

BIDDER REGISTRATION FORM
**INSTALLATION AND STARTUP OF NEW ADMINISTRATION BUILDING
DOMESTIC WATER PRESSURE BOOSTER PUMP SYSTEM**

PART 1 - GENERAL

1.1 DESCRIPTION

- A. The Hazleton City Authority – Water Department (hereafter designated as “Owner”) has elected to utilize electronic copies (web based) of contract documents, no paper copies will be provided. The goal of selecting this process is to attain efficiencies and cost savings as well as providing bid documents online at no cost. All Q&A’s shall be via email. Sealed hard copy paper bids shall be submitted prior to the advertised meeting date and time. Bids received after advertised due date and time will not be accepted. Electronic bid submission via email will be accepted.

1.2 SEALED BID CONFIDENTIALITY

- A. The confidentiality of the sealed bid process is key to the Owner’s selection of this bidding process. At no time before Bid Opening shall a bidder see or share their bid. A non-collusion statement will be required with all bids.
- B. **Confidentiality of Identity** – Questions shall be asked and answered through email only. Bidder identity shall not be disclosed to other bidders unless the Owner elects to do so. Telephone questions will not be accepted.

1.3 CONTRACT DOCUMENTS

- A. All documents SHALL be downloaded as provided by HCA. Bidders shall be responsible for all items and costs related to document reproduction. Documents may be electronically sent to bidder’s suppliers and sub-contractors.
- B. Bidder and/or vendor shall only be added to the list of acceptable bidders for this solicitation upon receipt by HCA of this executed document.

1.4 GENERAL BID PROCESS

- A. Questions may be submitted via Email, only registered Bidders shall be provided answers to all questions that have been asked and answered to date related to this solicitation. Repeat questions will not be answered. All replies to questions shall be held as replied and as a general addendum to scope of work. Bidders shall be responsible review all addenda and question replies.
- B. Bids may be submitted and updated anytime up to the bid due date and time. Bidders shall be responsible for familiarizing themselves with the bidding process.
- C. The bid form may be broken down into specific line items but is intended to incorporate all requirements of all contract documents. Bidders shall account for all work as required in the line items if provided. All proposals must be completely turn-key, design build, total, complete and include all work required for a fully functional facility at completion.
- D. Bidders shall be responsible to field verify complete scope of work and shall be responsible to completely asses each projects scope total of work for a complete and operational final project. See Contract Documents for additional information and requirements.

1.5 AWARD PROCESS

- A. The award of any contract shall be made subject to compliance with the Contract documents, HCA obtaining the necessary moneys to do the work, and execution by the Contractor/Owner in a lawful manner. The contract to be executed by the successful bidder will provide that it shall not become effective until the necessary moneys to do the work have been provided by the Owner.

The final award may be further be subjected to the securing of necessary State, Federal or Local permits and funding governing the work.

- B. Bidders are required to comply with the requirements of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et.seq.).
- C. The U.S Department of Labor Prevailing Minimum Wage Determination and/or federal Davis Bacon Wages are included as part of the Contract Documents for this project and shall govern all work under this Contract. The Hazleton City Authority - Water Department is an Equal Employment Opportunity Employer. Bidders on all work will be required to comply with all requirements of the Pennsylvania Human Relations Act No. 222.
- D. Upon request of Owner, bidders may need to submit selected additional documents in original form and with original signatures to the agency within 3 business days. Documents such as executed contracts, non-collusion affidavits, DBE/WBE, American Steel Compliance and detailed financial information, paper bid bond, etc. will be required prior to final award.

1.6 ELECTRONIC DATA

- A. Unless otherwise stated in the Supplementary Conditions, the data furnished by Owner or Engineer to Contractor, or by Contractor to Owner or Engineer, that may be relied upon are limited to the printed copies to scale (also known as hard copies). Files in electronic media format of text, data, graphics, or other types are furnished only for the convenience of the receiving party. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. If there is a discrepancy between the electronic files and the hard copies, the hard copies shall govern. Bidder's/Contractor's shall be responsible to field verify all existing conditions prior to bid as necessary.
- B. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 5 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 5-day acceptance period will be corrected by the transferring party.
- C. When transferring documents in electronic media format, the transferring party makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by the data's creator.
- D. Bidders shall be responsible to field verify all data indicated and shall be responsible to complete asses each projects scope of work.

**ACKNOWLEDGED AND ACCEPTED BY:
(This document must be executed by each bidder and email returned to HCA)**

Company: _____

Signature: _____

Mailing Address: _____

Telephone/Fax: _____

Email Address _____

Contact Name _____