Bid, attached hereto and hereby made apart hereof to enter into a Contract in writing for the Renovations to the Propel \_\_\_\_\_ School(s).

NOW, THEREFORE, (a) if said bid shall be rejected, or in the alternate, (b) if said Bid shall be accepted and the Principal shall execute and deliver a Contract in the form of the Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a bond for his/her faithful performance of said Contract and for the connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid, then this obligation shall be void, otherwise the same shall remain in for and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulated and agrees that the obligations of said Surety and its bonds shall be in no way impaired or affected by any extension of time within which Propel may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and to be signed by their proper officers, the day and year first set forth above.

In presence of:

\_\_\_\_\_  
(Principal)

By: \_\_\_\_\_  
(Surety Company)

\_\_\_\_\_  
(By)

By: \_\_\_\_\_

**NOTICE: SURETY COMPANIES EXECUTING BONDS MUST APPEAR ON THE DEPARTMENT OF TREASURY'S CIRCULAR 570, LATEST REVISION, AND BE AUTHORIZED TO TRANSACT BUSINESS IN PENNSYLVANIA.**



IN WITNESS WHEREOF, the said Principal and Surety have duly executed this Bond under Seal the day and year first above written.

CORPORATE SEAL

\_\_\_\_\_  
PRINCIPAL-CORPORATION

ATTEST:

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
WITNESS SURETY COMPANY

\_\_\_\_\_  
ATTORNEY-IN-FACT

WITNESS:

\_\_\_\_\_  
PRINCIPAL-PARTNERSHIP

\_\_\_\_\_  
WITNESS SURETY COMPANY

\_\_\_\_\_  
ATTORNEY-IN-FACT

NOTICE: Surety companies executing bonds must appear on the Department of Treasury's Circular 570, latest revision, and be authorized to transact business in Pennsylvania.