**BIDDER QUALIFICATIONS RESPONSES**

Bidder must include a response to all items below. Bidders that do not conform to these requirements shall be deemed non-responsive.

1. The Successful Bidder shall carry out repair work to the highest standards and all specialized materials used shall be free from defects and fit for purpose for which they are acquired from companies or individuals which comply with all relevant Health and Safety legislation including in particular the requirements of Control of Substances Hazardous to Health (COSHH). All work, goods and materials shall comply with the contract requirements and shall be to the satisfaction of Queens Library. All work shall be monitored regularly to ensure that no defects occur to work or materials failings, therefore providing work of the highest standard. The Successful Bidder shall also conform to all regulations of public agencies, including any specific requirements of the local, city and / or state jurisdiction. The Successful Bidder’s employees assigned to perform work under the specification must have the proper certification and/or licenses, as required by applicable laws, rules, and/or regulations. In the bid submission please describe your firm’s experience and compliance with the above.
2. As may be required by the City, the Successful Bidder and any of its subcontractors must be licensed in NYC with a minimum of 5 years work experience of similar size and scope and is able to demonstrate its capability as a plumbing services with a complete project record satisfactory to the Library. Bidder(s) must demonstrate that it is a licensed. In the bid submission please supply evidence that your firm meets this requirement. The Successful Bidder must identify all subcontractors for Plumbing Services that the plan to utilize. Bidder to provide information that firm can provide RPZ/ Backflow testing, Boiler work and other work described in bid section III. SCOPE OF WORK.

3. Provide a brief description of your firm, its history and ownership structure, and its number of employees. Also, include any significant developments, or organization, ownership or financial structure changes that have occurred in the last three (3) years, or that you anticipate in the future.

4. Provide the name, title, address, telephone and fax number, and e-mail address of the individual the Library should contact with respect to your bid. Make a statement regarding the availability of this individual as the primary contact to the Library throughout the term contemplated under this bid.

5. Provide a summary of your firm’s experience and qualifications in meeting the standards of the Bidder Qualification requirements contained in the bid document and with executing the obligations listed in the Scope of Work. Include specific references to work for not-for-profit corporations, library systems or other like-entities. Also, include information about work performed for NYC, NYS or other governmental entities. In describing the experience, name each client and the nature of the work performed, with specific reference to (a) the services provided; (b) the term of such services and (c) the estimated contract value.

6. Describe how you would staff the engagement and be able to respond to the Scope of Work.

7. Provide a minimum of three (3) recent clients as references that best represent your ability to perform the tasks described in this Bid (a “Reference Client”). Provide the Reference Client’s name, contact person, title, email address, address, and telephone number. Please provide details on the work performed for each Reference Client, including, the length of any contract, contract value and explanation of how the work performed is similar to the work required by the Library, as well as any other pertinent information relevant to representing your qualifications to perform the work.

8. Provide copies of your two (2) most recent audited financial statements. If audited financial statements are not available, please explain why and identify how the Library can assess the financial condition of your firm and provide alternative documentation subject to the Library’s sole discretion to accept.

9. Identify the nature of any potential conflict of interest your firm or any proposed sub-consultants might have in providing the Scope of Work under this bid with the Library.

(a) Discuss fully any conflicts of interest, actual or potential, which might arise in connection with your firm's involvement with the Library. If your firm believes that a conflict of interest might arise, please describe how such conflict would be resolved.

(b) State whether your firm represents any party that is or may be adverse to the Library.

10. Discuss any past or present civil or criminal legal investigations, litigation or regulatory action involving your firm or any of its employees that could impact your role or ability to serve as a contractor to the Library. If none, include a statement that there are no past or present civil or criminal legal investigations, or pertinent litigation and or regulatory actions that could impact your firm’s ability to serve in the required capacity.