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**BID #0717-1  
Various Community Libraries**

**Date: July 18, 2017**

**Invitation for Bid:  
Window Cleaning and Emergency Remedial Services**

**Bids must be submitted by:**

**August 8, 2017 2:00 P.M., to:  
Purchasing Department  
Queens Borough Public Library  
89-11 Merrick Boulevard  
Jamaica, New York 11432**

**Question Deadline  
August 1, 2017**

## **Instructions to Bidders**

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

**Telephone #:** 718-990-8684 or 718-990-0782 and 718-990-0783  
**E-Mail Address:** [BIDcontact@queenslibrary.org](mailto: BIDcontact@queenslibrary.org)

### **Bid Due Date and Time and Location:**

**Date:** August 8, 2017  
**Time:** 2:00PM  
**Location** 89-11 Merrick Blvd, Jamaica, NY 11432

### **Question Deadline:**

**Date:** August 1, 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. 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 0717-1 Window Cleaning and Emergency Remedial Services. Firm must submit an electronic submittal of your bid on a flash drive or similar device with your bid submission. 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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## 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-two (62) 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. **Window Cleaning – Designated Libraries**

Provide all labor, materials and rigging necessary to perform window cleaning services above ten (10) feet. See below designated locations and frequency levels. Completely clean exterior (and interior where applicable) surfaces of all glass and/or polycarbonate sheet windows and panels.

1. Bidders to provide five year flat rate pricing per designated location (see bid pricing sheet).
2. Bidders are responsible to conduct mandatory site surveys prior to submitting bid to verify all field conditions, dimensions, and adjacent areas that may impact performance of work.
3. The Successful Bidder shall clean all glass surfaces with a solution of lukewarm water and 10% ammonia. The Successful Bidder to wipe down sills and ledges.
4. The Successful Bidder shall clean Polycarbonate sheets, Lexan Plexiglas and acrylics that require special care with a solution of lukewarm water and a mild soap or detergent, using a sponge or soft cloth, rinsed with clean water and wiped with a chamois cloth or cellular sponge.
5. The Successful Bidder shall clean all surfaces of exterior glass windows and doors on elevations above ten (10) feet.
6. Where applicable the Successful Bidder shall clean all surfaces of interior and exterior glass of skylights (Central 2<sup>nd</sup> floor – 7 skylights total).
7. Where applicable the Successful Bidder shall clean all surfaces of interior stairwell glass (Flushing).
8. The Successful Bidder shall ensure that all glass and polycarbonate surfaces shall be clear and streak free upon completion of work.
9. The Successful Bidder shall ensure that all work be performed in a manner so as not to interfere with public service operations.
10. The Successful Bidder must caution off all of the exterior work area (interior work area when applicable) and maintain a safe walkway as required by the City of New York.

11. The Successful Bidder shall be responsible to provide copies to the Library's Facilities and Environmental Services department's authorized personnel all required permits and rigging license(s) as appropriate prior to commencement of applicable work.
12. The Successful Bidder shall be responsible to repair at its own cost and expense any damage to the building, fixtures or furniture that may occur as a result of its glass cleaning operations. The Successful Bidder shall also be responsible to repair at its own cost and expense replacement of any glass broken during execution of its work.
13. All cleaned surfaces shall be inspected by the library manager, FES authorized personnel or designated library representative. The Successful Bidder shall provide a service report and upon mutual determination of satisfactory performance of work service report shall be signed by authorized Library representatives and the Successful Bidder and dated. Any disagreement regarding quality of work shall be noted on service report for disposition.

**B. Extensive Grounds Cleaning (designated libraries only)**

1. Provide all labor and materials necessary to perform extensive grounds cleaning at designated locations and frequency levels (see bid pricing sheet). Bidders are responsible to conduct site surveys prior to submitting bid to verify all field conditions, dimensions, and adjacent areas that may impact performance of work. Work to be performed includes hedge cutting, ditch clearance, tree trimming and removal, pruning and removal of unusual accumulation of tree branches, storm-related tree damage, and fall leaf removal.

**C. Equipment**

1. The Successful Bidder shall be able to provide all the required equipment as per the bid pricing sheet. Bidders are to provide pricing for all equipment up to eight (8) hours. In the event the Library requires the equipment or the Successful Bidder's use of the equipment on behalf of the Library for four (4) hours or less, the successful bidder shall charge the Library fifty (50) percent of the charge of the eight (8) hour price.

**D. Emergency Remedial Services – System-wide**

1. Bidders to provide labor rates (see bid pricing sheet) for emergency remedial services as required system-wide. The Successful Bidder shall perform as required emergency remedial services to include but not limited to sidewalk steam cleaning, mold clean-ups, graffiti removal (i.e., flag pole, stainless steel façade), disaster recovery (i.e., flood clean-ups), extensive grounds and storm-related clean-ups.
2. Queens Library shall pay the Successful Bidder 1.5 times the Straight Time unit price that is in effect for Overtime work as defined below. Queens Library shall pay the Successful Bidder 2.0 times the Straight Time unit price that is in effect for Premium Time work as defined below in General Conditions.

### **E. General Conditions**

1. The Successful Bidder to provide all requested pricing for anticipated five year contract.
2. Designated staff of the Library's Facilities and Environmental Services department shall be authorized to direct the Successful Bidder to perform work at designated sites as necessary, based on field evaluation, project meetings and/ or applicable drawings. Identification of authorized Library personnel will be provided to the Successful Bidder at the commencement of this service contract, with update as required.
3. The Successful Bidder shall be responsible to perform work in such a manner so as to limit interference with Library public service operations, as feasible. In the event that work requires interruption of public service, Successful Bidder shall notify CFM prior to scheduling work, in order to coordinate the project. Library shall provide reasonable access as required for service and repair. Work which may require building closure shall be scheduled a minimum of thirty (30) days in advance.
4. Work performed by the Successful Bidder and its materials furnished shall be subject to inspection and approval by designated personnel of CFM in order to process payment(s).
5. The Successful Bidder shall maintain sufficient stock of materials necessary for execution of the work under this specification or shall have ready access to materials so as not to delay the performance of work.
6. The Successful Bidder shall provide staffing at their office during regular working hours that are able to contact service personnel, or may provide an answering machine announcing the telephone number of such personnel or an operator staffed answering service who can contact such personnel for times other than regular working hours, or other appropriate electronic means of contacting service personnel.
7. The Successful Bidder to provide regular service 8:00 a.m. - 5:00 p.m., Monday through Saturday, including any holidays when Library is open to the public, at straight-time rates. Work performed at times other than regular working hours, Sundays or holidays when the Library is closed to the public shall be on overtime or premium rates, as required (see Bid Pricing Sheet).

#### Library Holiday Closings

New Year's Day  
Martin Luther King, Jr. Day  
Presidents' Day  
Memorial Day  
Independence Day  
(If July 4<sup>th</sup> falls on weekend day observed will vary)  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

8. All work will be handled on a project by project basis. Walk through with appropriate parties to be scheduled with Director of Facilities & Environmental Services and/or designated Library personnel.
9. The Successful Bidder shall utilize Statement of Work (SOW) for submission of cost estimates for work to be performed as required during the effective periods of this service agreement, based on authorized unit prices. Library to follow-up with issuance of a Statement of Work (SOW), and a Purchase Order to the Successful Bidder based on proposal approval.
10. The Library anticipates that Successful Bidder will provide a timely response / proposal (within three working days) following Library's request for submission of SOW, in order for the Library to develop the SOW and subsequently execute a Purchase Order to initiate the work. Repeated failure to submit proposals in response to requests may be cause for the Library to rescind award of this service agreement.
11. Based on issuance of a Purchase Order to affect work, the Successful Bidder is expected to commence work within three (3) working days and is expected to complete the work within the time frame estimated on SOW (as required). All emergency work to be coordinated accordingly with Library's authorized representative in order to expedite performance of work. Response time to calls for emergency service shall not exceed two (2) hours maximum.
12. For routine or emergency work, the Successful Bidder shall be responsible to notify the Library regarding potential presence of asbestos containing material (ACM) prior to commencing work. The Library will engage the services of a testing firm to determine the presence / absence of ACM and will then, as required, engage the services of an abatement contractor to perform corrective action, prior to having the Successful Bidder initiate work.
13. For routine or emergency work regarding requirements for permits, the Successful Bidder to be responsible for filing with New York City Buildings Department and / or all other agencies having jurisdiction as appropriate, permit, inspection, testing application documents, as required per specific job conditions and scope of work. All permits as required for specific job sites shall be displayed or otherwise available for inspection by appropriate agencies. Proposed permit requirements shall be identified on SOW as necessary.
14. The Successful Bidder shall remove all rubbish, debris, waste material, temporary structures / barricades or other materials away from Library property upon completion of service calls or other work performed as applicable.
15. The Library shall have the authority to instruct the Successful Bidder to remove undesirable personnel from performance of work on this contract for just cause. The Library's decision to request removal of any of contractor's / subcontractor's personnel from performance of work shall be made by the Library in writing. Personnel so removed shall be replaced as specified herein. The Library's decision shall be final in all cases.

## **F. Materials and Equipment Mark-Up**

1. The Successful Bidder shall accept that the maximum percentage mark-up of materials and equipment shall not exceed ten (10) percent. All Bidders by responding to this solicitation accepts that the maximum percentage mark-up of materials and equipment shall not exceed ten (10) percent of materials above trade price as published in applicable regional pricing trade catalogs and lists for materials and equipment. The Successful Bidder shall provide reference to trade discounted supply house publication(s) or copy of the Successful Bidder's invoice in order to substantiate material prices for billing. Cleaning materials, supplies and equipment to include but not limited to rags, polish, cleaning agents, protective equipment, gloves and masks. Specifically excluded from this provision is equipment in which Bidder's are to provide pricing.

## **III. VENDOR QUALIFICATIONS**

In order to be eligible to bid, bidder must be an entity that is duly formed and in good standing under the laws of the relevant jurisdiction and, to extent applicable, licensed to provide the products and services for which it seeks to submit a bid. Bidder must demonstrate that they have been in business at least five years and is able to prove demonstrated capability as professional cleaners with a complete project record satisfactory to the Library. Bidder must ensure that licensed employees shall be on job site at all times during actual work (certified window cleaners). Green Cleaning certification, highly trained and OSHA certified employees preferable.

1. 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.
2. 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.
3. 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. Provide evidence of your firm's Green Cleaning certification or an equivalent certification determined by the Library. Detail your firm's OSHA training and certification of employees.
4. Describe how you would staff the engagement and be able to respond to the Scope of Work.
5. 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.



6. 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.
7. 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.
8. 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**

1. It is anticipated that the term of this agreement shall be for a (3) three year period with (2) one year options to renew.

#### V. **BID PROCESS AND GUIDELINES**

1. The sealed envelope shall be clearly marked "**Sealed Bid Response – BID #0717-1, “Window Cleaning & Emergency Remedial Services”** and endorsed on its face with the name of the person, firm or corporation submitting the bid. Firm must submit an electronic submittal of your 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. 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.
4. 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.
5. 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.

6. 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.
7. 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.
8. 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.
9. 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](mailto: BIDcontact@queenslibrary.org) of such error and request clarification or modification to the document.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. In the case of service contracts, payments shall be net upon approval of the monthly invoice for service, unless otherwise stated.

**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 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 # 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 \_\_\_\_\_

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Signature of Bidder \_\_\_\_\_ e-mail \_\_\_\_\_

**FORM # 4 -BID PRICING SHEET**

Bidders are required to perform all services listed in the bid and are required to provide all the requested pricing in this bid sheet. Bidders that do not conform to these requirements shall be deemed non-responsive.

**A. Window Cleaning**

The Library reserves the right to schedule or not to schedule locations at the discretion of the Library. Additionally, other library locations may be added during the term of agreement.

<b>Annual Window Cleanings (to occur either spring or summer)</b>	<b>Square Footage</b>	<b>Flat Rate/per location – Year 1</b>	<b>Flat Rate/per location- Year 2</b>	<b>Flat Rate/per location- Year 3</b>	<b>Flat Rate/per location- Year 4</b>	<b>Flat Rate/per location- Year 5</b>
Flushing – <i>interior &amp; exterior</i>	76,000					
Central / CLDC – <i>interior &amp; exterior</i>	239,750					
Glen Oaks – <i>interior, exterior &amp; aluminum frame</i>	18,000					
Elmhurst – <i>interior &amp; exterior</i>	32,000					
<b>Biennial Window Cleanings (To occur every other year spring or summer)</b>						
Sunnyside – <i>interior &amp; exterior</i>	7,500					
Middle Village – <i>interior, exterior &amp; aluminum frame</i>	6,000					
Broadway – <i>exterior &amp; aluminum frame</i>	15,700					
Cambria Heights	18,000					
Langston Hughes - <i>exterior</i>	23,000					
Long Island City - <i>exterior</i>	18,000					
<b>Total Annual Price:</b>						
<b>Five Year Total Price:</b>						

**B. Extensive Grounds Cleaning**

The Library reserves the right to schedule or not to schedule locations at the discretion of the Library. Additionally, other library locations may be added during the term of agreement.

<b>Annual Ground Cleanings (anticipated to be scheduled in the spring)</b>	<b>Square Feet</b>	<b>Flat Rate/per location – Year 1</b>	<b>Flat Rate/per location – Year 2</b>	<b>Flat Rate/per location – Year 3</b>	<b>Flat Rate/per location – Year 4</b>	<b>Flat Rate/per location – Year 5</b>
Broadway – 40-20 Broadway, Long Island City 11103	15,700					
Richmond Hill – 118-14 Hillside Ave., Richmond Hill 11418	13,000					
Ridgewood – 20-12 Madison Street, Ridgewood 11385	14,000					
<b>Bi-Annual Ground Cleanings (To occur twice per year spring and fall)</b>						
Broad Channel – 16-26 Cross Bay Blvd., Broad Channel 11693	1,750					
Arverne – 312 Beach 54 <sup>th</sup> Street, Arverne 11692	5,000					
Laurelton – 134-26 225 <sup>th</sup> Street, Laurelton 11413	9,000					
<b>Total Annual Price:</b>						
<b>Five Year Total Price:</b>						

**C. Equipment**

The Successful Bidder to provide all the required equipment as per the bid pricing sheet. Bidders are to provide pricing for all equipment up to eight (8) hours. In the event the Library requires the equipment or the Successful Bidder's use of the equipment on behalf of the Library for four (4) hours or less, the successful bidder shall charge the Library fifty (50) percent of the charge of the eight (8) hour price.

Equipment	Estimated Annual Effort	Full Day Flat Rate (8 hours) Year 1	Full Day Flat Rate (8 hours) Year 2	Full Day Flat Rate (8 hours) Year 3	Full Day Flat Rate (8 hours) Year 4	Full Day Flat Rate(8 hours) Year 5
HEPA Vacuum	12					
Snow Plow Truck	4					
Boom Truck (window cleaning)	18					
Boom Truck (pressure wash)	6					
Boom Truck (tree pruning)	8					
Air Scrubber	12					
Air Purifier	12					
Carpet Blower	12					
10 yard container	6					
20 yard container	6					
30 yard container	6					
<b>Total Annual Price:</b>						
<b>Five Year Total Price:</b>						



**D. Emergency Remedial Services – System-wide**

Prospective Bidder to provide labor rates (see bid pricing sheet) for emergency remedial services as required system-wide. Emergency remedial services to include but not limited to sidewalk steam cleaning, mold clean-ups, graffiti removal (i.e., flag pole, stainless steel façade), disaster recovery (i.e., flood clean-ups), extensive grounds and storm-related clean-ups.

Queens Library shall pay the Successful Bidder 1.5 times the Straight Time unit price that is in effect for Overtime work as defined below. Queens Library shall pay the Successful Bidder 2.0 times the Straight Time unit price that is in effect for Premium Time work as defined below.

<b>Wage Rate Categories</b>	<b>Hourly Rates Year 1</b>	<b>Estimated Annual Effort</b>	<b>Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)</b>
Cleaner		200	
Supervisor		150	
Snow Plow Truck Operator		10	
		<b>Total Year 1:</b>	

<b>Wage Rate Categories</b>	<b>Hourly Rates Year 2</b>	<b>Estimated Annual Effort</b>	<b>Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)</b>
Cleaner		200	
Supervisor		150	
Snow Plow Truck Operator		10	
		<b>Total Year 2:</b>	

<b>Wage Rate Categories</b>	<b>Hourly Rates Year 3</b>	<b>Estimated Annual Effort</b>	<b>Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)</b>
Cleaner		200	
Supervisor		150	
Snow Plow Truck Operator		10	
		<b>Total Year 3:</b>	

Wage Rate Categories	Hourly Rates Year 4	Estimated Annual Effort	Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)
Cleaner		200	
Supervisor		150	
Snow Plow Truck Operator		10	
		<b>Total Year 4:</b>	

Wage Rate Categories	Hourly Rates Year 5	Estimated Annual Effort	Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)
Cleaner		200	
Supervisor		150	
Snow Plow Truck Operator		10	
		<b>Total Year 5:</b>	

<b>All Five Years Total:</b>	
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<b>All Services Five Year Bid Price</b>	
A. Window Cleaning	
B. Extensive Grounds Cleaning	
C. Equipment	
D. Emergency Remedial Services	
<b>Total Bid Amount in dollars:</b>	
<b>Total Bid Amount in words:</b>	

Bidder to provide prices that are inclusive of overhead and profit. In submission of its bid Bidder accepts that the maximum percentage mark-up of materials and equipment shall not exceed ten (10) percent. All Bidders by responding to this solicitation accepts that the maximum percentage mark-up of materials and equipment shall not exceed ten (10) percent of materials above trade price as published in applicable regional pricing trade catalogs and lists for materials and equipment. The Successful Bidder shall provide reference to trade discounted supply house publication(s) or copy of the Successful Bidder's invoice in order to substantiate material prices for billing. Cleaning materials, supplies and equipment to include but not limited to rags, polish, cleaning agents, protective equipment, gloves and masks. Specifically excluded from this provision is equipment in which Bidders are to provide pricing. Bidder also agrees with all requirements of this bid including general conditions.

- Straight Time:** 8am – 5pm Monday-Saturday (including any holiday QL is open to public)
- Overtime:** 5pm – 8am Monday-Saturday (1.5 x Straight Time Rate)
- Premium Time:** Sundays (2.0 x Straight Time Rate)
- Premium Time:** Holidays that QL is **closed** to the public (2.0 x Straight Time Rate)

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Name of Bidder

By: \_\_\_\_\_

Signature of Partner or Corporate Officer	Date
_____	_____
Print Name	Title
_____	_____
Telephone / Fax #'s	EIN #
_____	_____
Address	e-mail address
_____	_____

**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):

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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.

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- 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?

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**FORM # 6**

**ACKNOWLEDGEMENT OF ADDENDA**

\_\_\_\_\_  
**Name of Firm**

<b>TITLE OF BID:</b>	
<b>Trade:</b> Window Cleaning & Emergency Remedial Services	<b>PIN:</b> 0717-1
<b>Instructions:</b> Prospective Bidder is to fill in <b>Trade</b> and <b>PIN</b> number (above), check / complete <b>Part I or Part II</b> 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: _____	

**FORM # 7**

**QUEENS BOROUGH PUBLIC LIBRARY CHECKLIST**

**PIN NUMBER:** \_\_\_\_\_

**BID TITLE:** \_\_\_\_\_

**VENDOR NAME:** \_\_\_\_\_

**TELEPHONE NO.:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

***CHECK EACH ITEM BELOW TO ENSURE ALL REQUIRED FORMS AND DOCUMENTS ARE INCLUDED WITHIN YOUR BID SUBMISSION.***

**Required Forms & Documents:**

- Form #1 – Statement of Understanding**
- Form #2 – References**
- Form #3 – Non-Collusive Bidding Certification**
- Form #4 – Bid Submission Form**
- Form #5 – Vendor Responsibility Questionnaire**
- Form #6 – Acknowledgment of Addenda**
- Form #7 – Queens Borough Public Library Checklist**
- Bid Section III “Vendor Qualifications”. Must include a response to all items numbered and attach to your bid.**
- Copy of your Bid Submission on Flash Drive or Similar Device**

**By:** \_\_\_\_\_

**Signature of Partner or Corporate Officer**

\_\_\_\_\_

**Date**