



PROPOSAL AND CONTRACT FOR EQUIPMENT AND/OR MATERIALS ONLY *

INSTRUCTIONS ON PAGE 4

(THIS PROPOSAL INCLUDES INSTRUCTIONS TO BIDDERS)

A. DEPOSIT OF PROPOSALS.

- 1. All envelopes containing Bid proposals shall be clearly marked "Bid Proposal for letting of 5/6/2024 ." DATE

Strasburg Township MUNICIPALITY (NAME & TYPE)

Judith Willig SECRETARY

Sealed Proposals will be received on or before 3:00 P. M. , on the above Letting Date. TIME

400 Bunker Hill Road Strasburg, PA 17579

ADDRESS

Bids will be opened and read at approximately 7:30 P. M. , on the above Letting Date. TIME

PROPOSALS MUST BE MAILED OR OTHERWISE DELIVERED TO THE ABOVE ADDRESS.

- 2. Supplier agrees to furnish and deliver those items for which prices have been indicated on the Schedule of Prices (Attachment 1) in accordance with the current PennDOT Specifications (Pub. 408), except bidders need not be prequalified by PennDOT (Sec. 102.01). It is understood that: (1) Bituminous materials will be purchased weight or converted gallons at 60 F. (2) Supplier must finish Form CS-4171, CERTIFICATE OF COMPLIANCE. (3) The Municipality reserves the right to make an award on the basis of quotations received for any item or on the basis of the aggregate total for all like items on which quotations are received.
- 3. Contract shall expire in one year from Date of Award or _____ (DATE)

B. CONTRACTOR'S CERTIFICATION

Proposal of _____ (NAME OF CONTRACTOR) _____ (ADDRESS)

- 1. It is hereby certified as follows:
 - a. The only person (s) having an interest in this proposal is (are) [include owners of leased equipment]: _____
 - b. None of the above persons are employees of the municipality.
 - c. This proposal is made without collusion with any other person, firm or corporation.
 - d. All specifications referred to above have been examined by the suppliers. The supplier understands that the quantities indicated herein are approximate and are subject to change as may be required; and that all work is payable on the basis of the unit prices listed on the Schedule of Prices (Attachment 1).
- 2. Accompanying this proposal is a certified check or bid bond in the amount of \$ _____ made payable to the municipality, as a proposal guarantee which, it is understood, will be forfeited in case the supplier fails to comply with the requirements of the proposal.
- 3. Name(s) of source(s) of supply of bituminous materials.

* For Contract Projects, use MS-944.

- 4. The supplier will comply with all requirements of the laws and implementing regulations of the Commonwealth of Pennsylvania and of the United States relating to human relations, equal opportunity and non-discrimination in employment, and will pay to workmen employed in the performance of the contract the wages to which they may be entitled and, when required by law, not less than the applicable prevailing wage.
- 5. The supplier will provide the municipality with a performance bond, conditioned upon the faithful performance of the contract.

WITNESS OR ATTESTED BY:

 TITLE:



 SUPPLIER
 BY: _____
 TITLE:



TO BE EXECUTED ONLY IN THE EVENT THE ABOVE PROPOSAL IS ACCEPTED

ACCEPTED ON:

ATTESTED BY:

 TITLE:

 DATE

 Strasburg Township
 MUNICIPALITY

BY: _____
 TITLE:

(SEAL)

 TITLE:

TOTAL AMOUNT OF CONTRACT:

 TITLE:

\$ _____

ITEMS INCLUDED IN CONTRACT:

SCHEDULE OF PRICES FOR EQUIPMENT AND / OR MATERIALS

EQUIPMENT Type, Make, Model, Specifications: _____

Delivery Date: _____ F.O.B. _____

PRICE \$

OUTRIGHT PURCHASE - Trade-in \$ _____
 Net \$ _____

RENTAL WITH PURCHASE OPTION (Rental to be applied to purchase price.)
 Rental: _____ per _____
 (Hour, day, week, month, etc.)

PRICE \$ _____

- Trade-in \$ _____

Net \$ _____

PROPOSAL AND CONTRACT INSTRUCTONS

1. The proposal must be typewritten or printed.
2. If more than one proposal on any project is submitted by any individual, firm or partnership, corporation or association under the same or different names, only one lowest proposal will be considered.
3. Bid bonds may be waived by municipality by crossing it out on Proposal Form 963.
4. Part A of page 1 is to be completed by the municipality. Part B of page 1 is to be completed by the supplier. Schedule of Prices - under equipment section the municipality must complete description, delivery date, delivery site, and check appropriate block (s) for outright purchase or rental with purchase option. Under material section all like materials must be listed together and space provided for a total of all like materials. EXAMPLE: All classes of concrete, all sizes of concrete pipe, all sizes corrugated metal pipe, all asphalt materials, etc. Columns 1, 2, 3, 4, and 5 (be sure to include delivery date) must be filled in by the municipality to insure equitable bidding. All of Columns 6, A, 7, B, 8, and C must be filled in by the supplier, unless otherwise indicated. (Unit Price delivered as directed does not apply to bituminous pavements. Use form MS-944.) If more space is needed, add note at the bottom of the page: " Continued on Attachment 1 - A" and add additional sheet designated as Attachment 1-A, 1-B, etc. Repeat note for each additional sheet required. Municipality may eliminate one or two pairs of Columns 6 through C, if no bids are desired under one or two of the options.
5. Performance bonds are provided only the successful bidder. Bond must be in 50% of contract amount.
6. Where Materials for a Wearing Surface Treatment are part of the contract Average Daily Traffic (ADT) Count must be included in the description.
7. Contractor awarded the bid shall receive an approved copy of the contract.
8. Form MS-963 is not to be used for purchasing bituminous or other pavements in place. IF ALTERNATE BIDS MUST BE SECURED, BOTH MS-963 AND MS-944 MUST BE USED.
9. This form is PRIMARILY for use when work is performed by Local Forces.
10. An ESCALATOR CLAUSE is optional; however, it must be included in the proposal prepared by the Municipality. An escalator clause MAY NOT be inserted by the contractor.

SCHEDULE OF PRICES - MATERIALS

BIDDER NAME:

1	2	3*	4**	5	6	A	7	B	8***	C
ITEM NO.	APPROX. QUANTITY	UNIT	DESCRIPTION	REMARKS AND / OR DELIVERY DATES	UNIT PRICE FOB PLANT	TOTAL (2 x 6)	UNIT PRICE DELIVERED AT JOB SITE	TOTAL (2 x 7)	UNIT PRICE DELIVERED AS DIRECTED	TOTAL (2 x 8)
1	750	Tons	PA 2A Subbase	Delivered						
2	200	Tons	AASHTO NO. 3	Delivered						
3	300	Tons	8 Aggregate	Delivered						
4	500	Tons	R-4 Rip Rap	Delivered						
5	750	Tons	PA 3A Subbase	Delivered						
Prices must be FOB										
The bidder, by signing the proposal, certifies that there is sufficient LOCAL storage of material to assure immediate delivery of any quantity desired.										
The Supervisors reserve the right to reject any or all proposals, and to award the contract in a manner that will be in the best interest of the Township.										
Certificate of Insurance and proof of CDL License required.										
Bidder must TOTAL each item in Column 8.										

* Gallons - Tons - Feet - etc. ** Includes Class - Size - Diameter

***For Bituminous or other Pavements in Place, Use Form 944
ALL COLUMNS MUST BE COMPLETED UNLESS OTHERWISE INDICATED.

USE OF CUTBACK ASPHALT IS PROHIBITED BETWEEN MAY 1 st AND OCTOBER 31 st EXCEPT AS NOTED IN BULLETIN NO. 25.

**PERFORMANCE BOND
(With Corporate Surety)**

Attachment # 2

KNOW ALL MEN BY THESE PRESENTS, That we, _____

as Principal and _____

a corporation incorporated under the laws of the State of _____

as Surety, are held and firmly bound unto _____

in the full and just sum of _____

(\$ _____) dollars lawful money of the United States of America, to be paid to the above

Municipality or its assigns, to which payment well and truly to be made, we bind ourselves, our heirs, executors administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bounden Principal has entered into a contract with the above Municipality, bearing even date herewith, for the undertaking of certain obligations as therein set forth,

NOW, THEREFORE, the condition of this obligation is such that if the above bounden Principal, as Contractor, shall in all respects comply with and faithfully perform the terms and conditions of said contract, including the Specifications and conditions referred to and made a part thereof, and such alterations as may be made in said Specifications as therein set forth, then this Obligation shall be void, but otherwise the same shall be and remain in full force, virtue and effect.

It is further provided that any alteration which may be made in the terms of the contract or its specifications with the express approval to the Municipality or the Principal to the other, shall not in any way release the Principal and the Surety or either or any of them, their heirs, executors, administrators, successors or assigns from their liability hereunder, notice to the Surety of any such alteration or forbearance being hereby waived.

IN WITNESS WHEREOF, the said Principal and Surety have duly executed this Bond under Seal, pursuant to due and legal action authorizing the same to be done on _____
(DATE OF BOND)



Attest / Witness

CONTRACTOR

TITLE

BY

TITLE:



Attest / Witness

SURETY COMPANY

TITLE

TITLE:

DIRECTIONS FOR BIDDING, ADVERTISING, EXECUTION AND COMPLETION OF CONTRACTS USING STATE LIQUID FUELS FUNDS.

Attached for your convenience in advertising, awarding and completing a contract for the proposed project in your municipality are the following forms:

Step 1. (1) Copy of **MS-329, Project Approval** form, issued by Municipal Representative during initial appointment to set-up project.

Step 2. (2) Copies of the - **Form of Advertisement**, on which it will be necessary to insert the actual time and date that bids are to be opened.

ADVERTISING REQUIREMENTS - Recent amendments to the various municipal codes, relating to bidding and advertising requirements, necessitate a constant review by respective municipalities to insure compliance.

Step 3. (2) Copies of **MS-981**. Attach to each, a copy of the newspaper advertisement; record the name and address of each bidder and the amount of their bid. Record to whom the contract was awarded, their address, and the dollar amount.

Please have the proper officials and yourself sign the resolution at the bottom of the MS-981. Place your municipal seal where designated and forward one (1) copy to this office as soon as possible after bid opening. An acceptance resolution must be part of your municipality's minutes.

Step 4. (3) Copies of **MS-339 Application for County Aid** (for municipalities who are eligible for county aid). **First - Municipal Secretary to complete Section 1 and forward all copies to the County, Next - County to complete Section 2 and immediately return all copies to Municipal Services for approval.**

Step 5. (2) Copies of Form **MS - 944 Proposal and Contract, Proposal and Contract Instructions - Form 944, Attachment 1- Schedule of Prices, Special Provisions to Contract MS-944 (Attachment "1-A")**. One copy of each will be furnished to each prospective bidder to be used as a proposal, when completed by the municipality. As required by Publication 408, Section 102.06(e), each bidder must submit a completed **Form 7126 - Anti-Collusion Affidavit** with its bid proposal.

Step 6. (2) Copies of **Attachment 2 - Performance Bond, Attachment 3 - Payment Bond, Attachment 4 - Affidavit RE Accepting Provisions of the Workmen's Compensation Act, and Form MS - NCP - Notice of Completion**. One copy of each will be completed by the successful bidder and returned to the municipality. Return an executed copy of the MS-944 Proposal and Contract, and Bonds to the contractor.

At this point return one (1)-completed copy of all the above documents to this office, and keep a completed copy for your files.

Upon project completion, an itemized final invoice and completed NCP Form are required to be supplied to the municipality from the contractor. Send a copy to the Municipal Services Unit and call us for a final inspection. A representative will set up a final inspection appointment. After the final inspection and approval of the project, an MS-999 Final Completion Report will be issued the municipality for signature and seal. Return all completed copies of MS-999 to Municipal Services for signature. An approved copy will be returned for your records.