

To the City of Reading:

Bids are herewith submitted by the undersigned for the work or materials described on the reverse side hereof as set forth, and subject to the Rules and Regulations hereunder. Dated this \_\_\_\_\_ day of \_\_\_\_\_ 21 \_\_\_\_\_, at \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Bidder

Fax \_\_\_\_\_ By \_\_\_\_\_ Title

### RULES AND REGULATIONS

1. BIDS MUST BE MADE ON THIS SHEET and submitted *Via Renbid Website* The envelope must state the Bid Number. The unit price for each item must be given in the column headed "Price Per Unit." This must be for the particular unit of measurement specified in the column headed "Quantity and Unit." In addition, the prices must be extended for each item, and extensions must be totaled.

2. Where a bid is asked for a certain article or other "Equal thereto" and the bidder intends to furnish an article which the bidder considers equal to the one named, the bidder must specify in his bid the name and grade of said article. Where a date is set for delivery of materials or the performance of work, said materials must be delivered, or work performed, in accordance with the specifications or description herein contained on or before said date, or the order to the delinquent party will be cancelled and awarded to the next lowest responsible bidder.

3. All disputes concerning grades and quality of materials or work shall be determined by the Purchasing Manager, or other person duly designated by the Director of the Department of Finance. BIDS RECEIVED AT THE OFFICE AFTER THE HOUR SPECIFIED FOR THE OPENING OF BIDS WILL NOT BE CONSIDERED. Bidders are invited to be present at the opening of bids. Unless otherwise specified, awards will be made to the lowest responsible bidders, by items, for all goods and services enumerated on the reverse side of this sheet, but the City reserves the right to reject any or all bids.

4. In all cases where the employment of labor is involved, whatever the aggregate bid shall be, the successful bidder must execute an affidavit stating the provisions of the Workers Compensation Laws of Pennsylvania, as amended, have been accepted, or file with the City a certificate of exemption therefrom.

5. EVERY BID MUST BE ACCOMPANIED BY (1) Cash; (2) certified check payable to the order of City of Reading, or (3) proposal bond with City of Reading as obligee, and bidder as obligor, with one or more surety companies legally qualified to do business in Pennsylvania as surety. The cash, certified check or proposal bond shall be equal to 10% of the aggregate bid. In case the contract is awarded to a bidder, and bidder fails to enter the contract or to deliver all required bonds and affidavits, the cash or check deposited by the bidder shall become absolute property of the City; or if a bond has been deposited, it shall become payable immediately. Cash, checks or bonds deposited will be returned to unsuccessful bidders as soon as contract is awarded, or all bids rejected.

Cash, checks or bonds deposited will be returned to the successful bidder after the contract has been signed and all bonds and affidavits required have been delivered.

Unless otherwise stated, a performance bond is required. No contract will be entered into unless and until said performance bond has been delivered.

6. After a bid has been opened, it may not be withdrawn except as provided by Act of January 23, 1974, P.L. 9 No. 4 as same may be amended.