



BOROUGH OF FOREST HILLS
Commemorative Post Clock
Bid Specification

The Borough of Forest Hills seeks to purchase a commemorative post street clock as part of the celebration of the borough's centennial. The borough seeks the expertise of the vendor awarded the bid in determining the appropriate size, location and look of the clock itself and requires a bid on one or more alternatives as part of this package.

The borough requests that all vendors bidding on the clock view the location initially determined for the post clock in the vicinity of the borough's municipal building at 4400 Greensburg Pike, 15221. The intent is to assist in determining the best format and size for the clock itself.

Basic configuration shall include a post clock with minimum height of 10 feet, decorative face with the borough's logo and wording on the face or around the perimeter of the clock with the borough's name "Forest Hills". The clock shall be placed in an area of the municipal building perimeter that does not interfere with traffic, parking, or operation of the solar panels on the building's roof.

Specifically the borough seeks the following configuration or alternates as specified with requested supporting information:

Alternate Configuration 1 - Post Clock – 10 Feet Tall

- Two Faced Clock
- Bid price to include cost of optional chime feature with detail on chime features and operation
- Clock to include "Forest Hills" printing on top of clock with Forest Hills logo optional on the clock face
- Power requirements must be included as part of the bid
- Installation must be included as part of the bid
- Bidder must view site and proposed location of clock and discuss any issues with borough personnel
- Detail must be provided on the design of clock, its base, weather resistance and operation; bidder must recognize that the location of the clock will be on a hill near the building where wind and temperatures may affect its operation and must explain any limitations or concerns as part of any guarantee/warranty, installation, etc.

- Training on operation of the clock must be included in bid price
- Optional LED lighting of clock face shall be included as a bid alternate
- Color options shall be included; additional costs for specific color must be included as part of the bid with the intent that color will, at minimum, be close to the borough's colors identified in our logo.
- Warranty/guarantee information required. Guarantee shall include protection due to potential installation failure
- The mechanism for the clock itself shall be electronic
- Bid must itemize as follows: cost of the clock itself including post and mechanism, cost of installation, cost of printing that may be requested on the clock face and the clock itself, cost of any/all optional features.

Alternate Configuration 2

- Cost of Post Clock – 15 feet tall; same specifications as above

Alternate Configuration 3

- Cost of 4 faced clock with same specifications as above

Alternate Configuration 4

- Cost of 2 or 4 faced clock at a height between 12 and 20 feet as recommended by the bidder.

Requirements – Bid Features as follows:

- Bid must include full specifications on design of clock and full information on requirements for installation as well as steps for installation
- Bid must include a schedule for ordering, construction and installation of clock.
- Bid price must be itemized to include each clock feature including optional features requested, installation and warranty/guarantee
- Bid must include contact information from company including full name of contact person, company name, address and phone number.
- Bid must include a minimum of 3 references from municipal customers who have purchased similar clocks.
- If bidder will use a separate contractor for installation of the clock, that contractor's full contact information must be included along with evidence that the contractor accepts the work at the bid price shown

- Warranty/guarantee information must be included for the clock, post, mechanism, installation, etc. (see also information above)
- The PA Prevailing Wage Act may be applicable to this project depending on the bid submitted and bidders shall review the Act and ensure that it is followed in calculating their bids.
- Work must be completed no later than May 1, 2023.

The successful bidder must submit proof of all appropriate insurances that provide general liability insurance and workers compensation protection for all their employees and that will indemnify and hold harmless the Borough of Forest Hills and its employees.

BOROUGH OF FOREST HILLS

Commemorative Post Clock

Bid Checklist

The following information should be submitted as part of the bid noted in this Request for Bid packet.

- Bid Form from this packet with all requested information signed by the bidder or authorized representative
- A copy of this Checklist completed
- One page proposal itemizing all costs in submitted bid; Proposal must be signed by the bidder or authorized representative. Proposal totals must match the bid form total noted above.
- One page description of bidder's services
- Evidence of general liability insurance, workman's compensation and company and employee bonds
- A list of current clients and/or references (minimum of 3 total), including contact name, address and phone number. Municipal clients/references are preferred if available.
- Bid security as outlined in this request
- Review of the PA Prevailing Wage Act completed and its requirements included in bid calculation

Please do not submit information other than that which is invited as part of this request. Company brochures/advertising or other promotional materials or advertising for any hardware that may be included in the bid are not required at this time and shall not be included. Bidders may be asked to provide such information prior to awarding bid. Information on link to company website which feature examples of similar clocks and any requested detail is acceptable.

Bidder is responsible for coordinating all work with any related subcontractors and must contact the borough for site information and scheduling.

Council will award a contract based on several features including review of any agreements by the borough solicitor, features of the plan, full costs and review by borough staff. The borough reserves the right to reject any and all bids and plans submitted, part of any and all bids and plans submitted for cost or other reasons, and will award a contract to the bidder that provides a plan, service and cost most

advantageous to the borough. The Borough of Forest Hills will accept the bid of the lowest responsible bidder.

BOROUGH OF FOREST HILLS
COMMEMORATIVE POST CLOCK

CONDITIONS AND INSTRUCTIONS TO BIDDERS

- A. Receipt and opening of bids - Sealed bids will be received by the Borough of Forest Hills until 11:00 AM on October 4, 2022, in the office of the Borough Manager, 4400 Greensburg Pike, Pittsburgh, PA 15221. Bids received after the time indicated will not be accepted. Said bids will be publicly opened and read aloud on October 4, 2022 at 11:05 AM in the borough office at the above address by the Borough Manager
- B. All bids must be on forms supplied by Forest Hills Borough and submitted in a sealed envelope clearly marked on the outside, "**FOREST HILLS CLOCK BID**".
- C. Bids must be signed by the bidder or an authorized representative. When requested, satisfactory evidence of the authority of any officer or attorney in fact signing on behalf of a corporation or association shall be furnished.
- D. The Borough of Forest Hills may also request additional detailed information from the bidder to determine specifically whether the bidder is able to undertake a contract for delivery of said services. The requested information must be submitted within five (5) calendar days after the date of the request.
- E. No bid or any portion thereof may be withdrawn after the bid opening date herein specified and during the ensuing one hundred and twenty (120) calendar days hereafter.
- F. Bidders shall review the requirements of these conditions and instructions, the general provisions enumerated as part of this packet and the work specifications outlined herein. Questions are welcome and may be answered by contacting the Borough Manager at the above address. Please note that questions or comments from bidders will not result in changes to these requirements.
- G. It is required that a bidder review or request for review the building and its grounds prior to submitting a bid in order to present equipment that will best fit the location. The successful bidder will not be excused from fulfilling the contract due to failure to view these and other relevant documents in advance or failure to schedule a meeting with Borough personnel to discuss any issues, concerns or questions especially as regards work schedules.

- H. The successful bidder shall be required to execute a contract for services as herein specified and bid upon and return the executed Agreement within ten (10) calendar days after written verification of the award of said contract by the Borough Manager of the Borough of Forest Hills.
- I. When a bid received has been determined by the Borough of Forest Hills to be satisfactory, a contract will be awarded to the lowest responsible bidder within sixty (60) calendar days after the date of bid opening.
- J. A contract will be awarded to that qualified bidder whose bid, plan and clock design and components, conforming to the specifications contained in the Request for Bid, will be considered most advantageous to the Borough of Forest Hills.
- K. The Borough of Forest Hills reserves the right to reject any or all bids, to waive any or all bids, to waive any irregularities and/or information in any and all bids, and to make an award in any manner consistent with the law, deemed to be in the best interest of the Borough of Forest Hills.
- L. All work must be scheduled and coordinated with the Borough's schedule of activities on site.
- M. The borough will award a contract to the lowest responsible bidder.
- N. A bid security in the amount of 10% of the base bid, either in the form of a surety bond or a certified check made out to Forest Hills Borough must accompany all submissions. Any bid submitted without bid security will be considered non-responsive and be grounds for rejection. Bid securities will be returned to all unsuccessful bidders upon award and acceptance by the successful bidder.
- O. The successful bidder shall provide submittals for all equipment including cut sheets, design drawings, installation drawings, directions for clock operation, written guarantee/warranty, etc.
- P. Bids must be submitted in a format that is easily understandable by municipal personnel and is clear and straightforward in full cost and description of the clock, installation and all options. Bids that are overly complex and/or unclear will be rejected.

Forest Hills Borough
Official Notice
Request for Bids

To Appear: 8/25/22 and 9/1/22
Valley Mirror

BOROUGH OF FOREST HILLS

REQUEST FOR BIDS

Sealed Bids will be received until 11:00 AM on October 4, 2022 at the office of the Borough Manager, 4400 Greensburg Pike, Pittsburgh, PA 15221 for the following:

COMMEMORATIVE POST CLOCK

Complete specifications and bid form must be reviewed and are available by visiting the borough's website at www.foresthillspa.org.

All bids must be sealed and marked "FOREST HILLS CLOCK BID" and addressed to Steven Morus, Borough Manager, Forest Hills Borough, 4400 Greensburg Pike, Pittsburgh, PA 15221.

Said bids will be publicly opened and read aloud on October 4, 2022 at 11:05 AM in the borough office by the Borough Manager, Forest Hills Municipal Building, 4400 Greensburg Pike, Pittsburgh, PA 15221. The Borough of Forest Hills will accept the bid of the lowest responsible bidder.

Forest Hills Borough reserves the right to reject any or all bids or portions thereof as they apply to the Borough.

Steven J. Morus
Borough Manager

BID FORM – COMMEMORATIVE POST CLOCK
BOROUGH OF FOREST HILLS
4400 GREENSBURG PIKE
PITTSBURGH, PA 15221
(412) 351-7330

Check one – This bid form represents the following configuration requested:

Alt. 1 Alt. 2 Alt. 3 Alt. 4

Cost summary (from submitted itemized sheet):

CLOCK	\$ _____
Post	\$ _____
Electrical Work	\$ _____
Printing	\$ _____
Installation	\$ _____
Other components (list separately)	\$ _____
Labor	\$ _____
TOTAL BID	\$ _____

Please submit separate bid sheets for options requested and indicate configuration shown in check box above.

The undersigned hereby proposes to furnish services described in this bid request to the Borough of Forest Hills in accordance with the terms and specifications and any addenda thereto. Bidders must bid on the full package as outlined here.

Bidder shall refer to the checklist included in this request and submit all documents.

Company Name: _____ Telephone No. _____

Address (include street name & number, city, state & zip)

Authorized Rep. Signature

Print Authorized Rep. Name and Title