

1234 Market Street  
Philadelphia, PA 19107-3780



Southeastern Pennsylvania Transportation Authority  
*Courtesy • Cleanliness • Communication • Convenience*

April 7, 2015

Dear Sir/Madam:

**Subject: Sealed Bid No. 15-00022-AJAC – 35<sup>th</sup> & Allegheny Bus Loop Improvements**

Southeastern Pennsylvania Transportation Authority ("SEPTA") will accept Sealed Bids at the Office of the Director - Contract Administration, Procurement & Contracts Department, 1234 Market Street, 11<sup>th</sup> Floor, Philadelphia, Pennsylvania 19107 to perform certain General, Electrical and Mechanical Construction work (hereinafter called the "work") as outlined in the Contract Documents and Specifications for the **35<sup>th</sup> & Allegheny Bus Loop Improvements** until Friday, **May 1, 2015 at 11:00 AM**, at which time the bids will be publicly opened and read aloud.

The contract duration is **one hundred eighty (180)** calendar days from the notice-to-proceed date.

**The work includes but is not limited to:** Contractor to provide all labor, materials, tools, equipment, and services for various site improvements to SEPTA's 35<sup>th</sup> & Allegheny Bus Loop.

**A Pre-Bid Meeting will be held on Friday, April 17, 2015 at 10:00 AM in SEPTA's Conference Room 11-C, 1234 Market Street, 11th Floor, Philadelphia, PA 19107. A representative of your company should be present to discuss the proposed work with representatives of SEPTA.**

**Please note that all questions must be submitted in writing by 5:00 PM on Wednesday April 22, 2015 to guarantee an answer.**

**The Disadvantaged Business Enterprise (DBE) section has changed and bidders should take special note of Item 18 in the Instructions to Bidders and read Exhibit IV in its entirety.**

Any inquiries regarding this bid must be directed to James H. Coombs at (215) 580-7190 and any request for change, modification, or clarification of any aspect of these Contract Documents must be made in writing to SEPTA at least eight (8) calendar days prior to bid opening in order for consideration to be given by SEPTA to affect a change in the Contract Documents. **Request may be faxed to James H. Coombs (215) 580-7190 or e-mailed to [jcoombs@septa.org](mailto:jcoombs@septa.org).** A change, modification, or clarification to the Contract Documents can be affected only by a written Addendum issued by SEPTA.

Bid Proposals shall be submitted in writing upon the form prescribed therefore by SEPTA and shall be delivered in a sealed envelope bearing the following heading:

**James H. Coombs  
Senior Contract Administrator  
Procurement & Contracts Department  
1234 Market Street, 11th Floor  
Philadelphia, Pennsylvania 19107  
Sealed Bid No. 15-00022-AJAC – 35<sup>th</sup> & Allegheny Bus Loop Improvements**

No bid will be opened and considered that is submitted later than the time specified.

All hand carried bids are required to bear a SEPTA time stamp indicating that the bid was received by SEPTA at a time on or before the time set for bid opening. Any hand carried bid which does not bear the proper time stamp may be rejected at the table or in the alternative may be rejected at the bid opening as non-responsive.

Bidder may the project plans in PDF file format via SEPTA's website:

<http://www.septa.org/business/bid/100k/>

The Project Plans include Instructions to Bidders, Bid Forms, Agreement, Specifications and Drawings, and any associated attachments.

**CAUTION:** All subsequent correspondence and follow-up documentation, including addendum, concerning Sealed Bid No. 15-00022-AJAC will be available for download via the aforementioned website only. It is the bidder's responsibility to assure that he has all the necessary correspondence and documents from SEPTA to properly prepare his bid. Prospective bidders are reminded that failure to submit any material portion of all the bidding documents or requirements may be grounds for rejection or disqualification.

SEPTA retains the right to reject any and all bids, as determined to be in the best interest of SEPTA.

Each complete Bid must be accompanied by: (1) BID BOND; (2) CASHIER'S CHECK; (3) CERTIFIED CHECK; (4) TREASURER'S CHECK; and/or (5) OFFICIAL BANK CHECK, in the amount of not less than FIVE PERCENT (5%) of the AMOUNT BID, including alternates, if any, and drawn in favor of the SOUTHEASTERN PENNSYLVANIA TRANSPORTATION AUTHORITY. The Bid Security of the three (3) lowest, responsive and responsible, bidders shall be retained by SEPTA for a period of Ninety (90) days or until a contract is awarded and entered into, or all bids are rejected, whichever comes first. Bidders should see paragraph 8, Bid Security, for a definition of amount bid and SEPTA's rights to cash checks submitted as Bid Security.

The Bid Bond must be issued by a qualified surety company currently authorized under 31 CFR Part 223 as possessing a Certificate of Authority as described thereunder and authorized to issue bonds at least up to the dollar amount of the Bid Bond required hereunder.

Each bid submitted shall remain firm for at least ninety (90) days from the date of the Bid Opening and may not be withdrawn in whole or in part during that time. Bidder shall forfeit its Bid Security to the extent of the damage to SEPTA occasioned by such withdrawal and if the Bid Security is inadequate to fully recompense SEPTA for the damages occasioned by such withdrawal, bidder shall indemnify SEPTA and pay over to SEPTA the difference between the bid security and SEPTA's total damages, so as to make SEPTA whole.

SEPTA, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4, and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation, and will not be discriminated against on the grounds of race, sex, color, or national origin in consideration for an award.

Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

All bidders will be required to certify compliance with Executive Order 12549 (ineligible contractors).

Any contract issued as result of this solicitation is subject to a financial assistance contract between SEPTA and U.S. Department of Transportation.

Any inquiries regarding this bid must be directed to James H. Coombs of the Procurement & Supply Chain Management Department at (215) 580-7190 or [jcoombs@septa.org](mailto:jcoombs@septa.org).

Sincerely,

*James H. Coombs*

James H. Coombs  
Senior Contract Administrator  
Procurement Department

JHC