Bid Submission Form
Mercer County
Mold remediation in old maintenance shop at Courthouse

INSTRUCTIONS TO BID

Mercer County is soliciting bids for Mold remediation in the old maintenance shop of the Courthouse at 125 South Diamond Street, Mercer Pa 16137

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 South Diamond Street Suite 19, Mercer, PA 16137 or to bgruber@mercercountypa.gov by email.

2. Five copies of the Bid must be submitted in a sealed envelope, marked as "Mold Remediation of Old Maintenance Shop" and be received by the Mercer County Controller, 125 South Diamond Street Suite 2, Mercer, PA 16137 by 1:00 p.m. prevailing time on November 19, 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 November 19, 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 December 3, 2026, at a public meeting in the Mercer County Courthouse in the Assembly Room.

4. Pre-Bid Meeting will take place at 125 South Diamond Street, basement, Mercer, PA 16137 on November 10, 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. 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. 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.
   c. Will you utilize subcontractors to complete this work? If so, please list the names and information for each subcontractor.

2 Provide total price as listed on Proposed Price Schedule. Price Schedule to be printed on **light blue** paper and placed on top of bid response.

3 Final project scope will be awarded at the discretion of the Mercer County Board of Commissioners.

SCOPE OF WORK

1. Plastic wall off the old maintenance shop from the rest of the courthouse.
2. Remove existing drop ceiling above the upper decks of the area and discard same.
3. Secure existing lights on upper decks area from metal roofing above old drop ceiling.
4. Remove all wall material (plaster, insulation and any other material on walls) from north walls, east walls and west walls to the existing brick walls.
5. Remove all above material from premises and haul away. Cost of haul-away and disposal of material is on contractor.
6. Cover existing carpet floor in basement with a walkway to haul the removed wall material from the courthouse, thus protecting the existing carpet.
7. Test bared wall for any existing mold on it.
8. Treat and seal existing brick wall after plaster wall removed.
9. Paint brick wall white in color.

All testing and/or permits (if needed) to be taken care of by contractor awarded the bid.

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 Carpet and tile replacement EMA Building.

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: _____