

ATTACHMENT I. BID SUBMISSION FORMS

- Contractor Information Form
- Statement of Bidder Qualifications
- Bid Proposal Form
- Itemized Bid Form
- Summary Bid Forms
- Bid Bond
- Certificate of Non-Segregated Facilities
- Non-Collusion Affidavit
- Non-Discrimination & Equal Opportunity Policy
- Sexual Harassment Policy

CONTRACTOR INFORMATION FORM

NAME OF FIRM _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

AUTHORIZED SIGNATURE _____

TYPED NAME AND TITLE _____

PHONE NO. _____ FAX _____

EMAIL _____

EMERGENCY (24-HOUR) PHONE NO. _____

U.S. TREASURY EMPLOYER'S IDENTIFICATION NO. _____

SUBCONTRACTORS (NAME/TASK)? [LIST, IF APPLICABLE (MUST BE APPROVED BY TWP.):

NOTE: Firms must use their FULL LEGAL name. Generally, a corporation's name must end with a suffix indicating the corporate statue of that business (i.e., Inc., Co., Corp., etc.). Trade names may be indicated by individuals or corporations with the individual or corporation name followed by "t/a" (trading as) or "d/b/a" (doing business as), respectively. Failure to use your FULL LEGAL name may be cause for rejection of the bid.

STATEMENT OF BIDDER QUALIFICATIONS

All questions must be answered in a clear and comprehensive manner. If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information he/she desires that is project specific.

1. General character of work performed by your company. List any specialty work.

2. List your major equipment available for this contract.

3. State your experience in construction work similar to this project. Specifically, do you have experience working on trails and in recreational facilities? Do you have experienced carpenters on staff that have built boardwalks? If yes, please list a few projects.

4. Background and experience of the principal members of your organization, including the project manager.

5. List two references, with contact information, from comparable projects.

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by Dingman Township in verification of the recitals comprising this statement of Bidder's Qualifications.

Name of Company _____

By: _____

Date: _____

Title: _____

BID PROPOSAL

The undersigned, having familiarized themselves with the existing conditions at Dingman Park that may impact the cost of the work and with the Contract Documents (including the Construction Drawings, the Project Manual, Addenda (if any), the Invitation to Bidders, the Instructions to Bidders, the Attachments and the Technical Specifications), hereby proposes to furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment, and services, including water, utility and transportation services, and other facilities and services necessary to perform and complete all work depicted in the Plans and Specifications for the **Dingman Township Park – Loop Trail Project** and all incidental work in strict accordance with the Contract Documents within 2 months from the issuance of the Notice to Proceed, for the

BASE BID PRICE OF (\$ _____)
_____ **Dollars**

1. In submitting this bid, the Bidder understands that Dingman Township reserves the right to reject any or all bids or to waive any informality in the bidding. If written notice of the acceptance of this Bid is mailed or delivered to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this Bid is withdrawn, the undersigned agrees to execute and deliver the Contract Agreement in the form prescribed by Dingman Township, within 10 days. The Bidder understands that they must furnish Workers Compensation Insurance, the required Public Liability Insurance, the required Builders Risk/All Risk Insurance (if applicable), the required Performance Bond within ten (10) days after the Agreement is presented to him/her for signature.

2. Attached hereto are the following forms:
 - a. Contractor Information Form
 - b. Statement of Bidder Qualifications
 - c. Itemized Bid Form
 - d. Summary Bid Form
 - e. Bid Bond (10%) - Security in the sum of _____ dollars (\$ _____), in the form of a _____.
 - f. Certificate of Non Segregated Facilities
 - g. Non-Collusion Affidavit
 - h. Non-Discrimination and Equal Opportunity Policy
 - i. Sexual Harassment Policy

3. The undersigned represents that he is in receipt of the following number of Addenda (if no Addenda have been issued, insert the word “none” in the following space):
Addenda # _____
Addenda # _____
Addenda # _____
Addenda # _____

ITEMIZED BID FORM
DINGMAN TOWNSHIP PARK "LOOP TRAIL PROJECT"

BASE BID:

CORRIDOR PREPARATION \$ _____
(see detail 2/C-3) Clear vegetation; 8' width/height

EXCAVATION (see detail 3/C-3) \$ _____
6" depth; remove lawn; 8' wide corridor

RENO MATTRESS: \$ _____
(see detail 2/C-2) Assume 2 mattresses

STONE DUST TRAIL (see detail 3/C-3) \$ _____
Installation of 2A modified base, TSA trail tread;
Lawn restoration (topsoil & seed)

WOODLAND TRAIL / NO BASE:* \$ _____
(see detail 2/C-3) Installation of hammer-mill wood
chips (Assume 200 CY) over existing ground;

WOODLAND TRAIL with BASE:* \$ _____
(see detail 2/C-3) Installation of hammer-mill wood
chips (assume 75 CY) over asphalt millings

CONSTRUCTION SAFETY FENCING: \$ _____
(see detail 4/C-3) Installed around wetlands, as
specified, and to secure work area

* Hammer-mill Wood Chips - Unit Price for Installation = \$_____ per CY

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

SUMMARY BID FORM

I. BASE BID (Total from Itemized Bid Form); *Insert Amount in Words & Numbers*)

\$ _____

II. ADD/ALT #1 (Total from Itemized Bid Form); *Insert Amount in Words & Numbers*)

\$ _____

III. ADD/ALT #2 (Total from Itemized Bid Form); *Insert Amount in Words & Numbers*)

\$ _____

THE BIDDER AFFIRMS AND DECLARES:

1. That the Bidder is of lawful age and that no other person, firm, corporation, or joint venture has any interest in this Bid or in the Contract proposed to be entered into.
2. That this Bid is made without any understanding, agreement or connection with any other person, firm, corporation, or joint venture making a Bid for the same purposes, and is in all respects fair and without collusion or fraud.
3. That the Bidder has carefully examined the site of the work, and that from his own investigations, he has satisfied himself as to the nature and location of the work, the character, quality, and quantity of materials and the kind and extent of equipment and other facilities needed for the performance of the work, the general and local conditions and all difficulties to be encountered, and all other items which may, in all ways, affect the work or its performance.

4. The undersigned, as Bidder, also declares that he has carefully examined and fully understands all the component parts of the Contract Documents and agrees that he will execute the Contract and completely perform the work in strict accordance with the terms of the Contract and the Contract Documents therein referred to.

EXCEPTIONS:

All exceptions taken to the specifications contained in this document must be clearly indicated in the space provided in the space below. Unless noted as an exception, the bidder will be held responsible for providing each component or standard called for in the construction documents.

Dingman Township retains the exclusive right to approve or reject any exception taken to the specifications contained in this bid. It is hereby agreed that if this bid is rejected due to an exception taken to a specification by the bidder, the rejection of the bid will be final and no further action may be taken.

Do you claim any exception to any specifications in this Bid? _____

COMPANY NAME

AUTHORIZED SIGNATURE

TELEPHONE NUMBER

E-MAIL ADDRESS

BID BOND (10%)

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned _____
as PRINCIPAL, and _____ as SURETY are held and firmly
bound unto Dingman Township, hereinafter called "Dingman", in the penal sum of
_____ Dollars (\$_____) lawful money of the United States, for the
payment of which sum well and truly to be made, we bind ourselves, our heirs, executors,
administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted
the accompany bid, dated _____, 2017,
for _____.

NOW, THEREFORE, if the Principal shall not withdraw said Bid within thirty (30) days after the
said opening, and shall within the period specified therefore, or if no period be specified, then
within ten (10) days after the prescribed forms are presented to him for signature, enter into a
written Contract with Dingman in accordance with the Bid accepted, and give bond with good and
sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment
of such Contract; or in the event of the withdrawal of said Bid within the period specified, or in the
failure to enter in to such Contract and give such bond within the time specified, if the Principal
shall pay Dingman may procure the required work or supplies or both, if the latter be in excess of
the former, then the above obligation shall be void and of no effect, otherwise to remain in full
force and virtue.

IN WITNESS WHEREOF, the above-bounded parties have executed this instrument under their
several seals this _____ day of _____, 2017, the name and corporate seal of each
corporate party being hereto affixed and these presents signed by its undersigned representative,
pursuant to authority of its governing body.

INDIVIDUAL OR PARTNERSHIP PRINCIPALS

_____ (SEAL)

_____ (SEAL)

In the presence of: _____ (SEAL)

_____ (SEAL)

CORPORATE PRINCIPAL

ATTEST: _____

_____ (SEAL)

SURETY

ATTEST: _____

_____ (SEAL)

Countersigned:

By: _____

Attorney-in-Fact,
State of _____

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the Secretary of the Corporation named as
Principal in the within bond; that _____

_____, who signed the said bond on behalf of the Principal was
then _____ of said Corporation; that I know his signature, and his

signature thereto is genuine; and that said bond was duly signed, sealed and attested to for
and in behalf of said corporation by authority of his governing body.

Title: _____

(CORPORATE SEAL)

CERTIFICATE OF NON-SEGREGATED FACILITIES

We, _____ (Company)

Certify that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services at any location, under our control, where segregated facilities are maintained. We understand and agree that breach of this certification is a violation of Equal Opportunity clause required by Executive Order 11246, amended.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom or otherwise.

We further agree that (except where we have obtained identical certifications from proposed Subcontractors for specific time periods) we will obtain identical certifications from proposed Subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that we will retain such certification in our files; and that we will forward the following notice to such proposed Subcontractors (except where the proposed Subcontractors have submitted identical certifications for specific time periods).

NOTICE TO PROSPECTIVE SUBBUILDERS OF REQUIREMENT FOR CERTIFICATION OF NON-SEGREGATED FACILITIES. A certification of Non-segregated facilities as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted from the provisions either for each subcontract or for all subcontracts during a period (i.e. quarterly, semi-annually, or annually).

NOTE: Whoever knowingly and willfully makes any false, fictitious or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

(Name of Company)

By: _____

Date: _____

Title: _____

NONDISCRIMINATION & EQUAL OPPORTUNITY POLICY

Nondiscrimination and equal opportunity are the policy of the Commonwealth and Dingman Township in all its decisions program, and activities. The purpose is to achieve the aims of the United States and Pennsylvania Constitutions. Executive Order 1972-1, the Pennsylvania Human Relations Act, Act of October 27, 1955, (P.L. 744), as amended, (43 P.S. § 951, *et. seq.*), and (43 P.S. § 153), by assuring that all persons are accorded equal employment opportunity without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.

During the term of this contract, the Contractor agrees as follows:

- (a) Contractor shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Contractor shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other *forms* of compensation; and selection *for* training. Contractor shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this nondiscrimination certification.
- (b) Contractor shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.
- (c) Contractor shall send each labor union or workers' representative with whom it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this nondiscrimination certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (d) It shall be no defense to a finding of noncompliance with this nondiscrimination certification that contractor has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the contractor was not on notice of the third-party discrimination or made a good faith effort to correct it; such factor shall be considered in mitigation in determining appropriate sanctions.
- (e) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that contractor will be unable to meet its obligations under this nondiscrimination certification, contractor shall then employ and fill vacancies through other nondiscriminatory employment procedures.

(f) Contractor shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of contractor's noncompliance with the nondiscrimination certification or with any such laws, this contract may be terminated or suspended, in whole or part, and contractor may be declared temporarily ineligible for Township contracts, and other sanctions may be imposed and remedies invoked.

(g) Contractor shall actively recruit minority and women subcontractors or subcontractors with substantial minority representation among their employees.

(h) Contractor shall include the provisions of this nondiscrimination certification in every subcontract, so that such provisions will be binding upon each subcontractor.

(i) Contractor's obligations under this clause are limited to the contractor's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE: _____

(NAME OF CONTRACTOR)

BY _____

TITLE _____

SEXUAL HARASSMENT POLICY

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature, when: (1) submission to the harassment is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the harassment is used as the basis for employment decisions affecting the individual; or (3) the harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

It is the policy of Dingman Township that all Township-owned and operated workplaces, including recreational facilities, are free from sexual harassment. Because of Dingman Township's strong disapproval of offensive or inappropriate sexual behavior at workplaces, any contractor hired by Dingman Township must also assure that all of their employees avoid any action or conduct which could be viewed as sexual harassment.

The Contractor and each subcontractor shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined. The Contractor shall include the provisions of this Sexual Harassment policy in every subcontract so that those provisions applicable to subcontractors will be binding upon each subcontractor. The Contractor must be willing and able to supply a copy of their written sexual harassment policy upon request to Dingman Township.

During the term of this contract, the Contractor agrees as follows sexual harassment policy:

DATE: _____

(NAME OF CONTRACTOR)

BY _____

TITLE _____