

**Bid Submission Form**  
**Mercer County**  
**Removal of old flooring/installation of new flooring CYS**

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INSTRUCTIONS TO BID

Mercer County is soliciting bids for the removal of the existing floor coverings at CYS and installation of new floating style flooring throughout the building as well as new cove base.

1. No oral interpretation will be made to any bidder as to the meaning of the bid documents or any part thereof. Every request for such interpretation shall be made in writing to Mercer County Facilities Manager Brian Gruber, 125 S. Diamond Street, Suite 19, Mercer, PA 16137 or to [bgruber@mercercountypa.gov](mailto:bgruber@mercercountypa.gov) by email.
2. Five copies of the Bid must be submitted in a sealed envelope, marked as “removal of old flooring/installation of new flooring CYS” and be received by the Mercer County Controller, 125 S. Diamond Street, Suite 2, Mercer, PA 16137 by 1:00 p.m. prevailing time on May 21, 2026. A bid is invalid if it has not been received in the Controller's Office prior to this time.
3. Bids must be firm for sixty (60) days following the opening of the bids at 3:00 p.m. on May 21, 2026, at a public meeting in the Mercer County Courthouse in the Assembly Room. It is anticipated that the bid may be awarded at 3:00 p.m. on June 4<sup>th</sup>, 2026, at the Commissioners’ Public Meeting in the Assembly Room of the Mercer County Courthouse.
4. Pre-Bid Meeting will take place at 8425 Sharon-Mercer Road., Mercer, PA 16137 on May 12, 2026, at 10:00 am, at which time questions will be answered concerning the Scope of Work and Bidding Requirements.
5. The successful bidder shall, within ten (10) days following notification of award, enter into a contract with the County of Mercer to provide the specified service(s). The Mercer County Board of Commissioners reserves the right to reject any and all bids, to waive any informality in the bids, and to award the bid, in the best interest of the County, to the lowest apparent responsible bidder. Determining the lowest responsible bidder is a matter for the sound discretion of the Mercer County Board of Commissioners.
6. All bid prices are to be less Federal, State, and Local taxes. The County shall provide a Sales Tax Exemption certificate to the successful bidder upon award of the bid.

7. Bidders desiring to submit bids on service(s) in substantial conformance to these specifications, but not meeting details of the specifications exactly, shall list the specified deviations in detail. Bidders should be aware that such a bid will be thoroughly evaluated. The County does not obligate itself to award the contract to such a bidder although its bid price may be lower than the lowest bid in conformance with these specifications. The County reserves the right to decide which bid most nearly meets the intent of these specifications.
8. Each bidder shall be requested to include complete descriptive literature with its bid proposal. Literature shall be clearly marked to identify the items the bidder proposes to furnish.
9. Bidder shall supply to the County proofs of insurance with regard to general liability, professional liability, workmen's compensation, and such other insurance as may from time to time be required, and in a form and an amount as may be approved by the County's Solicitor consistent with the needs of the County.
10. All bidders shall include a Bid Bond of not less than 5% of the total bid amount with a Non-Collusion Affidavit.
11. The successful bidder shall be required to obtain all permits associated with performance of work according to local municipal codes.
12. The successful bidder is not permitted to use Mercer County's name in any advertising without The Mercer County Board of Commissioners' prior written approval.
13. The successful bidder shall supply a Performance Bond and Labor and Materialmen's Bond.

## BID SPECIFICATIONS

Incomplete Bids will not be accepted.

- 1 Introduction & Company Profile:
  - a. Date firm was organized and number of employees.
  - b. Provide a list of individuals from your company who may be expected to provide services or have responsibility for management or overseeing services provided to the County under a contract awarded for this RFP. Included must be a resume or description of experience for key individuals.
- 2 Will you utilize subcontractors to complete this work? If so, please list the names and information for each subcontractor.
- 3 Provide total price as listed on Proposal Price Schedule. Price Schedule to be printed on light blue paper and placed on top of bid response.
- 4 Final project scope will be awarded at the discretion of the Mercer County Board of Commissioners.

## SCOPE OF WORK

Details to be itemized;

1. Remove and haul away existing floor covering (carpet/tile) throughout CYS building.
2. Remove and haul away existing cove base throughout CYS building.
3. Prep floor for installation of new floor covering,
  - a. Level any uneven floor areas,
  - b. Fix/replace any loose or missing floorboards where needed.
4. Use of Vinyl plank “floating flooring” dimensions 10mm thick x 8.03inch wide x 47.64inch long.
5. Install “floating flooring” throughout CYS building.
6. File room is NOT to be done in the scope of this project.
7. Install cove base throughout CYS building equivalent to what is in Visitation room.
8. Any and all furniture needing to be moved out and put back in an area, is the responsibility of contractor.
9. Cost of disposal of existing floor covering and cove base responsibility of contractor.
10. Phasing of project to be coordinated with CYS upper management for ease of disruption of daily work at CYS.

**PROPOSAL PRICE SCHEDULE**

(This form MUST be printed on Light Blue Paper)

**When submitting a bid, place the price schedule as the top page of the proposal package.**

**Tax Exempt Status:** Prices shown in the proposal shall exclude Federal, State and Local taxes.

**Cost Elements.** Total proposal price for the above-named project, as per these specifications:

\$\_\_\_\_\_ Total Price for completion of removal of old flooring and installation of new flooring at 8425 Sharon-Mercer Road., Mercer, PA 16137.

The undersigned, as Bidder, hereby declares that the total project costs as indicated above includes all necessary work to complete this project in full according to the general specifications contained in the RFP.

The undersigned further understands and agrees that if the County accepts the proposal, no additional funds will be allowed beyond the stated total project costs.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of person submitting proposal: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_