INDIANA UNIVERSITY OF PENNSYLVANIA

Engineering & Construction Group

Engineering & Construction **Indiana University of Pennsylvania** **Robertshaw Building** **650 South 13th Street** **Indiana, Pennsylvania 15705-1085**	**REQUEST FOR QUOTATION** **(This is not an order)**	**RFQ No.: IUP-EC10-007** **Environmental Signage & Graphics for the Kovalchick Convention & Athletic Complex** **Issue Date: September 29, 2010** **Bid Opening Date: October 19, 2010** **2:00 p.m.**

Bidder Name: Address: Contact Person: Phone No.:	Buyer's Name: Ruth Succheralli Buyer's Signature: _____ Phone No: (724) 357-3243 E-mail : rmsucch@iup.edu

COMPLETE ALL ITEMS LISTED BELOW AND RETURN THIS FORM TO THE ENGINEERING & CONSTRUCTION OFFICE AT THE ABOVE ADDRESS ON OR BEFORE THE BID OPENING DATE

DESCRIPTION	AMOUNT
Indiana University of Pennsylvania (IUP) is seeking quotations to furnish and install environmental signage and graphics for the new Kovalchick Convention and Athletic Complex (KCAC) located at 711 Pratt Drive in Indiana, PA. **SPECIFICATIONS** Vendor to furnish all material, labor, equipment and supervision to provide complete environmental signage and graphics for the KCAC as per the attached specifications and drawings. Refer to the complete specification and drawing package to complete this bid. Package includes: • Spec Section 10400 Interior-Exterior Signage, 9 pages • Spec Section 10440 Specialty Signs, 3 pages • Construction Section 100405 Graphic/Drawing details, 41 pages • Interior Message Schedule, 23 pages • Exterior Message Schedule, 18 pages	
PRICE QUOTE: Material:	$ _____
Installation:	$ _____
Total Material & Installation:	$_____

DESCRIPTION	AMOUNT
NOTES	

Pre-Bid:
A **mandatory** Pre-bid meeting and site visit of the **Kovalchick Convention and Athletic Complex** will be conducted **on October 6, 2010.** Meeting to commence at 1:00 p.m. at the IUP Robershaw Building, Engineering & Construction Office, Room 1, 650 South 13th Street, Indiana, PA 15705.

Bids from Contractors who **do not** attend this pre-bid meeting & site visit will be disqualified.

Schedule:
- Mandatory Pre-Bid Meeting: October 6, 2010 at 1:00 p.m.
- Bid Response Due Date: October 20, 2010 at 2:00 p.m.
- Issue of Award: Anticipated by October 30, 2010
- Installation Completion and Acceptance: February 1, 2011

Insurance Terms:

The Contractor will provide Worker's Compensation Insurance sufficient under the laws of Pennsylvania to cover all Contractors employees. Commercial General Liability and Property Damage Liability must also be provided. Certificates of Insurance must be provided to the IUP Engineering & Construction Office, Robertshaw Building, 650 South 13th Street, Indiana, PA 15705.

Contractor will provide all safeguards and shall assume all risks in performing the work for which Contractor is legally responsible.

The Contractor agrees to hold harmless and indemnify the University from any liability for damage to persons or property arising out of its operations. In addition, Contractor will assume full responsibility for any damage or loss to premises of the University caused by negligence of the Contractor, its employees, servants or agents. Any damage of equipment caused by the negligence of the Contractor will be the responsibility of the Contractor to repair or replace. Replacement shall be of equal quality, type and style.

IUP will not be responsible for any damage to equipment or other items owned by the Contractor.

Labor Rates:
This project is subject to prevailing wage rates per the Pennsylvania Department of Labor & Industry, Bureau of Labor Law Compliance. Apply the attached Prevailing Wage Project Rates, Serial Number: 10-06459 into the bid as applicable.

Payment Terms:
Standard payment terms are Net 30 days, however progress payments will be considered upon mutual agreement between the University and the contractor. Payment requests for delivered and stored material can be made upon proof of delivery and storage.

IUP Contact Persons:
Questions regarding this Request for Quotation should be directed to Ruth Succheralli, IUP - Engineering & Construction, at (724) 357-3243 or email: rmsucch@iup.edu . Services will be coordinated with Patti Andritz, IUP-Engineering & Construction Office, at 724-549-1758, email: pandritz@iup.edu .

RFQ No. EC10-007

DESCRIPTION	AMOUNT
IUP reserves the right to reject any or all bids, to waive technical defects or any informality in bids, and to accept or reject any part of any bid if, in its judgment, the best interests of the University are thereby served. All tie bids will be broken by the Director of Engineering & Construction or a designee.	

ADDITIONAL INFORMATION REQUIRED FROM BIDDER	
Company Name: _____ Federal ID No.: _____ Contact Person: _____	Telephone No.: _____ Fax No.: _____ Email (optional): _____
Official Signature:	Official Title:
Date:	Date Shipment Can Be Made:
☐ Bidding as Specified	☐ Bidding Substitute – Literature enclosed
Check appropriate space. Business is at least 51%: _____ Minority Business Enterprise _____ Women Business Enterprise _____ Black Business Enterprise _____Majority Business Enterprise	

TERMS AND CONDITIONS OF BID

If a contract is entered into as a result of this bid, it will contain the provision shown in the attached Commonwealth Standard Terms and Conditions. Contractor must agree to **all** terms and conditions. Contractors must submit copies of their applicable terms & conditions and agreements with the bid. IUP reserves the right to delete or modify terms & conditions that do not conform to Pennsylvania Law as detailed in the Commonwealth Attorney's Act.

1. Attachments
   - General Conditions and Instructions to Bidders, Attachment - 3 pages
   - Commonwealth Standard Terms and Conditions, Attachment – 27 pages
     Contractors must agree to all terms and conditions to enter into contract with IUP.
2. Bid opening date/time is firm. NO EXCEPTIONS.
3. IUP will not accept an electronic or fax response to this Request for Quotation.
4. The Request for Quotation number must appear on the outside of the envelope.
5. This IUP Request for Quotation form must be used in order for your quotation to be considered. All sections must be completed for the bid to be considered as responsive.
6. Bid prices must be valid for sixty (60) days from bid opening.
7. All unit prices must be extended and a grand total calculated on the IUP bid form. Prices are to be quoted as tax exempt.
8. Prices must be quoted FOB Destination/Freight Prepaid.
9. Any changes made to your pricing either by erasure, white-out, or cross outs must be initialed and dated by individual completing the bid form.
10. A substitute item will only be considered if the following information is included with the bid:
    - Manufacturer's name and address
    - Complete specifications to include model number or product number and any manufacturer's literature available
    - Warranty information
    - IUP reserves the right to request a sample, if necessary
11. If the bid is not signed by the President, or designee of the company or corporation, it may be automatically disqualified.
12. Bidders are welcome to attend the public bid opening in the Engineering & Construction Office, Robertshaw Building, at the designated date and time. Vendors are required to wait a minimum of one (1) week after the bid opening date to contact the Engineering & Construction Office concerning results on this bid. The one-week period is necessary to complete the bid evaluation and awarding process.
13. Award will be made low total bid on all items or on an item by item basis, whichever is in the best interest of the University.