



**LEGAL ADVERTISEMENT**

**INVITATION FOR BID**

RFP 2020-03

The Borough of Hanover will receive sealed bids at their office located at 44 Frederick Street, Hanover, PA 17331, until **3:00 p.m.**, local time, **Wednesday, November 11, 2020** for the purchase of a 28' x 144' Metal Pole Barn Building Kit. Bids received after the specified time will be returned unopened. All bids must be provided and delivered in a sealed envelope marked "28' x 144' Metal Pole Barn Kit" in accordance with the provisions of this Advertisement, Invitation for Bid, and other related documents collectively known and referred to as the Contract Documents. Bid opening will be promptly at 3:30 p.m. in the Borough Council Chambers located on the lower floor of the Municipal Office Building, at which time all bids will be publicly opened and read aloud. Copies of the bid specifications may be obtained at <http://www.hanoverboroughpa.gov/Bid-Specifications.html>

One original plus one copy must be included and must be addressed to the following:

Borough of Hanover  
Department of Planning & Engineering (DPE)  
44 Frederick Street  
Hanover, PA 17331

ADVERTISEMENT DATES:                   OCTOBER 8, 2020  
  OCTOBER 15, 2020

**Borough of Hanover  
28' X 144' METAL POLE BARN KIT BID**

SCHEDULE

OCTOBER 8, 2020	RFP ADVERTISED (First Run)
OCTOBER 15, 2020	RFP ADVERTISED (Second Run)
NOVEMBER 4, 2020	WRITTEN QUESTIONS DUE TO BOROUGH BY 12:00 NOON
NOVEMBER 6, 2020	REPLIES TO WRITTEN QUESTIONS WILL BE ISSUED BY DPE
NOVEMBER 11, 2020	BIDS DUE at 3:00 PM/ OPENING AT 3:30 PM IN BOROUGH COUNCIL CHAMBERS
NOVEMBER 24, 2020	AWARD / NOTICE OF INTENT TO AWARD
TO BE DETERMINED	DELIVERY OF METAL POLE BARN KIT

**INSTRUCTION TO BIDDERS**  
**Borough of Hanover**  
**28' x 144' METAL POLE BARN**

**1. DEFINED TERMS**

Terms used in these Instructions to Bidders have the following meanings assigned to them. The term "Bidder" means one that submits a bid directly to the Borough, as distinct from a sub-bidder, who submits a bid to a Bidder. The term "Successful Bidder" means the lowest, qualified, responsible and responsive bidder to whom the Borough (based on the Borough's evaluation as hereinafter provided) makes an award. The term "Bidding Documents" includes the advertisement or invitation to bid, Instructions to Bidders, the Bid Form, and the Proposed Contract Documents.

- 1.1 Whenever the word "Borough" is used, it will mean the Borough of Hanover, a Pennsylvania municipal corporation.
- 1.2 Whenever the word "Department of Planning and Engineering Director" is used, it will mean the Director of Department of Planning and Engineering for the Borough of Hanover or designee.
- 1.3 Whenever the term "Contract Documents" is used, it will mean executed agreements and addenda, general/supplementary conditions, and other records specific to the contract.

**2. BIDS**

The following provisions and conditions in filling out the bid form shall govern bidders.

- 2.1 Bids shall be made on the bid form with all items completed. Bidders are required to bid each project separately as part of the base bid.
- 2.2 A bid that is qualified by the bidder by the attachment of unsolicited terms or conditions under which the bid is to be considered may be subject to rejection.
- 2.3 Each bid must be accompanied by a bid bond or a cashier's check payable to the Borough of Hanover, Pennsylvania in an amount of at least five percent of the total bid, as a guarantee that if the Bid is accepted, the Bidder will execute a Contract Agreement for the work, within ten (10) consecutive calendar days following receipt of the Notice of Award. Bid bonds will be returned to unsuccessful bidders upon award of the bid. Bid bond will be returned to the successful bidder when an Agreement is executed.
- 2.4 Before submitting a bid, the bidder shall carefully examine the Specifications and other Contract Documents and may visit the site of the work to fully inform himself by such means as he may think necessary or desirable as to all existing conditions and limitations with regards to the proposed building kit.

- 2.5 Each bid must be submitted in a sealed envelope marked "28' x 144' Metal Pole Barn Kit" and delivered to the Borough of Hanover, Pennsylvania at the Borough's business office located at 44 Frederick Street, Hanover, PA 17331, on or before the hour and date set in the bid advertisement. The sealed envelope containing the bid shall be marked on the outside to show the bidder's name, address, the title of the bid and the time and date of opening. **There will be a public bid opening.**

### **3. INTERPRETATION OF DOCUMENTS**

It is the intent of the specifications and other Contract Documents that the Contractor furnishes all materials and transportation (delivery) necessary for the proper and complete execution of the work, unless specifically noted otherwise. Should a bidder find discrepancies in or omissions from the various documents, or should he be in doubt as to their explicit meanings, said bidder may submit to the Director of Department of Planning and Engineering ([emains@hanoverboroughpa.gov](mailto:emains@hanoverboroughpa.gov)) a written request for an interpretation thereof. The Director of Department of Planning and Engineering shall not discuss or respond to any requests or inquiries that are not in writing. Said written requests or inquiries shall be received by the Director of Department of Planning and Engineering no later than **12:00 noon November 4, 2020**. Any addenda or interpretation of the bid and/or proposed contract documents will be mailed to each prospective bidder who has requested bid documents or has asked to be included on the list of those to receive any additional bid information. The Borough will not be responsible for any other explanations or interpretations of the bid and/or proposed contract documents. Replies will be issued by the Director of Department of Planning and Engineering by end of business on October 15, 2020.

### **4. QUALIFICATIONS OF BIDDERS**

- 4.1 Bids will not be accepted from, nor contracts awarded to, any person, firm or corporation that is not fully qualified or able to perform the work.
- 4.2 Bidders may be required to submit satisfactory evidence that they have the necessary financial resources to provide the proposed building kit.

### **5. WITHDRAWAL OF BID**

Any bidder may withdraw his bid, either personally or by written request, at any time before the scheduled closing time for receipt of the bids. No bid may be withdrawn after the scheduled closing time for bid receipt.

### **6. AWARD OR REJECTION OF BIDS**

The contract will be awarded to the lowest fully qualified responsible and responsive bidder complying with these instructions to bidders and with the advertisement. The Borough reserves the right to reject any and all bids or to waive any informalities or technicality in bids received if it appears that the best interests of the Borough may thereby be served.

### **7. CONTRACT AGREEMENT**

The successful bidder shall execute a formal contract agreement (on Borough supplied forms) within ten (10) business days, Saturdays, Sundays and holidays excluded, from and including the date of receipt of the Notice of Award. Failure to do so will be an adequate and just cause of annulment or cancellation of the award, and in such case, the

bid bond or bid guarantee will become the property of the Borough.

The Borough of Hanover reserves the right to accept or reject any/all bids and to award the contract in the best interest of the Borough of Hanover, Pennsylvania.

BOROUGH OF HANOVER,  
PENNSYLVANIA

P. Eric Mains, PE  
Director of Planning & Engineering

THE BOROUGH OF HANOVER IS ACCEPTING SEALED BIDS FOR THE PURCHASE  
OF A 28' X 144', NEW METAL POLE BARN KIT

SCOPE OF WORK AND RELATED REQUIREMENTS

A. GENERAL SCOPE OF WORK:

1. The Contractor shall purchase and provide one (1) new pre-fabricated metal storage building (roof and three walls, front side remains open). Shop drawings shall be provided and approved by the Borough of Hanover before fabrication and assembly of order begins. The building shall comply with all State, Federal and local laws and ordinances.
2. The building system shall include but not be limited to: glulam posts (with 50 year warranty), 2x6 perimeter framing members, all fasteners, 29-gauge metal siding and roofing (with 35 year fade warranty), all trim and accessories as required (all of which are to generally match the style and color of the existing building as close as possible).
3. The intended use of this building is to act as a cover over equipment and trailers to limit their exposure to the elements.
4. The successful Contractor shall be responsible for providing all required engineered drawings of the building kit and specifications required.

B. SPECIFICATIONS:

The Contractor shall provide the following:

1. The size of the building shall be 144 feet long by 28 feet wide.
2. The building shall have a 16-foot clearance under the lowest chord of the trusses.
3. The building shall contain six (6) bays.
4. No electrical systems, conduits, etc. are included in the scope of work. The building shall be designed to meet appropriate sustained wind load, snow loads, concrete test and bolt torque standards and shall meet current Pennsylvania Building Codes, or as otherwise specified.
5. All framing: eave and rake trim shall be wood, Rain gutters to be a minimum of 8 inches .040 aluminum. Eave overhangs shall be 16" with vented soffit and fascia. Siding (panels) shall be 29-gauge metal, with Enduracote, or equal (35-year fade warranty)
6. The roof pitch shall be designed as a mono sloped type system with minimum 3:12 pitch. Roof loads shall be for a 30-10-10 loading. Trusses shall be 48" on center.

On the southeast (long) side of the new building, gutters and downspouts shall be provided so that after installation, any runoff is directed away from the building.

Roof metal shall be a minimum 29-gauge metal, with Enduracote or equal (35-year fade warranty). Snow cleats shall be provided at mid-point and bottom of roof.

7. Freight charges must be included in the proposal. Delivery will be to the Borough of Hanover "Tanger Building" site located at 228 High Street, Hanover, PA 17331.

C. CODES AND STANDARDS:

The building kit must comply with all State, Federal and Local laws, codes and ordinances or as otherwise specified.

D. DRAWINGS:

The successful Contractor shall be responsible for providing all required engineered drawings and specifications required.

E. PERMITTING:

There are no permits required to be obtained by the Contractor.

F. SITE WORK:

There is no site work associated with this contract proposal.

G. INSTALLATION:

Installation of building and all associated improvements shall be the responsibility of the Borough.

H. WARRANTY:

The Contractor agrees that the goods furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such goods and that the rights and remedies provided therein are in addition to and do not limit those available to the Borough of Hanover by any other clause of this solicitation. **A copy of this warranty shall be furnished with the bid.** At a minimum, all work and specified products shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment or workmanship for two (2) years from the date of final acceptance of the kit by the Borough of Hanover in writing. The Contractor warrants that, unless otherwise specified, all materials incorporated in this solicitation and under the contract shall be new, in first class condition. The Contractor further warrants that all workmanship shall be of the highest quality and in accordance with contract documents and shall be performed by persons qualified at their respective trades. Defects discovered during the warranty period shall be corrected by the Contractor to the Borough of Hanover's satisfaction.

I. DELIVERY:

All materials must be delivered FOB to 228 High Street, Hanover, PA 17331. Contractor shall be represented on-site at time of delivery for material acceptance.

# General Terms and Conditions – Invitations for Bids

These General Terms and Conditions are required for use in written solicitations issued by the Borough for procurements.

**APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Pennsylvania and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

## **MANDATORY USE OF BOROUGH TERMS AND CONDITIONS FOR IFBs**

Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Borough reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Borough may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

## **BILL PAYMENT POLICY**

The Borough Treasurer shall make payment in full (unless an alternate payment plan has been agreed upon) for all goods delivered or services rendered within thirty days of receipt of the bill.

No goods or services shall be deemed received until such goods are completely delivered and found acceptable by the department head. For purposes of determining whether or not payment was made in accordance with this policy, payment in full shall be considered to be made on the date the check for payment was mailed or otherwise transmitted.

When a bill submitted to the Borough of Hanover is incorrect or when there is a defect or impropriety in a bill submitted, the respective department head shall notify the creditor in writing prior to the date on which payment in full is due. The notice shall contain a description of the defect or impropriety and any other additional information to enable the creditor to correct the bill. Upon receiving a corrected bill, the Borough of Hanover shall make payment in full on or before the thirtieth calendar day after receipt of the corrected bill.

**PRECEDENCE OF TERMS:** In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

**QUALIFICATIONS OF BIDDERS:** The Borough may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the services/furnish the goods and the bidder shall furnish to the Borough all such information and data for this purpose as may be requested. The Borough reserves the right to inspect bidder's physical facilities prior to award to satisfy questions regarding the bidder's capabilities. The Borough further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the Borough that such bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

**TESTING AND INSPECTION:** The Borough reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.



**ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Borough.

**DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Borough, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Borough may have.

**TAXES:** Sales to the Borough are normally exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request.

**TRANSPORTATION AND PACKAGING:** By submitting their bids, all bidders certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used.

**NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless Borough has made a written determination that employing ex-offenders on the specific contract is not in its best interest.

# BID FORM

**PURCHASE OF A 144' X 28' NEW METAL POLE BARN KIT (with all necessary parts, materials, fasteners, etc. as may be required for assembly onsite by others):**

\$ \_\_\_\_\_

\_\_\_\_\_ dollars \_\_\_\_\_ cents

FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

TELEPHONE \_\_\_\_\_

FAX # \_\_\_\_\_

E-MAIL \_\_\_\_\_

\_\_\_\_\_

Authorized Representative (PLEASE PRINT OR TYPE)

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

***THIS FORM MUST BE USED FOR BID OFFER***

## **BOROUGH OF HANOVER BIDDER'S CHECK LIST**

**BIDS MAY NOT BE CONSIDERED** if the following documents and/or attachments are not completely filled out and submitted with your bid.

**Before sending in your bid, please make sure you have completed all of the following:**

\_\_\_\_\_ Enclose two (2) sets of the Bid form (one marked original and one copy), including all handwritten sections. Please make and retain a separate copy of this bid package for your records.

\_\_\_\_\_ Bid Form, must be complete and have a manual signature (original signature) preferably signed in blue ink.

\_\_\_\_\_ Bid Bond must be included.

\_\_\_\_\_ Return bid in an envelope with the bid number and name of bid printed on the front of the envelope. If Fed-Ex or UPS, please keep bid in a separate sealed envelope when placing it in their packaging.

\_\_\_\_\_ Acknowledge in the bid any and all addendums issued and manually sign each addendum sheet and submit it with your bid.

\_\_\_\_\_ Erasures or other descriptive literature, brochures and/or data must be initialed by the person signing the bid.

\_\_\_\_\_ **PLEASE INITIAL**