pennsylvania
DEPARTMENT OF GENERAL SERVICES

October 24, 2019

VIA MAIL & email @ jmeyers@jemgroup.net

Jessica E. Meyers, Owner & President
JEM Group
509 North 2nd Street
Harrisburg, PA 17101

Re: Notice of Selection / Notice of Award / Letter of Intent
Contract No. DGS C-0251-0045.4 Phase 1
Demolition and New Construction
Safety Rest Area Site 47 I-81 NB
East Hanover Township, Dauphin County, Pennsylvania
Proposal Submission Date – June 27, 2019
Amount of Contract - $996,626.50
Request for Proposal
Base Bid No. 4
Calendar Days – 404 Days

Dear Ms. Meyers:

The Department of General Services (DGS) has evaluated the Proposal your firm submitted in response to the Request for Proposals for Contract No. DGS C-0251-0045.4 Phase 1, Demolition & New Construction, Safety Rest Area Site 47 I-81 NB, East Hanover Township, Dauphin County, Pennsylvania, along with the other submitted responsive Proposals. The DGS has determined that your firm submitted the Proposal most advantageous to the Commonwealth in accordance with the evaluation factors, procedures and criteria set forth in the Request for Proposal and is therefore selecting and awarding the above subject Contract to JEM Group.

The two (2) sets of 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.

JEM Group
Contract No. DGS C-0251-0045.4 Phase 1
Contractor Telephone No. (717) 238.7709

Submit the above originals to the Bureau of Pre-Construction, 3rd Floor Arsenal Building, 1800 Herr Street, Harrisburg, Pennsylvania 17103.

Please execute the Contract and Contract Bond as follows:

- 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 your submittal schedule based on the submittal register in the eBuilder submittal module; and submission of shop drawings and submittals for long lead materials and equipment for design approval; and submission of all administrative submittals required to execute work (including, but not limited to your proposed principal staff assigned to this project (provide the names, addresses, email addresses and phone numbers for a maximum of three individuals), the CPM Schedule, Contractors schedule of values, purchase orders, and sub-contractor agreements); and to incur costs in preparation for performance of the contract. All items must be submitted through the eBuilder Enterprise Software platform. In addition, please thoroughly review specification section 001310, the contract documents, the 2017 Administrative Procedures and the 2017 General Conditions of the Construction Contract for important instructions regarding your timely submittal of these and other items.** You are reminded that 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,

Curt Topper
Secretary

Cc: Bureau of Construction
Toni Dolan
Curtis Burwell
Requesting Agency – PA DOT

Edmond Olivieri
Central Region
Beth Nonemaker

ARCH/ENG: LSC Design
320 George Street
York, PA 17401

REQUESTING AGENCY – Please ensure that a copy of this Notice of Selection/Notice of Award/Letter of Intent is forwarded to your Comptroller.