



**PENNSYLVANIA INTERSCHOLASTIC  
ATHLETIC ASSOCIATION, INC.**

550 Gettysburg Road • P.O. Box 2008  
Mechanicsburg, Pennsylvania 17055-0708  
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June 24, 2008

Dear Prospective Contractor:

Below please find requirements for the Pennsylvania Interscholastic Athletic Association, Inc. (PIAA) Parking Lot Repaving, and Light Poles & Fixtures Replacement Project. Please complete and return to PIAA the enclosed Request for Quotation (RFQ), as soon as possible, but no later than 4:30 pm, Wednesday, July 23, 2008. Responses will be opened and reviewed before a Committee of the PIAA Board of Directors on Thursday, July 24, 2008. PIAA will notify the successful respondent(s), via telephone, by no later than the close of business on Friday, August 1, 2008. In order to be eligible for consideration, RFQ's must be submitted in accordance with the following instructions:

Please provide materials, equipment and labor for the following:

- Take down 5 designated sectional steel light standards in parking lot and haul away for disposal.
- Install 5 new aluminum light standards to match existing aluminum light standards.
- Remove 6 light fixtures from remaining light standards.
- Provide and install 11 **new** 400-watt or 750-watt, 480 volt light fixtures for existing and new light standards. New fixtures to be manufactured by Hubbell (or equal/better). **Provide pricing for both wattages.**
- Trench in new service from electrical room at rear of building to all parking lot light standards. All trenching must be backfilled with stone and a minimum of 3" of macadam.
- Lay in new schedule 40 PVC conduit and wire for light fixtures and hook up electrical to all fixtures. PVC to be minimum 1" diameter; guage and type of wire to be matched to wattage and voltage of light fixture.
- Hook up new service at panel inside electrical room in building. Install and wire up new photocell to control lighting. Adjust photocell location to best suited area of building.
- Back fill and smooth all trenches; re-seed trenches in dirt.
- Repave entire parking lot (approximately 30,000 sq. ft.) with new top surface.
- Restripe all parking lot spaces consistent with existing pattern. Provide for a minimum number of handicapped spaces according to Township, State, and/or American Disabilities Act regulations.

- Electrical work to be done to relevant codes. Obtain clearance from Pa One Call regulatory agency before trenching.
- Provide engineering, drawings and permits as may be required by Upper Allen Township.
- The project is to be awarded to a single contractor who shall be solely responsible for all components of the project. Contractor should offer no less than a 2-year warranty on all materials and workmanship. Service response must be within 48 hours of initial call.

If a discrepancy is found, and PIAA deems it material, PIAA reserves the right to require contractor to correct the error or misapplication.

No proposal may be withdrawn, and subsequently re-submitted, after the RFQ's are opened.

No agent, real or apparent, is authorized to make oral modifications, representations, or instructions to the specifications.

For the successful contractor, PIAA will retain 10% of contracted project cost until owner acceptance of project. Any successful contractor who breaches, in part or in whole, any of the aforementioned general conditions is subject to a 100% forfeiture of payment from PIAA.

**SUBMITTING RFQ'S:**

RFQ responses should be submitted on no more than two (2) pages using your company letterhead stationery. Please place the RFQ response in a sealed envelope or package, and clearly address that envelope or package to:

Pennsylvania Interscholastic Athletic Association, Inc.  
**PARKING LOT REPAVING & LIGHT POLES/FIXTURES REPLACEMENT RFQ**  
550 Gettysburg Road, P.O. Box 2008  
Mechanicsburg, PA 17055-0708

Sincerely,

Gregory G. Biller  
Director of Business Affairs

Enclosures

cc: Mark E. Byers, PIAA Assistant Executive Director  
Bradley R. Cashman, PIAA Executive Director  
Dr. Robert A. Lombardi, PIAA Associate Executive Director  
Melissa N. Mertz, PIAA Assistant Executive Director  
Michael L. Solomon, Esq., PIAA Director of Legal Affairs