



230 South Sporting Hill Road, Mechanicsburg, PA 17050  
Phone 717-761-6211 Fax 717-761-7267  
Email [capcog@comcast.net](mailto:capcog@comcast.net) [www.capitalregioncog.org](http://www.capitalregioncog.org)

## **2020-21 GENERAL INSTRUCTIONS, CONDITIONS AND BID SPECIFICATIONS FOR CONSTRUCTION MATERIALS**

Please read the contract carefully. Failure to comply with any of the **mandatory requirements** shall result in the disqualification of the bid, which shall not thereafter be considered. **Execution and award of this contract shall proceed under terms as outlined below. Submittal of a proposal constitutes acceptance of these terms.**

1. **BID SUBMISSION DEADLINE DATE: Thursday ,January 30, 2020 at 10:00 AM** prevailing time at which time bids will be publicly opened and announced at 230 S Sporting Hill Road Mechanicsburg, PA 17050, Room 201.
2. All bids must be submitted to the CapCOG, 230 S Sporting Hill Road, Mechanicsburg, PA 17050, either by mail or in person, on the forms provided by the CapCOG, no later than the above due date and time.
3. All **bids** must be in a sealed envelope and marked **"DO NOT OPEN CONSTRUCTION MATERIALS BID"**
4. Bid Submissions must include the following documents:
  - **Bid Bond or Certified Check** - equal to 10% of the value of the contract
  - **An executed copy** of the "General Instructions, Conditions And Specifications Construction Materials"
  - **Vendor Contact Information Sheet**

### **Note – Bids must contain the correct documents to be eligible for consideration**

5. Bid prices for Construction Materials are based on the **total amounts of all participating municipalities/organizations. Bid prices must reflect the pick-up (FOB) and delivered prices.**
6. All bidders shall submit a unit price upon which the total extension amount shall be computed. In case of a discrepancy, the unit price will be considered the price. Proposals must conform to the requested bid parameters such as utilizing the specified unit pricing. (Bidders may submit alternate unit pricing provided that a direct conversion is included to allow for fair comparison between bidders.)
7. While CapCOG is supplying bid information for materials/services of the participating municipalities/organizations, which is included with all attached documentation, each municipality may specify the terms of delivery and start time. NOTE: It is the responsibility of the bidder to review these conditions and to include all such considerations into their price calculations.
8. Wherever in these submittal forms and specifications an article or material is defined by using a trade name and/or the name and catalog number of manufacturer or vendor, the term "or approved equal", if not inserted therewith, shall be implied. It is understood that any reference to a particular manufacturer's product, either by trade name or by limited description, has been made solely for the purpose of more clearly indicating the minimum standard of quality desired. The term "or approved equal" is defined as and means any other made equal in material, workmanship and service, and as efficient and economical in operation. An article meeting those or comparable conditions may be accepted.

9. Products herein specified must be delivered at prescribed locations in the manner requested. Authorized personnel in each municipality will do the ordering of products or in-place services. Billing should be sent directly to each municipality for payment. Payment shall be for a term not less than NET 30 days. All deliveries must be made in accordance with the specifications.
10. No contract may be assigned, sublet or transferred without written consent of CapCOG.
11. Bidders are hereby notified that CapCOG as well as its members are exempt from Federal Excise Tax and State Retail Tax. Prices quoted shall not include any Pennsylvania Sales Tax or Federal Excise Tax. Tax exemption certificates will be furnished upon request.
12. **City of Harrisburg.** Any bids for the City of Harrisburg must comply with the following two ordinances
  - a. **Mercantile License.** In compliance with Chapter 5-715 of the City of Harrisburg Codified Ordinances, persons, firms, companies and corporations engaging in business within the City of Harrisburg must obtain a Mercantile License. The successful BIDDER on this CONTRACT must obtain a Mercantile License for the CONTRACT year. For further information contact the Tax & Enforcement Office at (717) 255-6513.
  - b. **Delinquent Taxes.** It is the City of Harrisburg's intent in accordance with Section 2-307.6(b) of the Codified Ordinances to prohibit the execution and issuance of any purchase order or other CONTRACT to any person who is indebted to the City for any delinquent taxes or municipal claim individually or as a principal of an indebted corporation, partnership or association. Any such entity found indebted to the City in accordance with this article shall be deemed to be a non-responsible vendor and remain so until such debts including all penalties, interest and costs associated with same have been satisfied.
13. The bidders hereby agree to save harmless and fully indemnify the CapCOG and all its officers or agents from all damages, costs or expenses that may at any time be imposed or claimed from infringement of any patents rights by persons, association or corporation as a result of the use by the CapCOG, or any of its officers, agents or employees of article(s) supplied under this contract and of which the bidder is not the patentee, assignee or licensee.
14. **Bid Bonds** - Bidders must comply with all requirements for bonding as follows: Each bid proposal must be accompanied by a certified check, bank cashier's check or surety bid bond in favor of or payable to the CapCOG in the amount of not less than 10 percent of the bid price; in no event shall the check or bid bond be less than \$50, although 10% of the bid price would be a lesser figure than \$50. If a surety bid bond is utilized, it shall be mandatory that the bid bond specifically identify the bid and the date of the bid (which shall be on or before the date of the bid bond), which it accompanies.
15. **Bid Bonds** - It is mandatory that the power of attorney accompanying the bid evidences the authority of the person signing on behalf of the surety company to sign the bid bond. It shall further be mandatory that the bid bond itself be dated, as well as signed by the principal bidder and the surety company through its authorized representatives.
16. Amounts listed are estimates only and there is no guarantee that the participating municipalities/organizations will use the exact amounts indicated during the course of the contract period.
17. Materials herein mentioned, if not picked up, must be delivered to the specified locations as directed by the participating municipality. The authorized person in each municipality must do the ordering of the products. Each municipality will be invoiced separately for the product ordered. Billing addresses are included in the specifications.
18. The CapCOG solicitor, the CapCOG Executive Director, as well as the CapCOG Executive Committee may review the bid results and award the contract. The CapCOG Board of Delegates will ratify the bid at their earliest meeting date or subsequent meeting following the date of the bid letting.

19. All materials, equipment and/or supplies must conform to the current Federal and Commonwealth of Pennsylvania regulations.
20. Inspection of materials or in-place services performed is permitted by the representatives of the CapCOG member municipality. The municipality may reject all products or services not meeting specifications. If a vendor furnishes articles not meeting specifications and does not replace such article, or there is a failure to deliver any purchases/in-place services within a specified time, the municipality may purchase the same in the open market, deduct the expense, including any excess in price over that called for in the contract from the amount due the bidder from the CapCOG and its member municipalities/organizations.
21. The bidder warrants to the CapCOG the price in this bid is neither directly nor indirectly the result of any agreement with any other bidder.
22. CapCOG reserves the right to increase or decrease the quantity of the above materials/services in accordance with the requirements of its member municipalities/organizations.
23. CapCOG reserves the right to reject any and all bids, to waive non-mandatory technical defects and to accept or reject any part of any bid, if in its judgment the best interests of CapCOG members are thereby served. For FOB pick-ups, the CapCOG may consider travel time, distance, mileage costs, vehicle operation costs, man-hours spent and other municipal expenses in consideration for FOB pick-ups to determine the lowest, most responsible bidder.
24. **Withdrawal of Bids.** The withdrawal of any bid may not result in the awarding of the contract of another bid by the same bidder, his partner or a corporation or business owned by or in which he has a substantial interest. No bidder who withdraws a bid shall supply any material or labor to, or perform any subcontract or other work agreement for any person to whom a contract or subcontract is awarded in the performance of the contract for which the withdrawn bid was submitted, without the written approval of the contracting body.
25. **A Performance Bond for 100%** of the total aggregate price is required by the awarded vendor within fourteen (14) days from the date of award. The Performance Bond must be made out to the CapCOG and list the participating municipalities/organizations included in the bid.
26. **TERM OF CONTRACT:** Bidders are hereby notified that this is a one (1)-year contract commencing April 1, 2020 through March 31, 2021. **OPTION TO EXTEND:** The supplier will include in its contract an extension period (Grace Period) of sixty (60) days under the same contract terms and conditions to allow CapCOG time to prevent a lapse in contract coverage.
27. CapCOG reserves the right to reject any or all bids, waive any technical defect, and to accept or reject any bid deemed to be in the best interest of the CapCOG or its members.
- 28.

**ACCEPTANCE:**

Company Name	Date
Individual Name (Printed)	Individual Name (Signature)
Email	Phone

**Please contact the CapCOG office at [capcog@comcast.net](mailto:capcog@comcast.net) should you have any questions or concerns.**

## CAPITAL REGION COUNCIL OF GOVERNMENTS

230 South Sporting Hill Road, Mechanicsburg, PA 17050

Phone: (717) 761-6211 Fax: (717) 761-7267

E-Mail: [capcog@comcast.net](mailto:capcog@comcast.net)

[www.capitalregioncog.org](http://www.capitalregioncog.org)

**Gary Myers**

**Executive Director**

### **2020-21 VENDOR CONTACT PERSON/S INFORMATION**

**Company Name**

**Street Address**

**City State Zip**

**Contact Person for Bidding Information**

**Preferred Phone Number**

**Email**

**Contact Person for Ordering Information**

**Preferred Phone Number**

**Email**

**Contact Person for Ordering Information**

**Preferred Phone Number**

**Email**

**CAPOG 2020-21 - CONSTRUCTION MATERIALS**  
**Pipe, Storm Boxes, Manhole Castings & Risers, Guide Rails**

- Bid is for **TOTAL** quantity
- Specific notes per municipality/organization have been added to assist in the bidding process.
- If you have questions about the quantities or notes, contact the municipality/organization directly contact information is at the end of this document
- If you have questions about the bidding process, contact the CapCOG office [capcog@comcast.net](mailto:capcog@comcast.net) or 717-761-6211

**PIPE**

<b>12" SLCPP (HDPE) – TOTAL 1120</b>			<b>FOB</b>	<b>Delivered</b>
100	LF	Lower Paxton Township		
1000	LF	Susquehanna Township		
20	LF	Hampden Township		
<b>15" SLCPP (HDPE) - TOTAL 3690</b>			<b>FOB</b>	<b>Delivered</b>
150	LF	Carlisle Borough - PLASTIC		
40	LF	Conewago Township - PLASTIC, SMOOTH		
120	LF	East Hanover Township		
100	LF	East Pennsboro Township		
40	LF	Fairview Township		
60	LF	Hampden Township		
80	LF	Londonderry Township		
500	LF	Lower Paxton Township		
400	LF	Silver Spring Township		
1000	LF	Susquehanna Township		
200	LF	Swatara Township		
1000	LF	West Hanover Township		
<b>18" SLCPP (HDPE) – TOTAL 4,450</b>			<b>FOB</b>	<b>Delivered</b>
60	LF	Conewago Township		
120	LF	East Hanover Township		
100	LF	East Pennsboro Township		
500	LF	Fairview Township		
60	LF	Hampden		
2000	LF	Lower Paxton Township		
100	LF	Silver Spring Township		
1000	LF	Susquehanna Township		
500	LF	Swatara Township		
10	LF	Upper Allen Township		

PIPE				
<b>24" SLCPP (HDPE) – TOTAL 2210</b>			<b>FOB</b>	<b>Delivered</b>
80	LF	East Hanover Township		
100	LF	East Pennsboro Township		
300	LF	Fairview Township		
20	LF	Hampden Township		
100	LF	Londonderry Township		
500	LF	Lower Paxton Township		
1000	LF	Susquehanna Township		
100	LF	Swatara Township		
10	LF	Upper Allen Township		
<b>30" SLCPP (HDPE) TOTAL 2930</b>			<b>FOB</b>	<b>Delivered</b>
1700	LF	Carlisle Borough - PLASTIC		
100	LF	East Pennsboro Township		
20	LF	Hampden Township		
1000	LF	Susquehanna Township		
100	LF	Swatara Township		
10	LF	Upper Allen Township		
<b>36" SLCPP (HDPE) TOTAL 40</b>			<b>FOB</b>	<b>Delivered</b>
40	LF	Fairview Township		
<b>48" SLCPP (HDPE) TOTAL 650</b>			<b>FOB</b>	<b>Delivered</b>
40	LF	Derry Township		
100	LF	Middle Paxton Township -PLASTIC		
500	LF	Susquehanna Township		
10	LF	Upper Allen Township		
<b>4" DOT GRADE PERFORATED PIPE (UNDER DRAIN) – TOTAL 11</b>			<b>FOB</b>	<b>Delivered</b>
5	Per Coil (100')	East Hanover Township - (5 rolls)		
4	Per Coil (100')	Fairview Township		
2	Per Coil (100')	Silver Spring Township		
<b>6" DOT GRADE PERFORATED PIPE (UNDER DRAIN) TOTAL 2</b>			<b>FOB</b>	<b>Delivered</b>
2	Per Coil (100')	Fairview Township		
<b>12" CMP - TOTAL 10</b>			<b>FOB</b>	<b>Delivered</b>
10	LF	Upper Allen Township		
<b>15" CMP - TOTAL 50</b>			<b>FOB</b>	<b>Delivered</b>
40	LF	Hampden Township		
10	LF	Upper Allen Township		
<b>18" CMP – TOTAL 50</b>			<b>FOB</b>	<b>Delivered</b>
40	LF	Hampden Township		
10	LF	Upper Allen Township		
<b>24" CMP – TOTAL 10</b>			<b>FOB</b>	<b>Delivered</b>
10	LF	Upper Allen Township		

STORMWATER BOXES				
2'X4' STANDARD BOX- 24" DEEP – TOTAL 35			FOB	Delivered
5	EA	East Pennsboro Township		
1	EA	Fairview Township		
10	EA	Hampden Township		
2	EA	Silver Spring Township		
5	EA	Susquehanna Township		
6	EA	Swatara Township		
6	EA	Upper Allen Township		
2'X4' STANDARD BOX- 30" DEEP TOTAL 49			FOB	Delivered
4	EA	Carlisle Borough		
5	EA	East Pennsboro Township		
1	EA	Fairview Township		
5	EA	Hampden Township		
3	EA	Londonderry Township		
12	EA	Lower Paxton Township		
2	EA	Silver Spring Township		
5	EA	Susquehanna Township		
6	EA	Upper Allen Township		
6	EA	West Hanover Township		
2'X4' STANDARD BOX- 36" DEEP TOTAL 40			FOB	Delivered
4	EA	Carlisle Borough		
5	EA	East Pennsboro Township		
1	EA	Fairview Township		
5	EA	Hampden Township		
12	EA	Lower Paxton Township		
2	EA	Silver Spring Township		
5	EA	Susquehanna Township		
6	EA	Upper Allen Township		
2'X6' STANDARD BOX- 36" DEEP TOTAL 16			FOB	Delivered
5	EA	Hampden Township		
5	EA	Susquehanna Township		
6	EA	Upper Allen Township		
TYPE-M INLET TOP 6" W/O GRATE – TOTAL 29			FOB	Delivered
6	EA	Derry Township		
5	EA	East Pennsboro Township		
5	EA	Hampden Township		
2	EA	Silver Spring Township		
5	EA	Susquehanna Township		
6	EA	Upper Allen Township		

TYPE-M INLET TOP 8" – TOTAL 32			FOB	Delivered
5	EA	East Pennsboro Township		
2	EA	Fairview Township		
5	EA	Hampden Township		
3	EA	Londonderry Township		
12	EA	Lower Paxton Township		
5	EA	Susquehanna Township		

STORMWATER BOXES				
TYPE-C INLET TOP 6" REVEAL W/O GRATE TOTAL 35			FOB	Delivered
6	EA	Derry Township		
5	EA	Hampden Township		
18	EA	Lower Paxton Township		
6	EA	West Hanover Township		
TYPE-C INLET TOP 8" REVEAL W/O GRATE TOTAL 22			FOB	Delivered
5	EA	East Pennsboro Township		
2	EA	Fairview Township		
10	EA	Hampden Township		
5	EA	Susquehanna Township		
TYPE-C INLET TOP 10" REVEAL W/O GRATE TOTAL 10			FOB	Delivered
10	EA	Hampden Township		
STANDARD GRATE FRAME 2'X4' TOTAL 7			FOB	Delivered
2	EA	Silver Spring Township		
5	EA	Upper Allen Township		
BICYCLE-SAFE GRATE 2'X4' – TOTAL 52			FOB	Delivered
6	EA	Derry Township		
10	EA	East Pennsboro Township		
4	EA	Fairview Township		
2	EA	Hampden Township		
3	EA	Londonderry Township		
2	EA	Silver Spring Township		
6	EA	Swatara Township		
5	EA	Upper Allen Township		
14	EA	West Hanover Township		
STANDARD GRATE 2'X4' – TOTAL 9			FOB	Delivered
2	EA	Hampden Township		
2	EA	Silver Spring Township		
5	EA	Upper Allen Township		



Manhole Castings & Risers				
<b>2" SLOTTED MANHOLE RISERS – TOTAL 30</b>			<b>FOB</b>	<b>Delivered</b>
25	EA	Hampden Township		
5	EA	Susquehanna Township		
<b>3" SLOTTED MANHOLE RISERS – TOTAL 650</b>			<b>FOB</b>	<b>Delivered</b>
60	EA	Hampden Township		
5	EA	Susquehanna Township		
<b>4" SLOTTED MANHOLE RISERS – TOTAL 115</b>			<b>FOB</b>	<b>Delivered</b>
110	EA	Hampden Township		
5	EA	Susquehanna Township		
<b>MANHOLE FRAME AND COVERS – TOTAL 152</b>			<b>FOB</b>	<b>Delivered</b>
140	EA	Hampden Township - 26" Sanitary frame and cover with bolt down holes R-1916-F		
10	EA	Hampden Township - 26" R-1642		
2	EA	Hampden Township - 24" Storm Frame and Cover		
<b>1" METAL RISERS – TOTAL 10</b>			<b>FOB</b>	<b>Delivered</b>
10	EA	Hampden Township - 26" 24" set screw type		
<b>1.5" METAL RISERS – TOTAL 10</b>			<b>FOB</b>	<b>Delivered</b>
10	EA	Hampden Township - 26" 24" set screw type		
<b>2" METAL RISERS – TOTAL 10</b>			<b>FOB</b>	<b>Delivered</b>
10	EA	Hampden Township - 26" 24" set screw type		
<b>2" – 2'x 4' CONCRETE RISER – TOTAL 30</b>			<b>FOB</b>	<b>Delivered</b>
4	Sets	Fairview Township		
20	EA	Hampden Township		
6	EA	Upper Allen Township		
<b>4" – 2'x 4' CONCRETE RISER – TOTAL 30</b>			<b>FOB</b>	<b>Delivered</b>
4	EA	Fairview Township		
20	EA	Hampden Township		
6	EA	Upper Allen Township		
<b>6" – 2'x 4' CONCRETE RISER – TOTAL 28</b>			<b>FOB</b>	<b>Delivered</b>
2	EA	Fairview Township		
20	EA	Hampden Township		
6	EA	Upper Allen Township		
<b>8" – 2'x 4' CONCRETE RISER – TOTAL 11</b>			<b>FOB</b>	<b>Delivered</b>
5	EA	Hampden Township		
6	EA	Upper Allen Township		
<b>12" – 2'x 4' CONCRETE RISER – TOTAL 1</b>			<b>FOB</b>	<b>Delivered</b>
1	EA	Hampden Township		
<b>ROLLED CURB CONCRETE INLET TOP - TOTAL 10</b>			<b>FOB</b>	<b>Delivered</b>
10	EA	West Hanover Township		

### Guide Rails

**ALL STEEL PRODUCTS SHALL MEET THE PA STEEL PROCUREMENT ACT.**

Type 25 – <b>TOTAL 9,600</b>			<b>FOB</b>	<b>Delivered</b>
8600	LF	Silver Spring Township <i>(various areas throughout township)</i>		
1000	LF	Upper Allen Township		
Type 25 7' Post – <b>TOTAL 1,000</b>			<b>FOB</b>	<b>Delivered</b>
1000	LF	Upper Allen Township		
Terminal End Sections – <b>TOTAL 4</b>			<b>FOB</b>	<b>Delivered</b>
4	EA	Hampden Township- Include traffic control		
Reset Ex. Type D guide rail and upgrade to type 31S – <b>TOTAL 1150</b>			<b>FOB</b>	<b>Delivered</b>
1150	LF	Hampden Township - Include traffic control, owner will supply replacements for any damaged post or panels, picked up at yard.		

<b>Municipality</b>	<b>Contact Info</b>	<b>Email/Phone</b>	<b>Delivery Info</b>
Carlisle Borough	Rick Friebe	rfriebe@carlislepa.org	7 East Garland Drive, Carlisle PA 17013
Conewago Township	Kevin Shope	kevinshope@conewagotownship.com	Email or call for delivery information: 717-266-2122
Derry Township	Thomas Clark	trclark@derrytownship.org	650 Clearwater road, Hershey, PA 17033
East Hanover Township	Bryan Ziegler	publicworks@ehtdcpa.org	9375A Jonestown Road Grantville PA 17028
East Pennsboro Township	Rick Brewbaker	rbrewbaker@eastpennsboro.net	645 Tower road, Enola PA 17025
Fairview Township	Keith Reynolds	kreynolds@twp.fairview.pa.us	599 Lewisberry Road, New Cumberland PA 17070
Londonderry Township	Andy Brandt	abrandt@londonderrypa.org	2501 Sunset Drive, Middletown PA 17057
Lower Paxton Township	Jeff Kline	jkline@lowerpaxton-pa.gov	5975 Locust Lane, Harrisburg PA 17111
Middle Paxton Township	Robert Hofer	rkhupatree@earthlink.net	50 Elizabeth Avenue, Dauphin, PA 17018
Silver Spring Township	Raymond Palmer	rpalmer@sstwp.org	6473 Carlisle Pike, Mechanicsburg PA 17050
Swatara Township	Todd Webb	twebb@swataratwp.com	599 Eisenhower Boulevard Harrisburg PA 17111
Upper Allen Township	Corey Stazewski	cstazewski@uatwp.org	100 Gettysburg Pike, Mechanicsburg PA 17055
West Hanover Township	Chris Mumma	cmumma@westhanover.com	402 North Fairville Avenue, Harrisburg PA 17112