



QUEENS PUBLIC LIBRARY

We speak your language.

BID #0721-5
Steinway Community Library
Date: July 29, 2021

Revised August 4, 2021

Site Visit:

Date: Wednesday, August 11, 2021 10:30 A.M., *Sharp*

Location:

21-45 31st Street
Astoria, NY 11105

Question Deadline

August 17, 2021

Bids must be submitted via Dropbox by:

August 31, 2021 2:00 P.M.

<https://www.dropbox.com/request/74y4JmQ3R28AfXSVJHHS>

Instructions to Bidders

The Library is seeking bids for this project to award this project and to obtain final approval for funding. The project is to be awarded to the responsible low bidder, (“Successful Bidder”) as identified by the Library in its sole discretion. The Library anticipates that this project will commence within fourteen (14) months from the bid opening date. The Library will send a notification to proceed to the Successful Bidder and the Successful Bidder shall be prepared to mobilize within thirty (30) days to commence the project. Successful Bidder shall agree to maintain its bid price from bid opening date to a notice to proceed date up to fourteen (14) months.

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:

E-Mail Address: [BIDcontact@queenslibrary.org](mailto: BIDcontact@queenslibrary.org)

Bid Due Date and Time and Location:

Date: August 31, 2021 No later than 2:00 PM Eastern Standard Time.

Bid Submissions: Bid responses to be uploaded to DropBox using the link below:

DropBox link:

<https://www.dropbox.com/request/74y4JmQ3R28AfXSVJHHS>

The Library will not consider any submissions that are faxed, emailed or sent as paper copies, and will not consider any submission received after the submission Due Date under any circumstances (e.g., wi-fi limitations, internal web connectivity issues). Bids received 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.

Site Inspection Date and Time and Location:

Date: August 11, 2021

Time: 10:30AM

Location: 21-45 31st Street, Astoria, NY 11105

(Safety protocols are to be followed including but not limited to face masks and social distancing.)

Bidders are to require any of its attendees to the site inspection to submit a Queens Public Library Health Screening Questionnaire the morning of and prior to the site inspection.

The full web link for the Health Screening Questionnaire is: <https://staff.qbpl.org/staff-health-screen-form>

Question Deadline:

Date: August 17, 2021

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.

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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> .

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 - Form #7 – Checklist

Attachment 1- Library Standard Terms

Attachment 2- Steinway Community Library General Conditions

Attachment 3- General Terms and Conditions for Queens Borough Public Library Contracts

Drawings and documents can be accessed using this link below:

<https://www.dropbox.com/sh/04q19f3874tymnn/AABLD7Lc64ftZXfc2WYnEQjNa?dl=0>

I. LIBRARY OVERVIEW

The Library is an independent not-for-profit corporation. It is one of the largest and most innovative libraries in the world and one of the three New York City library systems. The Library consists of a Central Library and other facilities located throughout the County of Queens in the State of New York. For a complete listing of current facilities please visit the Library's webpage: http://www.queenslibrary.org/ql_findabbranch .

The Library serves 2.3 million Queens residents, with an extensive collection of books, reference materials, periodicals, government documents, video and audiocassettes, records, compact discs, DVDs, and photographs and maps. The Library has a computerized integrated circulation and catalog system, state-of-the-art computer equipment in all community libraries, and the ability to provide information through free Internet access and facsimile machines to the public. The Library offers a wide variety of reading, writing, and literacy programs, and functions as an integral part of the Queens community.

II. SCOPE OF WORK

The Library is seeking bids for this project to award this project and to obtain final approval for funding. The project is to be awarded to the responsible low bidder, ("Successful Bidder") as identified by the Library in its sole discretion. The Library anticipates that this project will commence within fourteen (14) months from the bid opening date. The Library will send a notification to proceed to the Successful Bidder and the Successful Bidder shall be prepared to mobilize within thirty (30) days to commence the project. Successful Bidder shall agree to maintain its bid price from bid opening date to a notice to proceed date up to fourteen (14) months.

Construction

The existing Steinway branch will undergo a selective minor renovation on the ground floor and basement floor levels. This work will consist of the following items:

1. Selective demolition of existing millwork, cabinetry, furniture, non-structural walls.
2. New finishes on walls, floors, ceilings.
3. New window treatments.
4. New data/electrical work including final connection and termination into new and existing furniture.
5. Reworking of existing bathroom fixtures for ADA compliance.
6. New cabinetry, framing, millwork.
7. Coordination of all construction trades w/ QL and QL's furniture vendors as required.

The Successful Bidder is to comply with the requirements of Attachment 1 – Library Standard Terms and Attachment 2- Steinway Community Library General Conditions and **Attachment 3- General Terms and Conditions for Queens Borough Public Library Contracts** is incorporated into this Scope of Work and Bid.

Additionally, the Scope of Work includes the following project drawings and documents, which are incorporated into this bid and to be performed by the Successful Bidder.

Schedule of Drawings and documents:

<https://www.dropbox.com/sh/04q19f3874tymnn/AABLD7Lc64ftZXfc2WYnEQjNa?dl=0>

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. Bidder must demonstrate that it has successfully completed a project valued at \$200,000 or more. 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 sub-contractors 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 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**

The Successful Bidder is expected to achieve substantial completion of construction five (5) months from the Library's notice to proceed.

V. **BID PROCESS AND GUIDELINES**

1. Bid Submissions: Bid responses to be uploaded to DropBox using the link below:
DropBox link: <https://www.dropbox.com/request/74y4JmQ3R28AfXSVJHHS>

The Library will not consider any submissions that are faxed, emailed or sent as paper copies, and will not consider any submission received after the submission Due Date under any circumstances (e.g., wi-fi limitations, internal web connectivity issues). Bids received 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.

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 Term and Attachment 2- Steinway Community Library General Conditions and Attachment 3- General Terms and Conditions for Queens Borough Public Library Contracts.

In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) the documents shall have control in the following order:

1. Attachment 3- General Terms and Conditions for Queens Borough Public Library Contracts
2. Attachment 1 – Library Standard Terms
3. The bid document
4. Attachment 2- Steinway Community Library General Conditions

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5. Amended specifications
 6. Amended drawings
 7. Specifications
 8. Drawings
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 Library's 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. 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.
 10. 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.
 11. 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.
 12. 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.

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13. 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/>.
14. For all bids received in response to this bid, the Procurement Department shall email all bidders within fifteen (15) calendar days of the bid due date, the names of all bidders that submitted a bid and each total bid price. Such email shall inform the bidder that the communication is for informational purposes and does not represent a determination of an award.

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.

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 Email Telephone

2. _____
Name of Firm Contact Email Telephone

3. _____
Name of Firm Contact Email 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 – Steinway Community Library

Bidder to provide the below Schedule of Values and total lump sum bid price. If there is a discrepancy between the total of the Schedule of Values and the total lump sum bid price, the total lump sum bid price shall be controlling in establishing a Bidder’s Bid. A discrepancy may result in the Library determining the bid to be non-responsive. Such determination is subject to the sole discretion of the Library.

Construction Specifications Institute MasterFormat 1995 Edition	
Schedule of Values	Cost
Division 1 General Requirements	
Division 2 Site Conditions	
Division 3 Concrete	
Division 4 Masonry	
Division 5 Metals	
Division 6 Wood and Plastics	
Division 7 Thermal and Moisture Protection	
Division 8 Doors and Windows	
Division 9 Finishes	
Division 10 Specialties	
Division 11 Equipment	
Division 12 Furnishings	
Division 13 Special Construction	
Division 14 Conveying Systems	
Division 15 Mechanical	
Division 16 Electrical	
Total:	

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

Bid: _____
 (write amount in dollars)

Bid _____
 (write amount in words)

1. Bid sheets must be completed in full. Incomplete bid forms will not be accepted. Bid Sheet Prices must include all items in the Scope of Work, this bid, Attachment 1- Library Standard Terms and Attachment 2- Steinway Community Library General Conditions, **Attachment 3- General Terms and Conditions for Queens Borough Public Library Contracts**, drawings, specifications, 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

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Work and all requirements of this bid. The Library anticipates that this project will commence within fourteen (14) months from the bid opening date. The Library will send a notification to proceed to the Successful Bidder and the Successful Bidder shall be prepared to mobilize within thirty (30) days to commence the project. Successful Bidder shall agree to maintain its bid price from bid opening date to a notice to proceed date up to fourteen (14) months.

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: Steinway Community Library

PIN: 0721-5

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: _____

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 Sheet**
- Form #5 – Vendor Responsibility Questionnaire**
- Form #6 – Acknowledgment of Addenda**
- Form #7 – Queens Borough Public Library Checklist**
- Bid Section III “Bidder Qualifications”. Bidder must include a response to all items numbered and attach to your bid. This is not a form. It is a required written response to Bid Section III “Bidder Qualifications”.**
- Upload a complete bid package to DropBox to:**
DropBox link: <https://www.dropbox.com/request/74y4JmQ3R28AfXSVJHHS>

By: _____ **Date** _____
Signature of Partner or Corporate Officer