

SECTION 00100INFORMATION FOR BIDDERS

TOWN OF EASTON
EASTON, MARYLAND

Sealed proposals for the TALBOT COMMERCE PARK PROJECT will be received by the Town of Easton, 14 South Harrison Street, Easton, Maryland 21601, until 2:00 pm, September 29, 2015, and then publicly opened and read aloud.

A prebid meeting will be held at 2:00 p.m., Tuesday, September 15, 2015, at the Town Office at 14 South Harrison Street, Easton, Maryland. Attendance by prospective bidders is strongly encouraged but not required.

All proposals must be submitted upon the attached form, must give the price in figures for each item of the proposed work and must be signed by the bidder with his name and address. Each proposal must be enclosed in a sealed envelope marked, "TALBOT COMMERCE PARK PROPOSAL".

Proposals made on any other than the attached form will not be considered. Changes in the phraseology of the proposal, additions, or limiting provisions will render the proposal informal and may cause its rejection.

The right is hereby reserved to reject any or all proposals and to waive informalities as the interest of the Owner may require. No bidder may withdraw his bid within 60 days after the opening thereof.

The successful bidder will be required to be bonded to the Owner for a sum equal to 100% of the amount of his proposal according to the form of bond hereto attached.

Each proposal must be accompanied by a certified check or bid bond in the amount of 5% of the proposal, payable to the Town of Easton and unless so accompanied, will not be considered. The check or bid bond of the bidder to whom the contract is awarded will be forfeited to the Owner as liquidated damages in case the contract and performance bond are not executed within 10 days after receiving the contract for execution.

Each proposal must be accompanied by a listing of sub-contractors (if any) to be used for completion of the work.

Each proposal must be accompanied by the fully executed Affidavits 1 and 2, which certify that there has been no collusion in the preparation of the proposal and that no officer of the Town of Easton or the Easton Utilities Commission has or will receive a benefit monetary or material consideration from the profits of the proposed contract

If the bidder to whom an award is made shall fail to execute the contract and bond hereto attached, and as herein provided, the award may be annulled and the contract awarded to the second bidder meeting the Town's award criteria, and such bidder shall fulfill every stipulation embraced herein,

as if he were the original party to whom the award was made; or the Owner may reject all of the bids, as its interest may require.

The Owner will hold as many of the checks submitted with the proposals as it may deem advisable, until the execution and delivery of the contract and bond, whereupon they shall be returned. All other checks will be returned as soon as award is made.

Bidders must examine the drawings and specifications carefully, and must make a personal examination of the location and the nature of the proposed work. In case doubt shall arise as to the meaning or intent of anything shown on the drawings or comprised in the specifications, inquiry should be made of the Engineer before the proposal is submitted. The submission of a proposal shall indicate that the bidder thoroughly understands the drawings and the terms of the specifications.

To better insure fair competition and to permit a determination of the lowest bidder, unresponsive bids, or bids obviously unbalanced, may be rejected by the Owner.

Bidders are especially requested to fill out the "Total Price" column and total their proposals, so that the result of the bidder, barring possible arithmetical errors, will be at once known. Any errors in computation will be corrected by the Engineer when the proposals are canvassed; in case of discrepancy between unit prices and their extensions, the unit prices shall govern.

The quantities given under the various items of the proposal are approximate only and subject to increase or decrease as provided in the contract, without changing the unit prices to be paid for the work.

The Bidder shall submit with his Proposal, a list of proposed substitutions and the proposed monetary changes associated therewith to the Town on the standard form provided in the Proposal Form. Substitutions will not be considered after award except as stated herein.

Bidders shall submit with their proposal a list of their current contracts and contracts completed within the past three years. The name of the project, the owner, the amount of the contract and the type of work (e.g. utility construction, highway construction, building construction) shall be listed.

Bidders must be prepared to complete the work within 150 days, as stated in the Special Conditions. The completion date named in the Notice to Proceed is the date that all work under the contract, including cleaning up, shall be completed.

The Town of Easton observes a five-day work week and the following holidays: New Year's Day, Martin Luther King's Birthday, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

The Contractor will not be permitted to work on the above-mentioned holidays or Saturdays and Sundays unless otherwise authorized by the Engineer in writing.

The normal number of working hours per day on this contract will not be restricted except that the Contractor shall advise the Town a minimum of 48 hours in advance of any work beyond 8 hours per day.

In case of an emergency which may require that work be done on Saturdays, Sundays, holidays or longer than eight hours per day, the Contractor shall request permission of the Engineer to do so, if, in the opinion of the Contractor to work such hours as may be necessary. Also, if in the opinion of the

Engineer a bona fide emergency exists, he may direct the Contractor to work such hours as may be necessary whether the Contractor requests permission to do so or not.

The Contractor, in performing the work furnished by this contract or furnishing the services provided herein, shall not discriminate against any person seeking employment with or employed by him because of race, creed, color or national origin.

DEPARTMENT OF LABOR AND INDUSTRY -
SAFETY REQUIREMENTS GENERAL ORDER - CONSTRUCTION

Under provisions contained in the Maryland Occupational Safety Law, Article 89, Sections 28-48, Annotated Code of Maryland, 1957b Edition, the employer shall furnish and maintain employment and a place of employment which shall be reasonably safe for employees. To this end, the Department of Labor and Industry has adopted the American Standard Safety Code for Building Construction, A10.2-1944 which contains minimum standards having a full force and effect of law, and provides for criminal penalties, fines and imprisonment for failure to comply. These standards must be observed and maintained throughout the entire construction project. This General Order shall remain effective as construction progresses and until such time as this project is completed.

US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT CONTRACT PROVISIONS

Contractor shall comply with all requirements and contract provisions for the project which is funded through the US department of Housing and Urban Development. Refer to Appendix A.

MARYLAND COMMUNITY BLOCK GRANT CONTRACT PROVISIONS

Contractor shall comply with all requirements and contract provisions for the project which is funded through the Maryland Community Block Grant. Refer to Appendix B.

END OF SECTION