



EQUIPMENT RENTAL PROPOSAL AND CONTRACT (WHEN EXECUTED) (INSTRUCTIONS ON PAGE 5)

(THIS PROPOSAL INCLUDES INSTRUCTIONS TO BIDDERS)

A. DEPOSIT OF PROPOSALS.

All envelopes containing Bid proposals shall be clearly marked "Bid Proposal for Equipment Leasing Opening of April 3, 2017 (DATE)." ."

DRUMORE TOWNSHIP MUNICIPALITY (NAME & TYPE)

Sealed Proposals will be received on or before 12:30 P.M., on the above Date. TIME

SHARON ROTH SECRETARY 1675 FURNISS RD

ADDRESS DRUMORE, PA 17518-9768 ADDRESS

Proposals will be opened and read at approximately 1:00 P.M., on the above Date. TIME

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

B. NAME OF CONTRACTOR (To be completed by the bidder.)

Proposal of (NAME OF CONTRACTOR) (ADDRESS)

C. SPECIFICATIONS. ( To be completed by the MUNICIPALITY before proposals are distributed.)

The contractor hereby proposes and agrees.

- 1. To provide on a rental basis equipment described in the attached Schedule of Equipment on an as needed basis, where directed, within the geographic area described in the Schedule of Equipment for a period beginning Award Date, and ending on 1 Year from Award.
2. To maintain this equipment in good mechanical and operating condition and to make all repairs and / or replacements at the CONTRACTORS expense.
3. The equipment described in the Schedule of Equipment shall be provided to the MUNICIPALITY upon three (3) days oral notice for all its operations, except snow removal operations, for which purpose the equipment will be provided with two (2) hours notice of oral notification.
4. To furnish all fuel, anti-freeze, operator(s) and necessary operating attachments.
5. The CONTRACTOR shall permit the MUNICIPALITY to review all records relating to labor and equipment utilized under the terms of this agreement.
6. The CONTRACTOR shall provide adequate insurance coverage in the form of Property Damage and Bodily Injury Insurance. If required by the MUNICIPALITY, evidence of such coverage, in the form of a certificate of a qualified insurance company, must be provided when the CONTRACTOR is notified by MUNICIPALITY that his bid has been accepted.
7. The CONTRACTOR is responsible for all costs incurred in the delivery and return of the equipment.
8. When accepted by the MUNICIPALITY, this proposal will constitute a contract binding on the CONTRACTOR, their executors, administrators, successors or assignees.
9. Accompanying this proposal is a certified check or bid bond payable to the MUNICIPALITY in the amount of, as a proposal guarantee which, it is understood, will be forfeited in the event the CONTRACTOR is awarded the contract and fails to provide the necessary performance bond, as required in Paragraph 10.

10. The successful bidder shall, within 15 days of the award of the contract, submit a guarantee of performance of the terms of the contract in the form of a bond or certified check payable to the MUNICIPALITY in the amount of one hundred % . A Performance Bond shall be on the attached form (MS-970) or its equivalent. If a certified check is submitted, it will be forfeited to the MUNICIPALITY to cover any added costs to the MUNICIPALITY in the event it determines by written notice to the CONTRACTOR that any equipment was not available when needed or that its performance was unsatisfactory.

**D. CERTIFICATION. (To be completed by the bidder.)**

1. The only person(s) having an interest in this proposal, including owners of equipment leased by the CONTRACTOR is (are).

\_\_\_\_\_  
(NAME) (ADDRESS)

\_\_\_\_\_  
(NAME) (ADDRESS)

\_\_\_\_\_  
(NAME) (ADDRESS)

- 2. None of the above persons are employees of the MUNICIPALITY.
- 3. The CONTRACTOR has provided Workmen's Compensation Insurance for the operators of this equipment to be provided under the terms of this contract. (Where required by Law.)
- 4. The CONTRACTOR will comply with all the 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.
- 5. All equipment bid on is of a size and/or capacity at least as great as indicated in Col. C of the Schedule of Equipment.

**WITNESSED OR ATTESTED BY:**

\_\_\_\_\_  
TITLE:

(SEAL)

\_\_\_\_\_  
OWNER  
BY: \_\_\_\_\_  
TITLE:

(SEAL)

**E. ACCEPTANCE. (To be completed by appropriate Municipal Officers only in the event the above proposal is accepted.)**

ACCEPTED ON \_\_\_\_\_  
(DATE)

**ATTESTED BY:**

\_\_\_\_\_  
TITLE: Secretary

(SEAL)

\_\_\_\_\_  
BY: \_\_\_\_\_  
TITLE: Chair

\_\_\_\_\_  
TITLE: Vice Chair

## SCHEDULE OF EQUIPMENT

A. TO BE FILLED IN BY THE MUNICIPALITY BEFORE PROPOSALS ARE DISTRIBUTED.			B. TO BE FILLED IN BY BIDDER			
BID ITEM	C. DESCRIPTION OF EQUIPMENT INCLUDING SIZE AND / OR CAPACITY	D. ESTIMATED HOURS OF USE	E. MODEL OR SERIES ID	F. YEAR MFG.	G. HOURLY RATE BID	H. ESTIMATED TOTAL
1.	8' Paver w/Operator and Screedman	30				
2.	10-12 Ton Vibratory Roller w/Operator	40				
3.	3-5 Ton Vibratory Roller w/Operator	40				
4.	2100 Gallon Water Truck w/Driver	40				
5.	Each Laborer	40				
6.	Self Propelled Oil Distributor	30				
7.	18" Milling Machine w/Operator	20				
8.	48" Milling Machine w/Load Conveyer and Operator	40				
9.	8' Self Propelled Road Widener w/Operator	20				
10.	Each Tri Axle Dump Truck w/Driver (23 Ton Min.)	40				
11.	8' Self Propelled Road Widener w/o Operator	20				
12.	84" Smooth Drum Dirt Roller w/o Operator	20				
13.	-Bidder Must Bid on All Items to be Considered Complete					
14.	-Bidder Must Complete Public Works Employment Verification					
15.	-Bidder Must Provide PennDOT Pre Qualification Certificate					

I certify that the equipment described above will be made available to the MUNICIPALITY and meet all terms described in the agreement to which this schedule is attached.

( SIGN )

CONTRACTOR

**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

**BY:** \_\_\_\_\_  
TITLE:

## INSTRUCTIONS TO BIDDERS

**1. Proposal. (Pages 1 & 2).**

- (a) Complete all items in Sections B and D.
- (b) Two (2) copies of Part D must be executed by the bidder.

**2. Schedule of Equipment. (Page 3).**

- (a) Complete items B and E through H.
- (b) Bidders may bid on one or more items of equipment described on the Schedule of Equipment. Low bids will be determined on each item, unless otherwise specified on the Schedule of Equipment.
- (c) An hourly rate must be listed in Column G for each item of equipment the bidder wishes to bid on.
- (d) Sizes and capacities listed are minimums. Larger equipment may be provided.
- (e) Two (2) copies of the Schedule of Equipment must be signed by the bidder.

**NOTE: ONLY TYPEWRITTEN OR LEGIBLY PRINTED BIDS WILL BE ACCEPTED.**

## INSTRUCTIONS TO MUNICIPALITY

**1. Proposal. (Pages 1 & 2).**

- (a) Sections A and C must be completed by the MUNICIPALITY before proposals are distributed; (Section E is completed by the MUNICIPALITY only on the successful bidder's proposal at time of award.)
- (b) In Section A, there should be at least a 15 minute interval between the deadline for receiving proposals and the time for opening them.
- (c) In section C, Items 9 and 10, the amounts of the bonds must comply with Chapter 449, Section 449.7(c) of PennDOT Regulation (formerly Chapter 8).

**2. Schedule of Equipment. (Page 3).**

- (a) Items A, C and D must be completed by the MUNICIPALITY before the proposals are distributed.
- (b) If two or more items of equipment are to be awarded as a single unit, this fact must be clearly indicated on the Schedule of Equipment.



COMMONWEALTH OF PENNSYLVANIA

**PUBLIC WORKS EMPLOYMENT VERIFICATION FORM**

Date \_\_\_\_\_

Business or Organization Name (Employer) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contractor

Contracting Public Body \_\_\_\_\_

Contract/Project No \_\_\_\_\_

Project Description \_\_\_\_\_

Project Location \_\_\_\_\_

As a contractor/subcontractor for the above referenced public works contract, I hereby affirm that as of the above date, our company is in compliance with the Public Works Employment Verification Act ('the Act') through utilization of the federal E-Verify Program (EVP) operated by the United States Department of Homeland Security. To the best of my/our knowledge, all employees hired post January 1, 2013 are authorized to work in the United States.

It is also agreed to that all public works contractors/subcontractors will utilize the federal EVP to verify the employment eligibility of each new hire within five (5) business days of the employee start date throughout the duration of the public works contract. Documentation confirming the use of the federal EVP upon each new hire shall be maintained in the event of an investigation or audit.

I, \_\_\_\_\_, authorized representative of the company above, attest that the information contained in this verification form is true and correct and understand that the submission of false or misleading information in connection with the above verification shall be subject to sanctions provided by law.

\_\_\_\_\_  
Authorized Representative Signature

# **PennDOT PREQUALIFICATION FOR CONTRACTORS**

Instructions for Prequalification, Renewal, and Additional Code Applications as well as Provisional Prequalification and Conditional Prequalification

*Note:*

- All Prequalified Contractors (Prime or Sub) are required to be a registered Business Partner with PennDOT.
  - All Prequalified Contractors (Prime or Sub) are required to renew every 2 years based on their Alpha prefix (A thru K even year e.g. 2008)  
(L thru Z odd year e.g. 2009)
  - Certificates are available in ECMS to be downloaded for Prequalified Registered Business Partners. An electronic renewal notification is sent 3 months prior to a contractor's expiration date. It is the contractor's responsibility to maintain their certificate, prequalification status, and submit renewal forms in a timely manner to avoid possible expiration of prequalification. Prequalification and Renewal applications generally take 4 to 6 weeks to process barring errors or omissions in the application.
1. Access the PennDOT website at the following address:  
<http://www.dot14.state.pa.us/ECMS>  
The ECMS (Engineering and Construction Management System) screen will appear.
  2. One of the Contractor's Officers can print the Certificate by filling in the ECMS User ID number and Password.
  3. Click on **Business Partner** located on Menu Bar  
Then **Contractors**
  4. Click on **Current Certificate** Link
  5. Print using icon located on the tool bar provided with ECMS

Note: Prequalification applications are processed by the Bureau of Construction Materials  
Business Partner applications are processed by the Bureau of Design

**I. Prequalification and Prequalification Renewal** with the Department of Transportation application forms (CS-4300) will need to be downloaded from the internet. This is a read only format.

1. Access the PennDOT website at the following address:  
<http://www.dot14.state.pa.us/ECMS>  
The ECMS (Engineering and Construction Management System) screen will appear.
2. Click where indicated to enter ECMS as a guest.
3. Click on **Business Partner** located on Menu Bar.
4. Click on **Contractors**.
5. The templates for the following forms appear on the right side of the screen.
  - Additional Code Request
  - Line of Credit Form
  - New Prequalification Application – Prime

- [New Prequalification Application – Subcontractor](#)
- [Prequalification Renewal – Prime](#)
- [Prequalification Renewal – Subcontractor](#)

**II. Additional Codes Request** may be submitted at any time, requests will be processed separately from renewal applications.

**III. Provisional and Conditional Prequalification** are specialized programs that are only available to Prequalified-Qualified prime contractors and subcontractors for the purposes of gaining work experience towards the assignment of additional classification codes. Requests are evaluated on a case-by-case basis. Please call 717-787-3733 or 717-787-7032 for more information.

The Line of Credit Form is now available as a separate link on our website and will no longer be mailed with expiration notices.

FYI – the Prequalification Regulations and the Contractor Responsibility Directive may be accessed at the following sites:

[Chapter 457 Regulation, Prequalification of Bidders](#)

[Contractor Responsibility Program](#)

To complete the Prequalification process, mail the application to the Prequalification Office below:

**BUREAU OF CONSTRUCTION & MATERIALS  
PREQUALIFICATION OFFICE  
ATTN: LATOYA LEWIS  
400 NORTH STREET 7<sup>TH</sup> FL.  
HARRISBURG, PA 17120-0094**

**Note for any new prequalification application or additional code request: The leading reason for application denial, besides lack of experience, is limited or no response to our reference letters. We must verify experience and cannot make a determination without sufficient and detailed response from your stated work experience references.**