



**BID #0417-1
Queens Central Library
Date: April 18, 2017**

Contractor Services –N.Y.C Pass -Through Contract for:

Penthouse Air Handlers Project

Required Site Visit and Bid Review:

Date: Wednesday, May 3, 2017 10:00 A.M., *Sharp*

**Location: 89-11 Merrick Blvd,
Jamaica, NY 11432**

**Question Deadline
May 4, 2017**

Bids must be submitted by:

**Thursday, May 11, 2017 2:00 P.M., to:
Purchasing Department
Queens Borough Public Library
89-11 Merrick Boulevard
Jamaica, New York 11432**

Corrections in red- April 26, 2017

Instructions to Bidders

All questions and requests for additional information concerning this Bid should be directed to Cristina Polychronopoulos, Purchasing Coordinator and William Funk, Director of Procurement Management, the authorized Library contact persons at:

Telephone #: 718-990-8684 and 718-990-0782
E-Mail Address: BIDcontact@queenslibrary.org

Bid Due Date and Time and Location:

Date: Thursday, May 11, 2017
Time: 2:00PM
Location 89-11 Merrick Blvd, Jamaica, NY 11432

Site Inspection Date and Time and Location:

Date: Wednesday, May 3, 2017
Time: 10:00AM
Location 89-11 Merrick Blvd, Jamaica, NY 11432

Question Deadline:

Date: Thursday, May 4, 2017

Library's Procurement Opportunities Webpage: This bid is posted on the Library's Procurement Opportunities webpage. Unless instructed otherwise, all related documents are posted on this webpage. Please see web link for drawings. Bidders have the responsibility of frequenting the Library's Procurement Opportunities webpage for any updates to the bid including the posting of answers to questions received, bid revisions or addendums or any other updates. The direct link to the webpage is: <http://www.queenslibrary.org/about-us/proposals-and-bids>.

Bid Submissions: Bids must be sealed and labeled on the outside of the package to clearly indicate that they are in response to ~~0217-3 Sewer Ejector Pumps Replacement~~ **0417-1 Penthouse Air Handlers Project**. Firm must submit an electronic submittal of your bid on a flash drive or similar device with your bid submission. All bids are to be delivered to:

Queens Borough Public Library
Purchasing Department
89-11 Merrick Blvd
Jamaica, NY 11432

E-mailed or faxed bids will not be accepted by the Library.

Bids received at this Location after the Due Date and Time are late and shall not be accepted. Unless the Library issues a written addendum to this Invitation to Bid which extends the Due Date and Time for all bidders, the Due Date and Time prescribed above shall remain in effect.

Bid prices must be held for no less than 120 days from date of submission

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Attachment 1- Library Standard Terms

Attachment 2- New York City Pass Through Requirements

Drawings: <https://www.dropbox.com/sh/0rd0soyg2c6ps80/AAA7t238i4BTkLO5ze8WrTbca?dl=0>

I. **LIBRARY OVERVIEW**

The Queens Borough Public Library (the “Library”) is an independent, autonomous not-for-profit corporation. It is one of the largest and most innovative libraries in the world and one of three of New York City’s library systems consisting of a Central Library and sixty-four (64) community libraries and community centers located throughout the Borough of Queens, New York. The Library serves 2.2 million residents of Queens, circulates approximately fifteen million (15,000,000) items, offers twenty-five thousand (25,000) programs and services and has fifteen million (15,000,000) visitors annually.

II. **SCOPE OF WORK**

A. **Contract- Single Prime Contract: includes all General Construction, Mechanical, Electrical, Controls, Fire alarm and Fire Sprinkler**

General Construction: Including, but not limited to, general conditions, building permits, fees, project coordination and full-time field supervision during any work, protection of walls, stairs, and flooring during construction and also in routes of debris removal, all demolition and waste removal (electrician will disconnect electric; mechanical contractor will disconnect ductwork; GC will remove and dispose of), temporary interior barriers, new walls, patching of existing walls, soffits and ceilings, insulation, new ceilings, taping and spackling, painting, wall covering, blocking, interior doors, frames and hardware indicated on plans, fire extinguisher cabinets, fire stopping, access doors, wall/corner guards, wall specialty items, daily and continuous clean up and debris removal throughout the project.

Including, but not limited to, general conditions, electrical and lighting disconnects for demolition, obtaining and closing out necessary permits, fees, demolition of wiring and disconnecting lighting fixtures and furniture, temporary light and power, all electric, data and telephone identified on plans, labeling electric and data panels, circuit breakers, supplies, cable, power switching, HVAC electric, lighting fixtures, emergency exit fixtures, fire stopping related to electric work, protection of fire alarm devices for demolition and construction periods, and clean-up of self-generated debris.

Including, but not limited to, general conditions, obtaining and closing out necessary permits (plumbing, fire sprinkler), fees, inspections, demolition, cut off’s, supply and install all plumbing indicated on plans, fire sprinkler system as indicated on drawings, and clean-up of self-generated debris.

Including, but not limited to, general conditions, plans, permits, fees, demolition of existing ductwork, new ductwork and diffusers, HVAC equipment, VAV’s, controls, fire stopping, and daily clean-up of self-generated debris.

The Contractor must open the block / brick wall, to rig AHU in/out, the contractor must hire a NYS Licensed Professional Engineer to design the shoring for the wall. The opening must be protected in between phases and must re-build the wall at the end of the project to match the existing construction. Incorporated into this Scope of Work are all drawings which can be found at:

<https://www.dropbox.com/sh/Ord0soyg2c6ps80/AAA7t238i4BTkLO5ze8WrTbca?dl=0>

B. Changes in the Work

A formal Agreement shall be executed with the contractor that is awarded the contract by the Library under this Bid. This Agreement shall include all items required as per the Bid and Pass-Through contract requirements, to include, but not limited to, the following:

Change Orders

- a. Any modifications to Contractor Agreements as a result of field conditions, scope changes and/or other conditions must be approved by Contractor and the Library's Director of Capital & Facilities Management, in coordination with the Library's Construction Management (CM) firm prior to the commencement of any change in scope of work. Any change orders that will increase or decrease any Contractor Agreement by more than 5% of trade value must be approved by the Construction Manager and the Library's Chief Executive Officer.
- b. Contractor must submit a proposed change order (4 copies) to the Architect, who will approve then send them to the Construction Manager and Library for their approvals. In no event shall the contractor be entitled to recover from the Library the amount of overhead and profit associated with deletions and/or changes in the work which decreases the amount of the contractor's original contract sum.

The following shall be the format used when submitting change orders:

1. Materials (itemized breakdown): _____
2. Rental of equipment (itemized breakdown): _____
3. Labor (itemized breakdown): _____
4. Subtotal: _____
5. Overhead (10% x line 4): _____
6. Subtotal (add lines 6 and 7): _____
7. Profit (5% x line 6): _____
8. Total Change Order: _____

C. Project Schedule

This is a phased Project. The air handlers need to be replaced one at a time in order to maintain heating and cooling in the building. The first air handler will be taken off line and demolished after a delivery date of the one of the air handlers is confirmed. The remaining two air handlers need to be modified to move the air for the air handler that was removed. The contractor must include Ductwork modification in his bid price to maintain air flow throughout the building at all times.

A project schedule will be developed between the Owner's Representative and the contractor after the bid award. The contractors must supply sufficient manpower to finish their work. If a contractor fails to adhere to the schedule, the Library will deduct \$750.00 per day from their contract amount.

The total duration of the contract is 240 days including shop drawings, equipment lead time and installation of all equipment.

D. Requirements

The Successful Bidder to comply with the requirements of Attachment 1- Library Standard Terms and Attachment 2- New York City Pass Through Requirements.

Project drawings are incorporated into this scope of work. Drawings can be accessed using the link below:

III. VENDOR QUALIFICATIONS

1. The Successful Bidder must have experience in providing and installing this type of renovation work within the past (3) three years of this bid. In the bid submission please supply evidence that your firm meets this requirement.
2. 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. In the bid submission please supply evidence that your firm meets this requirement. The Successful Bidder must identify all subcontractors that the plan to utilize. In addition the Successful Bidder must be a licensed in New York City with a minimum of 5 years work experience of similar size and scope.
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 Vendor 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 your firm 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, 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. We have a form that requests 3 references.

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.
10. 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.
11. 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.

IV. **CONTRACT TERM**

It is anticipated that the term of this agreement shall be for the latest of two-hundred and forty (240) or upon completion of the work ("Term") including closeout and the Successful Bidder has obtained final approval and payment from the Library.

V. **BID PROCESS AND GUIDELINES**

1. The sealed envelope shall be clearly marked "**Sealed Bid Response – BID #0417-1, Penthouse Air Handlers Project**" and endorsed on its face with the name of the person, firm or corporation submitting the bid. Bidder must submit an electronic submittal of its bid on a flash drive or similar device with your bid submission.
2. Bidder to provide responses to bid section III. Vendor Qualifications and to provide all requested forms.
3. The Successful Bidder to conform to all of the requirements of this bid including the Scope of Work and Attachment 1- Library Standard Terms and Attachment 2- New York City Pass Through Requirements.

4. Following the Bid opening, the Library shall issue an award, if any, to a Bidder, adhering to the Library's award cycle and approval by the Library's Board of Trustees.
5. The Library reserves the right to accept this Bid by item, section or as a whole, or in its discretion, to reject all responses. Also reserved is the right to reject, for cause, any Bid responses in whole or in part, to waive technical defects, qualifications, irregularities and *omissions* if, in its judgment, the best interests of the Library will be served.
6. The Library reserves the right to award the contract to the lowest-priced and responsible low bidder deemed qualified by the Library, split the award between two or more Bidders or project locations, or make no award, as will best promote the public interest, taking into consideration the reliability of the Bidder, quality of the services, materials, equipment or supplies to be furnished, and its conformity with the requirements of the Bid.
7. Following the issuance of an award, the Library shall issue a formal contract which shall not be binding unless and until the Library and a Bidder execute a contract.
8. In the event a Bidder proposes to furnish substitutions for a service or product, as appropriate, this information shall be identified in writing, including full technical descriptions, catalog cuts and samples, as appropriate, with the Bid. The Library reserves the right to request a representative sample of the item(s) quoted, either prior to award, or before shipment is made. The determination of equality shall be made by the Library. If the sample or other technical description is not in accordance with the Bid, or is otherwise deemed not to be an equal to that specified, the Library may reject the bid, or, if award has been made, cancel the contract at the expense of the Bidder.
9. If the bidder wishes to inspect the site prior to submitting a bid, call Cristina Polychronopoulos, at 718-990-8684 to schedule an appointment.
10. Bidders shall thoroughly examine and be familiar with all requirements of the Bid and drawings (if any). The failure or omission of any Bidder to fully examine the Bid / drawings and site conditions shall in no way relieve Bidder from any obligations with respect to performance of the contract and the contemplated work therein.
11. If a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in this Bid, they shall immediately notify the Library in writing to William Funk, Director of Procurement Management at BIDcontact@queenslibrary.org of such error and request clarification or modification to the document.
12. Should the Library find it necessary to modify this Bid, a notice of that modification will be made by way of an addendum that will be posted to the Bid website.
13. If a Bidder fails to notify the Library of a known error or an error that reasonably should have been known prior to the final filing date for submission, the Bidder shall assume the risk. If awarded the contract, the Bidder shall not be entitled to additional compensation or time by reason of the error or its late correction.

14. This project is subject to compliance with the Prevailing Wage Law. The Contractor must conform to the provisions of Local Law 220. Prevailing Wage schedules can be found <http://comptroller.nyc.gov/prevailing-wage/wage-schedules/>.

A. Payment

1. Payment will be made by the Library only upon completion of the required work or if the Library agrees to progress billing upon presentation of correctly itemized invoices within thirty (30) days of invoice approval.
 2. The Successful Bidder is responsible for providing all supporting documentation, including AIA construction progress invoices, certified payrolls, release of liens and permit signoffs for final payment when required.
 3. The Library's payment of any invoice shall not preclude the Library from making claim for adjustment on any item found not to have been in accordance with the general conditions and specific requirements of the contract.
 4. In the case of service contracts, payments shall be net upon approval of the monthly invoice for service, unless otherwise stated.
 5. Ten percent (10%) of the total contract value will be withheld by the Library as retainage for correction of punch list items or for other deficiencies as determined by the Library. Upon completion of the punch list work, as determined by the Library, the retainage shall be released.
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FORM # 1

STATEMENT OF UNDERSTANDING

By signing in the space provided below, the undersigned certifies that the respondent (i) has read and understands and accepts the bid, scope and requirements of this project and all of the attachments; (ii) has the capacity to execute this project; (iii) agrees to accept payment in accordance with the requirements of this Bid and the standard construction services contract, and (iv) will, if its bid is accepted, enter into a standard agreement with the Queens Borough Public Library.

I hereby certify that my firm will carry all types of insurance specified in the Bid.

The undersigned further stipulates that the information in this bid is, to the best of knowledge and belief, true and accurate.

Name of Firm

By: _____
Signature of Partner or Corporate Officer

Date

Print Name

Title

Telephone / Fax #'s

EIN #

Address

e-mail address

FORM #2

REFERENCES

Bidder **MUST** furnish three (3) references for work/projects completed within the last three (3) years of the same general character as that specified herein. Please do not include the Queens Borough Public Library or any Queens Borough Public Library employee as a reference.

1. _____
Name of Firm Contact Telephone

2. _____
Name of Firm Contact Telephone

3. _____
Name of Firm Contact Telephone

Bidder to furnish name of bank or other financial institution to provide evidence of its financial responsibility:

1. _____
Name of Firm Contact Telephone

2. _____
Name of Firm Contact Telephone

Name of Firm

By: _____
Signature of Partner or Corporate Officer

Date

Print Name

Title

FORM # 3

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this BID, Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint BID submission each party hereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this Bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by Bidder and will not knowingly be disclosed by the Bidder prior to the BID opening, directly or indirectly, to any other Bidder or to any competitor; and
3. No attempt has been made or will be made by the Bidder to induce any person, partnership or corporation to submit or not to submit a response to this Bid for the purpose of restricting competition.

Company Name

Date

Address

Telephone

FAX

Name of Bidder

Title

Signature of Bidder

e-mail

FORM # 4

BID SHEET – Penthouse Air Handlers Project - Central Library

All work as per bid documents and plans. Total lump sum price:

Bid: _____
(write amount in dollars)

Bid _____
(write amount in words)

Bid sheets must be completed in full. Incomplete bid forms will not be accepted. Bid Sheet Prices must include all items in general conditions, insurances, bonds if required, labor (prevailing wages), overtime costs, equipment, materials, delivery, shop drawings, permits, fees, inspections, DOB sign-offs, overhead and profit, all other costs associated with completing the Scope of Work and all requirements of this bid.

Name of Firm

Address

_____/_____/_____
Phone No. FAX Email

_____/_____/_____
Officer's Name Title Signature

FORM # 5

VENDOR RESPONSIBILITY QUESTIONNAIRE

Legal Business Name:
EIN:
Address of the Principal Place of Business/Executive Office:
New York State Vendor Identification Number:
Telephone/Fax:
Email:
Website:
Authorized Contact for this Questionnaire:
Name:
Telephone/Fax:
Title:
Email:

List any other DBA, Trade Name, Other Identity, or EIN used in the last five (5) years, the state or county where filed, and the status (active or inactive) (if applicable):

I. Business Characteristics

- a. Business Entity Type: _____
- b. Was the Business Entity Formed in New York State? _____
- c. If no, indicate jurisdiction where Business Entity was formed: _____
- d. Is the Business Entity currently registered to do business in New York State with the Department of State? _____
- e. If no, explain why the Business Entity is not required to be registered in New York State.

- f. Does the Business Entity have a DUNS Number? If so, please provide: _____
- g. Is the Business Entity's principal place of business/Executive Office in New York State? If no, does the business entity maintain an office in New York State? _____
- h. Is the Business Entity a NYS or NYC Certified Minority or Women Owned Business (M/WBE)? If so please indicate which certification and the certifying entity.

- i. Identify current Key Employees of the Business Entity. Attach additional sheets, if necessary.

II. Contract History

- a. Has the Business Entity held any contracts with the City of New York, Queens Borough Public Library and/or New York State governmental entities in the last three (3) years? If yes, attach a list including the agency name, contract amount, contract start date, contract end date and the contract description.

III. Integrity -- Contract Award: Within the past five (5) years, has the business entity or affiliate:

- a. Been denied a contract or had a bid rejected based upon a finding of non-responsibility by a governmental entity? _____
- b. Been suspended, cancelled or terminated for cause on any government contract? _____
- c. Been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any government contract? _____
- d. Entered into a formal monitoring agreement as a condition of a contract award? _____

*** For each "yes" answer, provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

IV. Certifications/Licenses

- a. Within the past five (5) years, has the Business Entity or any Affiliate had a revocation, suspension or disbarment of any business or professional permit and/or license? _____

*** If “yes,” provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

V. Legal Proceedings: Within the past five (5) years, has the business entity or affiliate:

- a. Been the subject of a civil complaint? _____
- b. Been the subject of a judgment or conviction for conduct constituting a crime? _____
- c. Received any OSHA citation and Notification of penalty containing a violation classified as serious or willful? _____
- d. Had any New York State Labor Law violation deemed willful? _____

VI. Leadership Integrity: Within the past five (5) years, has any individual previously identified, any other Key Employees not previously identified or any individual having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation within New York State been subject to:

- a. A sanction imposed relative to any business or professional permit and/or license? _____
- b. An investigation, whether open or closed, by any governmental entity for a civil or criminal violation for any business related conduct? _____
- c. A conviction or judgment of any business related conduct constituting a crime including, but not limited to, fraud, extortion, bribery, racketeering, price fixing, bid collusion or any crime related to truthfulness? _____
- d. Misdemeanor or felony conviction for:
 - i. Any business-related activity, including, but not limited to, fraud, coercion, extortion, bribe or bribe-receiving, giving or accepting unlawful gratuities, immigration or tax fraud, racketeering, mail fraud, wire fraud, price fixing or collusive bidding; or
 - ii. Any crime, whether or not business related, the underlying conduct of which related to truthfulness, including, but not limited to the filing of false documents or false sworn statements, perjury or larceny?

FORM # 6

ACKNOWLEDGEMENT OF ADDENDA

Name of Firm

TITLE OF BID:

Trade: ~~Sewer Ejector Pumps Replacement~~ **Penthouse Air Handlers**
Project

PIN: ~~0217-3~~ **0417-1**

Instructions: Prospective Bidder is to fill in **Trade** and **PIN** number (above), check / complete **Part I or Part II** of this form (whichever is applicable) and sign and date the form. This form serves as the prospective Bidder's acknowledgement of the receipt of Attachments to this Bid which may have been issued by the Library prior to the proposal due date and time.

___ Part 1 – Listed below are the dates of issue for each Addendum received in connection with this BID.

Addendum # 1, dated _____

Addendum # 2, dated _____

Addendum # 3, dated _____

Addendum # 4, dated _____

Addendum # 5, dated _____

___ Part 2 – No Addendum(s) were received in connection with this BID.

Prospective Bidder's Authorized Representative:

Name: _____

Title: _____

Signature: _____ Date: _____