



Pennsylvania  
Department of General Services

DATE: October, 23, 2024

Jay R Reynolds, Inc.  
PO Box 326  
Willow Street, PA 17584-0326  
Vendor No. 122417

Re: Notice of Selection/Notice of Award/Letter of Intent  
Project No. DGS - C-1101-0055-001-Rebid  
Contract No. DGS - C-1101-0055.3 - Plumbing  
Lincoln University - Renovations and Additions to Manuel Rivero Gymnasium  
Lincoln University  
Chester County, Pennsylvania  
Proposal Submission Date - 08.06.2024  
Federal ID# - 23-2008267  
Amount of Contract - \$2,775,500.00  
SDB Commitment - 5.00 %  
VBE Commitment - 9.53 %  
Base Bid No. - BB-2  
Calendar Days - 791

Ladies and Gentlemen:

The Department of General Services (Department) has evaluated the Proposal your firm submitted in response to the Request for Proposals for Contract No. DGS C-1101-0055.3 - Plumbing Phase 001, along with the other submitted responsive Proposals. The Department has determined that your firm submitted the Proposals most advantageous to the Commonwealth in accordance with the evaluation factors, procedures and criteria set forth in the Request for Proposals and is therefore selecting and awarding the above subject Contract to you.

The contracts and bonds attached to this letter must be completed and returned to the Department within ten (10) days of the date of this letter. In order to expedite execution, you are required to execute the Contract and Contract Bond (including providing a Power of Attorney and evidence of signature authority), submit your Insurance Certificates as required by Article 10 of the General Conditions of the Construction Contract.

Submit the above originals to the Bureau of Capital Projects Planning & Procurement, 2nd Floor Arsenal Building, 1800 Herr Street, Harrisburg, Pennsylvania 17125.

Please execute the Contract and Contract Bond as follows:

Capital Programs  
Arsenal Building Harrisburg, PA 17125 717.787.7095 [www.dgs.pa.gov](http://www.dgs.pa.gov)

- The Contract and Contract Bond are to be signed by a senior corporate officer but, if not, provide evidence of the person's authority to sign the Contract and Contract Bond on the corporation's behalf.
- The Contract Bond is to have the name, mailing address, and state of incorporation of Surety Company inserted in the spaces indicated on the Contract Bond. The date of execution should be inserted in the space provided.
- The Contract Bond is to be executed by Contractor and the Surety Company. Include the Power of Attorney authorizing the Attorney in Fact to sign on behalf of the Surety Company, with a current certification date and bearing the signature of a corporate officer.

Pursuant to §906 of the Commonwealth Procurement Code, the Department is issuing this binding Letter of Intent to contract with your firm for the above-referenced work. **Upon receipt of this letter, you are directed to start off-site work including:**

- Submission of the following through the e-Builder submittal module:
  - Submittal schedule based on the submittal register in e-Builder.
  - Shop drawings and submittals for long lead materials and equipment for design approval.
  - All administrative submittals required to execute work including, but not limited to, the following:
    - Proposed principal staff assigned to this project. Provide the names, addresses, email addresses, and phone numbers for a maximum of three individuals, but note that only two individuals will be permitted to have e-Builder roles.
    - Project (CPM) Schedule
    - Schedule of Values
    - Purchase Orders
    - Subcontractor Agreements
- To incur costs in preparation for performance of the Contract.
- Thoroughly review Specification Section 013100, the Contract Documents, the 2022 Administrative Procedures, and the 2022 General Conditions of the Construction Contract for important instructions regarding your timely submittal of these and other items.

No physical work on the construction site shall be commenced and no payment shall be made until the contract is fully executed.

If a contract is not fully executed, your firm is entitled to reimbursement for its actual expenses reasonably incurred pursuant to this letter up to the time you receive notification not to proceed from the Department. Reimbursement may include actual labor costs, bond, and insurance cost. Reimbursement shall not include any loss of anticipated profit, loss of use of money or administrative or overhead costs. Examples of administrative and/or overhead costs include, but are not limited to, salaries of upper level management, accounting/payroll services, and utilities.

The Department will notify you of the date, time and place of the Orientation meeting. The purpose of the Orientation meeting is to provide basic instruction on the use of the eBuilder Enterprise Software platform to manage the construction phase of the project. Please thoroughly familiarize yourself with the eBuilder Enterprise Software platform prior to the meeting.

According to Section 543 of the Commonwealth Procurement Code, your firm **will not have a contract with the Department until the last Commonwealth official executes the contract.** Issuance of this Notice of Selection / Notice of Award shall not constitute a waiver of the Department's right to rescind the award. The Department explicitly reserves the right to rescind the award until the last Commonwealth official executes the contract. The Department will return a fully executed original contract to you for your records.

The Department will notify you of the date, time and place of the Initial Job Conference. Your firm must commence on-site work within ten (10) days after the Initial Job Conference. Please remember that the number of calendar days allotted for the completion of this contract is calculated from the date of the Initial Job Conference.

Sincerely,

**Greg Kirk**

Greg Kirk  
Deputy Secretary for Capital Programs, Department of General Services

Jay R Reynolds, Inc.  
Contract No. DGS C-1101-0055.3 - Plumbing  
Contractor Telephone No. 717-464-2755

Cc: Bureau of Construction  
Eastern Region  
Requesting Agency – Lincoln University  
Susan Stanisic  
Ed Olivieri  
Paula Murphy  
Corey Burnett

Professional: PZS Architects  
4141 Station Street  
Philadelphia, PA,  
19127

**REQUESTING AGENCY** – Please ensure that a copy of this Letter of Award is forwarded to your Comptroller.

**INSTRUCTIONS** - Please use the links below for the instructions /Notifications for the Contractor.

[Notification to all contract awardees.](#)

[Welcome to the Supplier Service Center.](#)