



QUEENS PUBLIC LIBRARY

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BID #0325-1

Date: March 17, 2025

Revised 4/25/2025

**Invitation for Bid for the
Corona Residential
Building Demolition**

Bids must be submitted by:

~~April 17~~ May 5, 2025 by 2:00 P.M., to:

Procurement Department

Queens Public Library via DropBox

<https://www.dropbox.com/request/BL3gtBtEuJdH1ZMI1rjW>

Question Deadline:

April 10, 2025

By 4:00PM

Site Visit:

**~~March 26, starting at 9:00 am
at 104-11 39th Avenue, Queens, NY 11368~~**

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, Vice President 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: ~~April 17~~ **May 5, 2025**

Time: **2:00PM**

Location: Bid responses must be uploaded to DropBox using the link below:

DropBox link: <https://www.dropbox.com/request/BL3gtBtEuJdH1ZMI1rjW>

Question Deadline:

Date: **April 10, 2025 by 4:00PM**

~~Mandatory Site Visit Date, Time and Location:~~

~~Bidders are required to attend the site inspection and complete the login sheet. The site inspection will be facilitated by Library staff.~~

~~Date: March 26, 2025-~~

~~Time: 9:00AM~~

~~Location: 104-11 39th Avenue, Queens, NY 11368~~

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:

<https://www.queenslibrary.org/about-us/procurement-opportunities>.

Bid Submissions: The response documents, composed of all completed forms, supporting documents (as required) and cost submissions, in either Microsoft Word, MS Excel or PDF format must be uploaded using the DropBox link below no later than **2:00 p.m. on April 17 May 5, 2025**. If multiple files are uploaded, each submitted document name should be a clear reference to the section and information it contains, ex: "Resumes", "Work Experience" and "Financials".

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

DropBox link: <https://www.dropbox.com/request/BL3gtBtEuJdH1ZMI1rjW>

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.

The Library will not provide reimbursement for any costs or expenses incurred in connection with this bid, including the costs of preparing and submitting a response, providing any additional information or attending an interview. All material that is submitted in response to this bid will become the sole property of the Library.

Bid prices must be held for no less than 180 days from date of submission

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Attachment 1- Library Standard Terms/ Insurance

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Drawings -

https://www.dropbox.com/scl/fo/xfq3qiyltb18pw17i7nzs/AA9mK_jR_MffBK9h0s1MAEY?rlkey=p56fg4dda05wgdjce0adrq6qe&st=9k0k154t&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: <https://www.queenslibrary.org/about-us/locations> .

The Library serves 2.4 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 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 project is to be awarded to the responsible and responsive low bidder, ("Successful Bidder") as identified by the Library in its sole discretion. The Library anticipates that this project will commence within one-hundred and eighty (180) days 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 one-hundred and eighty (180) days. Bidder shall include in its bid price the cost to secure a performance bond.

The Successful Bidder must demonstrate having been the primary general contractor in the City of New York for a project of similar size and scope and to provide written information on how it meets the requirement. The Successful Bidder must have been the primary general contractor in the City of New York and have completed a permitted demolition of a detached structure of any kind such as residential, commercial, or industrial.

In addition to the above, Successful Bidders must adhere to all requirements of the bid, the contract and the provisions below.

Project Background

The existing residential building, constructed circa 1920 and having an area of 2,580 square feet, is to be demolished due to deterioration that occurred over time. It is a two-story aluminum clad wood frame structure with a cellar of stone walls and a concrete floor slab. The 3,125 square foot property is located on the north side of 39th Avenue between 104th Street and 108th Street. On the adjacent lot to the west of the subject property stands the fully functional Corona public library. To the north and east of Lot 75 are two-story occupied residential buildings. The subject building occupies approximately 40% of the property that dominates the south portion of the lot. The 39th Avenue front yard is partially concrete with

a curb cut for a single car and is enclosed by brick structures with ornamental metal railing. The rear yard is largely concrete. The concrete side yards are approximately 4 feet wide. Assessing, permitting, safe handling and disposing of hazardous material such as asbestos shall be executed in accordance with all agencies having authority over the work, and shall occur as required prior to commencement of demolition, removal of the foundation, backfilling, compaction, coarse and fine leveling, and topping with asphalt. Potentially, an underground fuel-oil storage tank could exist. Sufficient exploration needs to occur and if discovered, the tank and associated items shall be safely removed as described by the construction documents. When completed, the site shall be compacted, leveled, finished with approximately 1,500 square feet asphalt pavement, feature a sub-surface storm water management system, and secured by fence (with a gate keyed to QPL standards) as described by the construction documents.

Construction Documents Schedule of Drawings Dated 11/26/2024.

DM-001.00 TITLE SHEET

DM-002.00 BUILDING DEMOLITION NOTES

DM-003.00 SOIL TESTING, HANDLING & DISPOSAL SPECIFICATIONS

DM-004.00 SOIL TESTING, HANDLING & DISPOSAL SPECIFICATIONS

DM-005.00 STORAGE TANK REMOVAL SPECIFICATIONS

DM-100.00 SITE PLAN

DM-101.00 DEMOLITION PLANS

DM-201.00 BUILDING DEMOLITION ELEVATIONS

DM-202.00 BUILDING DEMOLITION SECTIONS

DM-300.00 FINAL CONDITIONS PERIMETER FENCE

DM-301.00 FINAL CONDITIONS DRAINAGE DETAILS

DM-500.00 REPRESENTATIVE PHOTOGRAPHS

https://www.dropbox.com/scl/fo/xfq3qiyltb18pw17i7nzs/AA9mK_jR_MffBK9h0s1MAEY?rlkey=p56fg4dda05wgdjce0adrq6qe&st=9k0kl54t&dl=0

Noteworthy Project Items

- A. Obtain requisite DEP ACP20 (Asbestos Project Conditional Completion) and DEP ACP21 (Asbestos Project Completion).
- B. Provide a 10-day written notice to adjacent property owners.
- C. Provide a site safety plan and implement proper and safe measures to ensure the protection of the workers, adjacent properties, structures, and the public including the erection of sidewalk sheds and the installation of protective netting.
- D. Provide rodent, pest, dust, and fume control.
- E. Coordinate the cessation of all utilities entering the site.
- F. Furnish, install, and maintain a secured construction fence around the perimeter of the site.
- G. Locate, and if discovered, safely remove the underground fuel-oil storage tank and related items.
- H. Coordinate and conduct the partial street closure for delivery and pickup of dumpster(s) including posting signage as required and as per the construction documents, securing requisite DOT permit(s), and dispatching a towing service as an action of last resort.

Schedule of Values	Cost
01. General Requirements	
02. Site Construction	
02.01 Approvals and permits	
02.02 Signage and postings	
02.03 Perimeter fence	
02.04 Rodent and pest control	
02.05 Dust and fume control	
02.06 Scaffolding, sidewalk shed, and protective netting	
02.07 Support and bracing of the structure	
02.08 Support and bracing during excavation	
02.09 Removal of fuel oil storage tank and related items	
02.10 Debris stacking, removal, and clean-up	
02.11 Stormwater management system	
02.12 Backfill, compaction, coarse and finished grading	
02.13 Asphalt	
02.14 Post and rail picket fence with gate	
03. Concrete	
04. Masonry	
05. Metals	
06. Wood and Plastics	
07. Thermal and Moisture Protection	
08. Doors and Windows	
09. Finishes	
10. Specialties	
11. Equipment	
12. Furnishings	
13. Special Construction	
14. Conveying Systems	
15. Plumbing	
16. Mechanical	
17. Electrical	
18. Asbestos Containing and Hazardous Materials	
18.01 Assessment	
18.02 Permitting	
18.03 Handling and Disposal	
19. General Conditions	
Total	

Notes regarding drawings and pricing:

- A. Regarding Step 1A in drawing- ACM drawings are not included in this set. The contractor shall be responsible for removal/abatement of asbestos containing material (if any) including filing with DEP and must obtain Asbestos Project Completion (DEP ACP-20/21) prior to demolition or file a variance if deemed necessary (DEP V5).

Removal of the Underground Storage Tank (UST) will follow specifications including the contractor qualifications and regulatory requirements. The specification will include tank removal, post-excavation sampling, waste disposal and decontamination. This also includes Soil Management specifications for soil testing, handling and disposal, as well as backfill. Specifications for this work will be contingent on what is observed once the building is demolished, and the UST is accessible under safe conditions at which point specifications for this scope of work will be revised and issued.

The prospective bidders shall execute the Schedule of Values, Section 18 as follows:

18. Asbestos Containing and Hazardous Materials Allowance	\$50,000.00 \$100,000.00
18.01 Assessment	Included in item 18 Allowance
18.02 Permitting	Included in item 18 Allowance
18.03 Handling and Disposal	Included in item 18 Allowance

- B. Regarding scope of work for the line items from 03 to 17 on the pricing sheet except – The prospective bidders, using their best skill and attention and unless instructed otherwise in writing, shall provide itemized costs as prescribed by the Schedule of Values. In instances where a prescribed line item is not deemed to be part of the scope of work, then a value of \$0.00 shall be assigned. No line item shall be left blank.
- C. Regarding the existing DOB demolition permit – The Library will coordinate/expedite reactivation of the project with NYC DOB
- D. Regarding if any type of other DOB/other city agency filings, approvals, cut offs, inspections, permitting are required by the contractor - The contractor shall be responsible for securing the following:
 - a) Rodent Control Letter
 - b) Disconnecting (cut-off) applicable utilities (Gas, Electric, Sewer, Water)
 - c) Community Board advance notification
 - d) 14 calendar days advance notice to the neighbors of adjacent properties
 - e) Public postings as required by authorities having authority over the project
- E. The property survey is included on drawing DM-100
- F. The construction fence shall be filed by contractor and the contractor shall determine the cost of filing for the construction fence.

- G. A sidewalk bridge has not been deemed as necessary for the successful and safe execution of this project therefore no sidewalk bridge appears on the drawings unless required by agencies having authority over the project.
- H. The pipe scaffolding shall be filed by contractor and the contractor shall determine the cost of filing for the pipe scaffolding.
- I. The contractor shall provide the site safety plan and shall issue the approved copy to the owner not less than 14 calendar days prior to beginning the work.
- J. The contractor shall confirm the required disconnects and shall advise the Library in writing accordingly. The Library, upon being advised of the required disconnects by the contractor, shall contact the utility provider(s) as required to terminate service.
- K. Third party special inspections required for the work shown on the drawings will be retained by the Library at the Library's sole cost and expense.
- L. Regarding resolve/pay for any/all existing civil penalties/miscellaneous penalties/fines/obstructions/etc. which may exist and will prevent post demolition sign off by the NYCDOB - the Library will pay penalties existing at the time the contractor's work commences, if such penalties exist.
- M. A verified report having information pertaining to the existence of hazardous materials is not available.
- N. Regarding adjacent property roof protection required or not (NYCDOB BC 3309.10) - Roof protection on the adjacent property roof is not needed however a protective debris tarp/mesh, attached to the owner's building, is required to protect the adjacent property.
- O. Additional structural stability design/drawing formulated by the contractor - Unless specifically requested by the contractor or required by any agency having authority over the project, no additional structural drawings shall be prepared by the Library.
- P. **Bid Performance** bond is required for this project. Bidder shall include in its bid price the cost to secure a performance bond.

Additional Bidder responsibilities:

1. Provide all labor, materials, equipment and supervision to perform services for this project. The Successful Bidder may subcontract other trade work that is related to the project. Such subcontracting of other trade work shall be in accordance to the terms and conditions of this bid, Attachment 1- Library Standard Terms/ Insurance and the subcontractor must be identified in the bid. Prevailing wage shall also apply to subcontractors.
2. The Successful Bidder shall thoroughly examine and be familiar with all requirements. The failure or omission of any contractor to fully examine the bid shall in no way relieve the contractor from any

obligations with respect to performance of the proposed contract and the contemplated work therein, for the consideration set forth by Bidder in its bid submission.

3. The Successful Bidder shall perform all work in accordance with Best Commercial Practices and in compliance with all applicable codes of any agency having jurisdiction over the worksite and work performed.
4. The Library shall designate Departments and authorized personnel shall direct the Successful Bidder to perform services at the designated site, 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 an awarded contract and will be updated as may be required by the Library.
5. The Successful Bidder shall erect scaffolding and barriers, perform demolition as necessary and in accordance to applicable laws. The Successful Bidder shall be responsible for filing with New York City Buildings Department and/or all other agencies having jurisdiction as appropriate for permit, inspection, testing application documents, as required per specific job conditions and scope of work. All permits for specific work shall be displayed by the Successful Bidder or otherwise available for inspection by appropriate agencies.
6. This bid is subject to compliance with the Prevailing Wage Law. The Successful Bidder and any of its subcontractors must conform to the provisions of Labor Law 220. Prevailing Wage schedules can be found <http://comptroller.nyc.gov/prevailing-wage/wage-schedules/>.
7. The Successful Bidder shall conform to the following Project Site Conditions and Protection Requirements:
 - a. Notification – The Successful Bidder to give a minimum of three (3) days’ notice to the Library prior to commencing any work and notify Library representative on a daily basis of any change in work schedule.
 - b. Permits – The Successful Bidder to obtain all permits required by local agencies and pay all fees which may be required for the performance of the work.
 - c. Safety – The Successful Bidder to familiarize every member of the application crew with all fire and safety regulations recommended by OSHA, NRCA and other industry or local governmental groups.
 - d. Limited Access – The Successful Bidder to prevent access by the public or other unauthorized personnel to materials, tools and equipment during the course of the project.
 - e. Debris – The Successful Bidder to remove all debris daily from the project site and take to a legal dumping area authorized to receive such materials. Job site is to remain safe and clean to the Library’s satisfaction. At the completion of job, all rubbish, debris, waste material, temporary

structures, barricades or other materials to be removed from the Library property by the Successful Bidder.

III. **BIDDER QUALIFICATIONS**

Using the provided Bidder Qualifications Responses document, the Bidder must respond to each qualification. The Bidder Qualifications Responses document is part of the Bid and must be uploaded with your Bid package.

Any Bid package that does not include the required forms or include forms that do not respond to every qualification may be deemed non-responsive.

1. The Successful Bidder must have experience in demolition work as the primary general contractor for a project in similar size and scope within the City of New York. Bidder to provide evidence that your firm meets this requirement. Specifically, the Successful Bidder must have been the primary general contractor in the City of New York and have completed a permitted demolition of a detached structure of any kind such as residential, commercial, or industrial. Bidder to provide documentation and other evidence that your firm meets this requirement.
2. Bidders are required to attend the site inspection and complete the login sheet. Bidder to provide name of its attendee for the mandatory site inspection.
3. 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.
4. The Library requires the Successful Bidder to secure a performance bond. Provide information detailing your firm's ability to secure a performance bond and past experience in securing a performance bond. Bidder shall include in its bid price the cost to secure a performance bond.
5. 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.
6. Provide the name, title, address, telephone 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.

7. Provide a summary of your firm's experience and qualifications in meeting the standards of the Bidder Qualification requirements contained in the bid document and with executing the obligations listed in the Scope of Work. Include specific references to work for not-for-profit corporations, library systems or other like-entities. Also, include information about work performed for NYC, NYS or other governmental entities. In describing the experience, name each client and the nature of the work performed, with specific reference to (a) the services provided; (b) the term of such services and (c) the estimated contract value.
8. 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.
9. Provide copies of your two (2) most recent audited financial statements. If audited financial statements are not available, please explain why and identify how the Library can assess the financial condition of your firm and provide alternative documentation.
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.
11. 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. State whether your firm represents any party that is or may be adverse to the Library.
12. 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 four (4) 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/BL3gtBtEuJdH1ZMI1rjW>
2. 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.

3. Bidder to provide responses to bid using Form# 6 - Bidder Qualifications, provide all requested forms and to attend pre-bidders conference, if a meeting is held by the Library. Bidders that fail to provide all of the requested information may be deemed non-responsive in the sole judgement of the Library.
4. Bidder to provide responses to bid section III. Bidder Qualifications using Form#6 and to provide all forms including Attachment 2- Local Law 34.
5. The Library requires the Successful Bidder to secure a performance bond. Bidder shall include in its bid price the cost to secure a performance bond.
6. The Successful Bidder to conform to all of the requirements of this bid including the Scope of Work and Attachment 1- General Terms and Conditions.

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 1- General Terms and Conditions
 2. The bid document
 3. Amended specifications
 4. Amended drawings
 5. Specifications
 6. Drawings
7. 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.
 8. 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.
 9. 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.
 10. Following the issuance of an award, which shall not be binding unless and until the Library and a Bidder execute a contract.

11. In the event a Bidder proposes to furnish substitutions for a service or product, as appropriate, this information shall be identified in writing and submitted with the bid, 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.
12. 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.
13. 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, Vice President of Procurement Management at [BIDcontact@queenslibrary.org](mailto: BIDcontact@queenslibrary.org) of such error and request clarification or modification to the document.
14. 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.
15. 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.
16. This project is subject to compliance with the Prevailing Wage Law. The Contractor must conform to the provisions of Labor Law 220. Prevailing Wage schedules can be found: <http://comptroller.nyc.gov/prevailing-wage/wage-schedules/> .
17. 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 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 Date

Address / Telephone / FAX

Name of Contractor Title

Signature of Contractor e-mail

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.

Name of Firm Date

Address / /
Telephone FAX

Name of Contractor Title

Signature of Contractor 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 the Library provided Excel bid sheet of Schedule of Values and total lump sum bid price. Bidders that do not conform to these requirements shall be deemed non-responsive.

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. Bidders to complete the separate excel Form#4 Bid Sheet. Failure to provide cost with the excel document will disqualify your bid.

Schedule of Values	Cost
01. General Requirements	
02. Site Construction	
02.01 Approvals and permits	
02.02 Signage and postings	
02.03 Perimeter fence	
02.04 Rodent and pest control	
02.05 Dust and fume control	
02.06 Scaffolding, sidewalk shed, and protective netting	
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04. Masonry	
05. Metals	
06. Wood and Plastics	
07. Thermal and Moisture Protection	
08. Doors and Windows	
09. Finishes	
10. Specialties	
11. Equipment	
12. Furnishings	
13. Special Construction	

14. Conveying Systems	
15. Plumbing	
16. Mechanical	
17. Electrical	
18. Asbestos Containing and Hazardous Materials	
18.01 Assessment	
18.02 Permitting	
18.03 Handling and Disposal	
19. General Conditions	
Total	

Bid sheet 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- General Terms and Conditions, Attachment 2- Local Law 34, drawings, specifications, insurances, labor (prevailing wages), overtime costs, equipment, materials, delivery, shop drawings, permits, fees, inspections, DOB sign-offs, performance bond, overhead and profit, all other costs associated with completing the Scope of Work and all requirements of this bid. The Library anticipates that this project will commence within one-hundred and eighty (180) days 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 one-hundred and eighty (180) days.

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**BIDDER QUALIFICATIONS RESPONSES**

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

1. The Successful Bidder must have experience in demolition work as the primary general contractor for a project in similar size and scope within the City of New York. Bidder to provide evidence that your firm meets this requirement. Specifically, the Successful Bidder must have been the primary general contractor in the City of New York and have completed a permitted demolition of a detached structure of any kind such as residential, commercial, or industrial. Bidder to provide documentation and other evidence that your firm meets this requirement.
2. Bidders are required to attend the site inspection and complete the login sheet. Bidder to provide name of its attendee for the mandatory site inspection.
3. 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.
4. The Library requires the Successful Bidder to secure a performance bond. Provide information detailing your firm's ability to secure a performance bond and past experience in securing a performance bond. Bidder shall include in its bid price the cost to secure a performance bond.
5. 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.
6. Provide the name, title, address, telephone 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.
7. Provide a summary of your firm's experience and qualifications in meeting the standards of the Bidder Qualification requirements contained in the bid document and with executing the obligations listed in the Scope of Work. Include specific references to work for not-for-profit corporations, library systems or other like-entities. Also, include information about work performed for NYC, NYS or other governmental entities. In describing the experience, name each client and the nature of the work performed, with specific reference to (a) the services provided; (b) the term of such services and (c) the estimated contract value.
8. 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.

9. Provide copies of your two (2) most recent audited financial statements. If audited financial statements are not available, please explain why and identify how the Library can assess the financial condition of your firm and provide alternative documentation.
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.
11. 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. State whether your firm represents any party that is or may be adverse to the Library.
12. 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.

FORM # 7

ACKNOWLEDGEMENT OF ADDENDA

Name of Firm

TITLE OF BID:	Bid #: 0325-1
<p>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.</p>	
<p>___ Part I – Listed below are the dates of issue for each Addendum received in connection with this BID.</p> <p style="margin-left: 40px;">Addendum # 1, dated _____</p> <p style="margin-left: 40px;">Addendum # 2, dated _____</p> <p style="margin-left: 40px;">Addendum # 3, dated _____</p> <p style="margin-left: 40px;">Addendum # 4, dated _____</p> <p style="margin-left: 40px;">Addendum # 5, dated _____</p>	
<p>___ Part II – No Addendum(s) were received in connection with this BID.</p>	
<p>Prospective Bidder’s Authorized Representative:</p> <p>Name: _____</p> <p>Title: _____</p> <p>Signature: _____ Date: _____</p>	

FORM # 8

QUEENS PUBLIC LIBRARY CHECKLIST

BID NUMBER: 0325-1

BID TITLE: Corona Residential Demolition Services

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 and Submittal Requirements:

- Form #1 – Statement of Understanding**
- Form #2 – References**
- Form #3 – Non-Collusive Bidding Certification**
- Form #4 – Bid Sheet (separate MS Excel sheet)**
- Form #5 – Vendor Responsibility Questionnaire**
- Form #6 – Bidder Qualifications response sheet- (separate MS Word document)**
- Form #7 – Acknowledgment of Addenda**
- Form #8 – Queens Public Library Checklist**
- Attachment 2- Local Law 34**

https://www.queenslibrary.org/sites/default/files/2019-08/Attachment%203%20-%20Local%20Law_34.pdf

- Upload a complete bid package to DropBox to:**
<https://www.dropbox.com/request/BL3gtBtEuJdH1ZMI1rjW>

By: _____
Signature of Partner or Corporate Officer