



# Housing Authority of the City of Pittsburgh

Contracting Officer  
100 Ross Street  
2<sup>nd</sup> Floor Suite 200  
Pittsburgh, PA 15219  
(412) 456-5248  
Fax: (412) 456-5007  
www.hacp.org

**July 3, 2013**

## **Site Work Improvements at the Northview Heights Family Community IFB#600-14-13**

### **ADDENDUM NO.1**

This addendum issued July 2, 2013 becomes in its entirety a part of the Invitation to Bid IFB#600-14-13 as is fully set forth herein:

**Item 1:** The following changes are made to the project Specifications

01 22 00 Unit Prices:

- 3.1.2.a – change unit of measurement for concrete curbs: square feet to linear feet.
- 3.1.2.b – change quantity allowance for concrete curbs: 1950 linear feet.
- 3.1.3.a – change unit of measurement for concrete stairs: units to lineal tread feet.
- 3.1.3.b – change quantity allowance for concrete stairs: 1500 lineal tread feet.

05 50 00 Metal Fabrications:

- Part 1, 2.A.1 – delete reference to wood.
- Part 2, 3 – delete lumber article.
- delete pp. 4, 5, 6.
- insert new p.4. (**Attachment A**)

32 12 13 Curbs and Gutters:

- Part 1, A and B – delete reference to Class P or PP concrete, insert Type III (high early strength) per ASTM C 150.
- Part 3, A – delete reference to Class P or PP concrete, insert Type III (high early strength) per ASTM C 150.

32 16 23 Sidewalks:

Part 1, A, B, C, and D – delete reference to Class P or PP concrete, insert Type III (high early strength) per ASTM C 150.

Part 3, A – delete reference to Class P or PP concrete, insert Type III (high early strength) per ASTM C 150.

32 16 24 Concrete Stairs:

Part 1, A – delete reference to Class P or PP concrete, insert Type III (high early strength) per ASTM C 150.

Part 3, A – delete reference to Class P or PP concrete, insert insert Type III (high early strength) per ASTM C 150.

**Item 2:** Please see the attached Revised Notice to Prospective Bidders  
**(Attachment B)**

**Item 3:** Please see the attached Revised Form of Bid **(Attachment C)**

**Item 4:** The Bid due date has been changed to July 9, 2013 at 2:00 PM. at the HACP Procurement Dept., 100 Ross St. 2<sup>nd</sup> Floor, Suite 200, Pittsburgh, PA 15219.

**END OF ADDENDUM NO. 1**

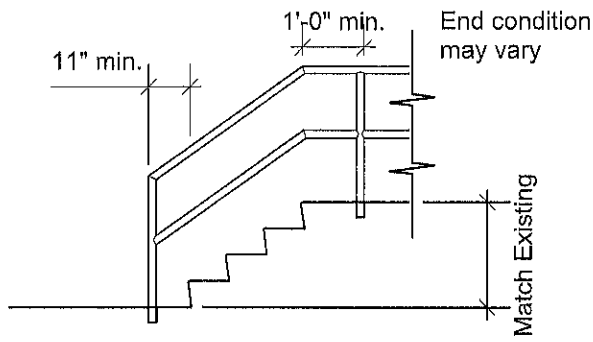


Mr. Edward P. Mauk  
Contracting Officer

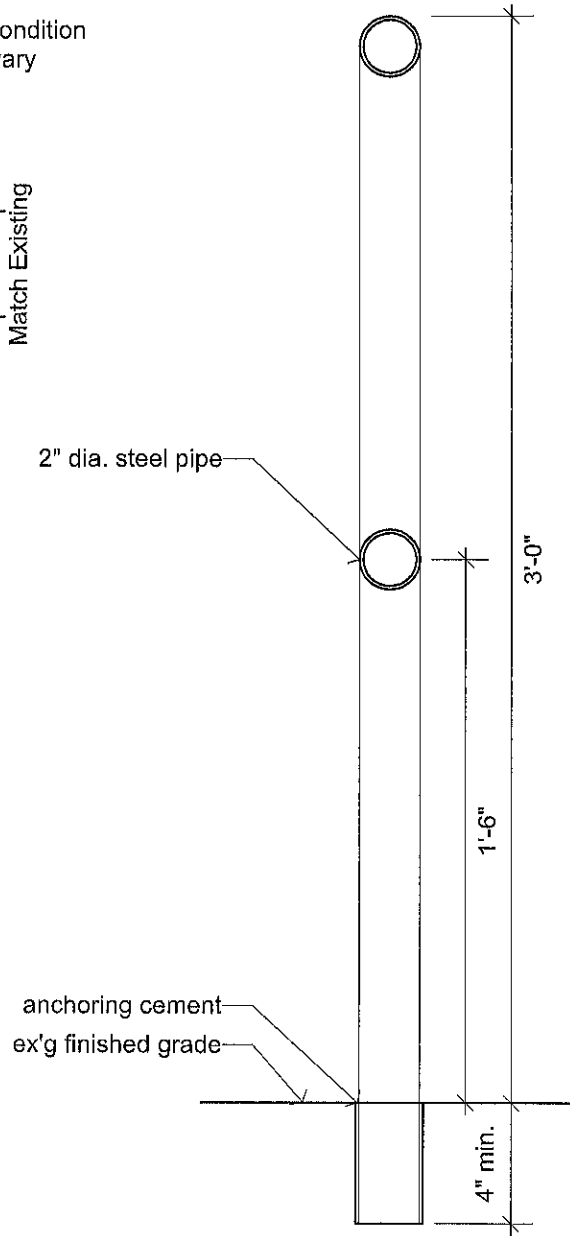
7-3-13

Date

**Attachment A**  
**Revised Specifications**  
(IFB-600-14-13 1264)



1 **Stair/Railing Elevation**  
Scale: 1/4" = 1'-0"



2 **Railing Cross-section**  
Scale: 2" = 1'-0"

**Attachment B**  
**Revised Notice to Prospective Bidders**  
(IFB-600-14-13)



Procurement Department  
100 Ross Street, 2<sup>nd</sup> Floor -Suite 200  
Pittsburgh, PA 15219  
Phone: (412) 456-5116  
Fax: (412) 456-5007

### NOTICE TO PROSPECTIVE BIDDERS

June 17, 2013

INVITATION FOR BIDS (IFB)  
SITework IMPROVEMENTS AT NORTHVIEW HEIGHTS FAMILY COMMUNITY, PA-1-09

The HOUSING AUTHORITY OF THE CITY OF PITTSBURGH will receive sealed bids for Concrete Repairs at Northview Heights Family Community; Contract No. 600-14-13.

Estimate of costs is in the following range:

Site Work Construction            up to \$2,000,000.00

Bid documents will be available no later than **June 19<sup>th</sup>, 2013**. A Pre-Bid Conference will be held on **June 27, 2013 at 10:00 a.m.**, in the **Northview Heights Recreation Center (Gymnasium) located at 525 Mt. Pleasant Road, Pittsburgh, PA 15214** followed by a site visit. Bidders shall be prepared to review all aspects of the site necessary to prepare a bid. *The last day to submit written questions will be **June 28<sup>th</sup>, 2013 until 2:00 p.m.** Bids will be received at the HACP Procurement Department, 100 Ross Street – Suite 200 (2<sup>nd</sup> Floor), Pittsburgh, PA, 15219 until 2:00 p.m. on **July 5, 2013**, at which time and place all bids will be publicly opened and read aloud.*

The work must be substantially complete within **360** calendar days of the Notice to Proceed.

Point of contact at the Housing Authority is Kim Detrick at (412) 456-5116 Opt 1.

#### TO VIEW DOCUMENTS

Bid Documents, including the Bid Forms, Project Manual, and Drawings, will be on file and may be examined at the following location:

Housing Authority of the City of Pittsburgh  
Procurement Department  
Mr. Kim Detrick, Director of Procurement  
100 Ross Street, 2<sup>nd</sup> Floor  
Pittsburgh, PA 15219

8:30 a.m.- 4:30 p.m. M-F  
Phone: (412) 456-5116 Opt. 1

**TO OBTAIN DOCUMENTS:**

Bid Documents may be obtained at the Housing Authority of the City of Pittsburgh's Procurement Department, located at 100 Ross Street, 2nd Floor, downtown Pittsburgh, for a nonrefundable fee of **\$25.00 per set** in the form of a **MONEY ORDER OR CERTIFIED CHECK ONLY** made payable to the Housing Authority of the City of Pittsburgh. Bid Documents may be mailed for a non-refundable handling fee of \$15.00, in the form of a separate money order or certified check.

**AWARD OF CONTRACT (S):**

*It is the intention of the Authority to award a contract to the lowest responsive and responsible bidder.*

All bids shall remain open for the period specified in the IFB, which in no case shall be less than sixty (60) calendar days from the bid opening.

All bids of \$10,000 or more must be accompanied by a negotiable bid guarantee that shall not be less than 5% of the amount of the bid. No bid guarantee is required for bids under \$10,000. In accordance with 24 CFR Section 85.36(b)(8), the Authority is permitted to make awards only to responsible bidders possessing the ability to perform successfully under the terms and conditions of the proposed contract. Prior to award of any contract, the Authority shall conduct a pre-contract survey. Consideration will be given to such matters as bidder integrity, compliance with public policy, record of past performance, and financial and technical resources.

*All bids must include a completed and signed Form of Agreement (Form 00500) as part of the bid. If the bid is successful and approved by HACP Board of Commissioners (if applicable), HACP will also sign the Form of Agreement thus creating a binding contract.*

The successful bidder will be required to furnish an assurance of completion (performance and payment bond) each equal to 100% of the contract price.

The Authority reserves the right to reject any or all bids or to waive any informality in the bidding.

**EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS:**

The Contractor will be required to comply with all applicable Equal Employment Opportunity requirements for Federally-Assisted Construction Contracts. The Contractor must insure that employees and applicants for employment are not discriminated against because of race, color, religion, sexual preference, handicap or national origin.

**A. Section 3 Participation**

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C 1701u and with HUD's regulations set forth at 24 CFR Part 135 ("Section 3"). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance shall be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

Please describe ways the Bidder will assist HACP to comply with HUD's Section 3 requirements for hiring HACP residents and/or local disadvantaged individuals and businesses by reviewing the Section 3 Clause and by completing **Document 00433 – Section 3 Form**.

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701, et seq.) (the "Act") requires the Housing Authority of the City of Pittsburgh to ensure that employment and other economic and business opportunities generated by financial assistance from the Department of Housing and Urban Development ("HUD"), to the greatest extent feasible, are directed to public housing residents and other low income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low and very low income persons.

To comply with the Act HACP requires its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

The goal of this policy is to obtain a reasonable level of success in the recruitment, employment, and utilization of HACP residents and other eligible persons and/or businesses by contractors working on contracts partially or wholly funded with HUD monies. HACP shall examine and consider a contractor's potential for success in providing employment and business opportunities to those covered under Section 3 prior to acting on any proposed contract award. In response to any RFP, RFQ or IFB HACP will require submission of the Section 3 Opportunities Plan and roster of current employees, and certification that the bidder will comply with the requirements of Section 3 either by hiring Section 3 employees to directly perform under the contract or by committing a dollar amount to HACP's Section 3 program in an amount consistent with the chart below. Below are the HACP Section 3 Guidelines as listed in the HACP Section 3 Program Manual:

**RESIDENT HIRING REQUIREMENTS / RESIDENT HIRING SCALE**

<b>TOTAL LABOR DOLLARS USE TOTAL CONTRACT AMOUNT FOR SERVICE CONTRACTS</b>	<b>RESIDENT LABOR AS A % OF TOTAL LABOR A. DOLLARS</b>
Labor dollars \$25,000 but less than \$100,000	10% of the labor dollars
\$100,000, but less than \$200,000	9% of the labor dollars
At least \$200,000, but less than \$300,000	8% of the labor dollars
At least \$300,000, but less than \$400,000	7% of the labor dollars
At least \$400,000, but less than \$500,000	6% of the labor dollars
At least \$500,000, but less than \$1 million	5% of the labor dollars
At least \$1 million, but less than \$2 million	4% of the labor dollars
At least \$2 million, but less than \$4 million	3% of the labor dollars
At least \$4 million, but less than \$7 million	2% of the labor dollars
\$7 million or more	½ to 1 % of the labor dollars



*\*\*A copy of HACP's Section 3 Program Manual is available for download at [www.HACP.org](http://www.HACP.org)*

A copy of HUD's Section 3 requirement is provided in. If you have any questions regarding the Section 3 Requirements or would like to discuss goals and planning for Section 3 Requirements please contact Roxanne Thomas, Section 3 Liaison, by e-mail at [Roxanne.Thomas@hacp.org](mailto:Roxanne.Thomas@hacp.org) or by contacting her at Housing Authority of the City of Pittsburgh, at Bedford Hope Center, 2305 Bedford Ave, Pittsburgh PA 15219, telephone (412) 456-5000 ext 1048. Proposals must demonstrate how the Offeror intends to meet or exceed the Authority's Section 3 requirements. Proposals submitted without a Section 3 plan may be deemed nonresponsive. Also, complete **Section 3 Opportunities Plan** and include with your proposal.

**Any bid or proposal received from a contractor that does not contain a Section 3 Opportunities Plan or certification and back-up documentation acceptable to HACP shall be deemed non-responsive by HACP.**

#### **B. MBE/WBE Participation Plan**

*HACP MBE and WBE Goals.* It is the policy of HACP to ensure that Minority Business Enterprises (MBEs) and Women-owned Businesses (WBEs) are provided maximum opportunity to participate in contracts let by HACP. In accordance with Executive Order 11625, HACP has established a minimum threshold of eighteen percent (18%) of the total dollar amount for MBE utilization in this contract. HACP has established a seven percent (7%) minimum threshold for participation of WBEs, and, HACP strongly encourages and affirmatively promotes the use of MBEs and WBEs in all HACP contracts. For these purposes, an MBE is defined as "any legal entity other than a joint venture, organized to engage in commercial transactions, that is at least fifty-one percent (51%) owned and controlled by one or more minority persons." Also, a minority person is defined as a member of a socially or economically disadvantaged minority group, which includes African-Americans, Hispanic-Americans, Native-Americans, and Asian-Americans. A WBE/MBE is defined as "any legal entity other than a joint venture, organized to engage in commercial transactions, that is at least fifty-one percent (51%) owned and controlled by a female.

**Proposals submitted in response to this solicitation MUST include an MBE/WBE participation plan which, at a minimum demonstrates "Best Efforts" have been taken to achieve compliance with MBE/WBE goals. HACP's Procurement Policy defines "Best Efforts" in compliance with MBE/WBE goals to mean that the contractor must certify and document with its bid or proposal that it has contacted in writing at least ten (10) certified MBE and ten (10) certified WBE subcontractors to participate in the proposed contract with or lesser number if the contractor provides documentation that ten (10) certified MBE/WBE contractors could not be identified. Each contractor shall certify as to same under penalty of perjury and shall submit the back-up documentation with its bid or proposal. Any bid or proposal received from a contractor that does not contain such certification and back-up documentation acceptable to HACP may be deemed non-responsive by HACP.**

If you have any questions regarding the HACP MBE/WBE goals please contact Mr. Kim Detrick, Director of Procurement, by e-mail at [kim.detrick@hacp.org](mailto:kim.detrick@hacp.org) or by contacting him at the Procurement Department, Housing Authority of the City of Pittsburgh, 100 Ross Street, 2<sup>nd</sup> Floor, Suite 200 Pittsburgh PA 15219, telephone (412) 456-5116 opt.1. Proposals must demonstrate how the Offeror intends to meet or exceed these goals.

The Authority's Minority and Woman Business (MBE/WBE) participation goals are as follows:

- MBE Goal: 18%
- WBE Goal: 7%

Additionally, please be advised that participation credit will be applied in accordance with the following classifications, as follows:

- Broker: 10% of contract face value
- Supplier: 60% of contract face value
- Bona Fide Contractor: 100% of contract face value
- All Professional Service Firms: 100% of contract face value

Vendor definitions for the above classifications are to be referenced in either the respective vendor MBE/WBE certifications or as defined in 49CFR Part 26.

Please describe ways the Bidder will utilize MBE/WBE businesses to meet the goals above by completing **Document 00434 – MBE/WBE Solicitation & Commitment Record**.

Caster D. Binion  
Interim Executive Director  
Housing Authority of the City of Pittsburgh

Attachment C  
Revised Form of Bid  
(IFB-600-14-13)

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

SITWORK IMPROVEMENTS AT NORTHVIEW HEIGHTS FAMILY COMMUNITY  
PA-1-09

**HACP CONTRACT NO. 600-14-13**

**FORM OF BID**

**GENERAL CONSTRUCTION**

Contract No.: 600-14-13

TO: HOUSING AUTHORITY  
CITY OF PITTSBURGH  
*(Hereinafter called the "Authority")*  
100 Ross Street, 2nd Floor  
Pittsburgh, PA 15219

BIDDER:

\_\_\_\_\_  
*(Bidder Name)*

\_\_\_\_\_  
*(Business Address)*

\_\_\_\_\_  
*(Telephone)*

1. The undersigned Bidder, having visited the site, having become familiar with local conditions affecting the cost of the work, **including all City of Pittsburgh current code requirements**, and having become familiar with the Invitation for Bids (the IFB) issued by the Authority, which consists of the following:

- Project Manual, dated **June 17<sup>th</sup>, 2013** containing Bidding Requirements, Contract Forms, Conditions of the Contract, and Specifications
- Addenda (if any) as enumerated in this Form of Bid

hereby proposes to provide all supervision, technical personnel, labor, materials, machinery, tools, appurtenances, equipment and services required to construct and complete the Sitework Improvements at Northview Heights Family Community, as described in Document 00320 "Scope of Work for General Construction" and as indicated in the Specifications, for the following Firm Fixed Price:

A. Unit Prices

Unit Description	Unit	Quantity	Unit Price	Extended Price
1. Replacement of Concrete Sidewalks	S.F.	35,000	\$	\$
2. Replacement of Concrete Curbs	L.F.	1,950	\$	\$
3. Replacement of Concrete Stairs	L.T.F	1,500	\$	\$
4. Install/Replace Exposed Aggregate Concrete	S.F.	40,000	\$	\$
5. Replacement of Metal Railings	L.F.	4,500	\$	\$
6. Adjustment of Storm Inlets	Each	72	\$	\$
7. Replacement of Brick Paving Unit	S.F.	8,000	\$	\$
8. Refurbishment/Install Turf	S.F.	10,000	\$	\$

<b>Total Extended Bid Price</b>	\$
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B. Labor Rates

Description	Unit	2013 Rate/Hour	2014 Rate/Hour
Foreman	HR	\$	\$
Concrete Finisher	HR	\$	\$
Laborer	HR	\$	\$
Carpenter	HR	\$	\$
Equipment Operator	HR	\$	\$
Painter	HR	\$	\$

Cost of labor, materials and equipment shall be reviewed and approved prior to issuance of a Notice to Proceed and shall be based on direct costs plus 15% including delivery and handling.

2. Bid security  is  is not submitted with this bid.  
*(Check one)*

Bid Security is in amount of:

\_\_\_\_\_ % of the bid OR \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Bid Security is in the form of:

- Certified Check                       Bank Draft  
 U.S. Govt. Bond                       Bid Bond (Document 00410)

3. The Bidder hereby acknowledges receipt of the following Addenda, if any, as issued by the Authority:

Total number of Addenda \_\_\_\_\_ (if none, so state)

Addendum No. _____ dated _____	Addendum No. _____ dated _____
Addendum No. _____ dated _____	Addendum No. _____ dated _____
Addendum No. _____ dated _____	Addendum No. _____ dated _____
Addendum No. _____ dated _____	Addendum No. _____ dated _____
Addendum No. _____ dated _____	Addendum No. _____ dated _____
Addendum No. _____ dated _____	Addendum No. _____ dated _____

4. The Bidder attaches hereto the Statement of Bidder's Qualifications (Document 00420).
5. The Bidder attaches hereto the Section 3 Form (Document 00433), Bidder's MBE/WBE Solicitation and Commitment Record (Document 00434), and Previous Related Experience (Document 00436).
6. The Bidder attaches hereto the completed Request for Manpower Plan (Document 00435).

7. Special Provisions -- Notice to All Prospective Bidder (Document 00437).
8. The Bidder attaches hereto the Bidder's Representations, Certifications and Other Statements of Bidders (Document HUD 5369-A).
9. The Bidder attaches hereto the completed Form of Agreement (Document 00500).

**PROPRIETORSHIP SIGNATURE PAGE**  
(To be used when the Bidder is an individual doing business as a Sole Proprietorship.)

SHEET - FB-I

THE BIDDER CERTIFIES THAT THE BIDDER IS:

- An individual doing business in his/her own name
- An individual doing business under a fictitious or assumed name  
*(Complete Proprietorship Fictitious Name Disclosure below)*

SIGNED, SEALED AND DELIVERED

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

	_____ <i>(Printed or Typed Name)</i>	<i>Principal</i>	_____ <i>(Printed or Typed Name)</i>
<i>Witness</i>	{		{
	_____ <i>(Signature and Date)</i>		_____ <i>(Signature and Date)</i>

---

**PROPRIETORSHIP FICTITIOUS NAME DISCLOSURE**

*(To be used when the Bidder is an individual doing business under a fictitious or assumed name.)*

\_\_\_\_\_ is an individual trading under a fictitious or  
*(Proprietor's Name)*

assumed name of \_\_\_\_\_ and  has  has not registered under  
*(Fictitious or Assumed Name Used as Bidder's Name)* *(Check one)*

the Fictitious Names Act of Pennsylvania, namely the Act of May 24, 1945, P.L. 967, as amended, 54 P.S. sec. 281.1 et seq.

	_____ <i>(Printed or Typed Name)</i>	<i>Principal</i>	_____ <i>(Printed or Typed Name)</i>
<i>Witness</i>	{		{
	_____ <i>(Signature and Date)</i>		_____ <i>(Signature and Date)</i>

**PARTNERSHIP SIGNATURE PAGE**  
(To be used when the Bidder is an individual doing business as a Partnership.)

SHEET - FB-P-1

THE BIDDER CERTIFIES THAT THE BIDDER IS:

- A General Partnership (Attach completed Sheet FB-P-3)
  - Doing business under Partnership Name
  - Doing business under a fictitious or assumed name  
(Complete Partnership Fictitious Name Disclosure Sheet FB-P-2)
  
- A Limited Partnership (Attach completed Sheet FB-P-3)
  - Doing business under Partnership Name
  - Doing business under a fictitious or assumed name  
(Complete Partnership Fictitious Name Disclosure Sheet FB-P-2)

SIGNED, SEALED AND DELIVERED

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

<i>Witness</i>	<hr/> <i>(Printed or Typed Name)</i>	<i>Partner *</i>	<hr/> <i>(Printed or Typed Name)</i>
{			{
	<hr/> <i>(Signature and Date)</i>		<hr/> <i>(Signature and Date)</i>

<i>Witness</i>	<hr/> <i>(Printed or Typed Name)</i>	<i>Partner *</i>	<hr/> <i>(Printed or Typed Name)</i>
{			{
	<hr/> <i>(Signature and Date)</i>		<hr/> <i>(Signature and Date)</i>

\* If the Bidder is a partnership, the Bid and Contract must be signed in the name of the partnership by at least two general partners, and the names and addresses of all the partners must be listed on the certificate on Sheet FB-P-3.



**PARTNERSHIP FICTITIOUS NAME DISCLOSURE**

SHEET FB-P-2

*(To be used when the Bidder is a partnership doing business under a fictitious or assumed name.)*

\_\_\_\_\_ is a partnership trading under a fictitious or  
*(Partnership's Name)*

assumed name of \_\_\_\_\_ and  has  has not registered under  
*(Fictitious or Assumed Name Used as Bidder's Name)* *(Check one)*

the Fictitious Names Act of Pennsylvania, namely the Act of May 24, 1945,P.L.967, as amended, 54 P.S.sec.281.1 et seq.

<i>Witness</i>	<i>(Printed or Typed Name)</i>	<i>Partner*</i>	<i>(Printed or Typed Name)</i>
{	<i>(Signature and Date)</i>	{	<i>(Signature and Date)</i>

**PARTNERSHIP CERTIFICATE**  
(To be used when the Bidder is a partnership.)

SHEET FB-P-3

I, as partner of \_\_\_\_\_,  
*(Name of Partnership)*  
certify that the following are the names and addresses of all the partners of said partnership.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

(Use additional sheets as required.)

<i>Witness</i>	_____	<i>Partner*</i>	_____
	<i>(Printed or Typed Name)</i>		<i>(Printed or Typed Name)</i>
{	_____	{	_____
	<i>(Signature and Date)</i>		<i>(Signature and Date)</i>

**CORPORATION SIGNATURE PAGE**

(To be used when the bidder is a corporation.)

SHEET FB-C-1

THE BIDDER CERTIFIES THAT THE BIDDER IS:

- A corporation doing business in its own name
- A corporation doing business under a fictitious or assumed name  
(Complete Corporation Fictitious Name Disclosure FB-C-2)

SIGNED, SEALED AND DELIVERED

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

*(CORPORATE SEAL)*

\_\_\_\_\_

*(Corporate Name)*

\_\_\_\_\_

*(Printed or Typed Name)*

\_\_\_\_\_

*(Printed or Typed Name)*

*Witness*

{

\_\_\_\_\_

*(Signature and Date)*

*President*

*V.P.\*\**

{

\_\_\_\_\_

*(Signature and Date)*

\_\_\_\_\_

*(Corporate Title)*

\_\_\_\_\_

*(Corporate Title)*

\*\* If the bidder is a corporation, the Bid and the Contract must be executed in the Corporation's correct corporate name by its President or Vice President and attested to by its Secretary or Assistant Secretary or Treasurer or Assistant Treasurer, and the Certification of Corporate Principal (Doc. 00625) must be executed by the Secretary or Assistant Secretary.

**CORPORATION FICTITIOUS NAME DISCLOSURE**  
*(To be used when the Bidder is a corporation doing business under a fictitious or assumed name.)*

SHEET FB-C-2

\_\_\_\_\_ is a corporation trading under a fictitious or  
*(Corporation's Name)*

assumed name of \_\_\_\_\_ and [ ] has [ ] has not registered under  
*(Fictitious or Assumed Name Used as Bidder's Name)* *(Check one)*

the Fictitious Names Act of Pennsylvania, namely the Act of May 24, 1945, P.L.967, as amended, 54 P.S.sec.281.1 et seq.

	_____		_____
	<i>(Printed or Typed Name)</i>		<i>(Printed or Typed Name)</i>
<i>Witness</i>		<i>President</i>	
{		<i>V.P. **</i>	{
	_____		_____
	<i>(Signature and Date)</i>		<i>(Signature and Date)</i>

\*\* If the bidder is a corporation, the Bid and the Contract must be executed in the Corporation's correct corporate name by its President or Vice President and attested to by its Secretary or Assistant Secretary or Treasurer or Assistant Treasurer, and the Certification of Corporate Principal (Doc. 00625) must be executed by the Secretary or Assistant Secretary.

CORPORATION CERTIFICATE

SHEET FB-C-3

(To be used when the bidder is a corporation)

\_\_\_\_\_ is a corporation organized and existing  
(Corporate name used as Bidder name)  
under the laws of the state of \_\_\_\_\_ with its principal place of business at:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Street Address) (City) (State)

and, if a non-Pennsylvania corporation [ ] has [ ] has not (check one) been granted a certificate of authority to do business in Pennsylvania as required by the Pennsylvania Business Corporation Law, approved May 5, 1933, P.L. 364, as amended, 15 P.S. sec.2005 et seq.

I, \_\_\_\_\_, certify that I am the [ ] Secretary [ ] Assistant Secretary of the  
(check one)

Corporation named a Bidder herein; that \_\_\_\_\_ who signed

this Bid on behalf of the Corporation was then \_\_\_\_\_ of said Corporation that  
(President/V.P.) \*\*

I know his signature and his signature thereto is genuine; and that said Bid was duly signed, sealed and attested in behalf of said Corporation by authority of its governing body.

(CORPORATE  
SEAL)

\_\_\_\_\_  
(Signature and Date)

\*\* If the bidder is a corporation, the Bid and the Contract must be executed in the Corporation's correct corporate name by its President or Vice President and its Secretary or Assistant Secretary or Treasurer or Assistant Treasurer, and the above Certificate must be executed by the Secretary or Assistant Secretary

Attachment D  
Pre-Bid Conference Sign in Sheet  
(IFB-600-14-13)

