



QUEENS PUBLIC LIBRARY

We speak your language.

BID #0326-2

Date: March 26, 2026

**Invitation for Bid
for
System Wide Sewer and Drainage Services**

Quotes must be submitted by:

~~April 28~~ ~~May 15~~, 2026 by 3:00 P.M., to:

Procurement Department

Queens Public Library via DropBox

<https://www.dropbox.com/request/vmbmclazJjIt0r3nr89R>

Question Deadline:

April 17, 2026

By 4:00PM

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 and William Funk, Vice President of Procurement, 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 28~~ **May 15, 2026**

Time: **3:00PM**

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

DropBox link: <https://www.dropbox.com/request/vmbmcIazJjIt0r3nr89R>

Question Deadline:

Date: **April 17, 2026 by 4:00PM**

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 your Bidder Qualification responses, 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 **3:00 p.m. on ~~April 28- May 15, 2026~~**. 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/vmbmcIazJjIt0r3nr89R>

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 for 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 - <https://www.queenslibrary.org/sites/default/files/2023-05/Attachment%201-%20General%20Terms%20and%20Conditions.pdf>

Attachment 2- Local Law 34 - https://www.queenslibrary.org/sites/default/files/2019-08/Attachment%203%20-%20Local%20Law_34.pdf

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 Library has decided to engage the expertise of qualified vendors to provide system wide sewer and drainage services throughout the Library system. For current library locations please visit the Library’s webpage: <https://www.queenslibrary.org/about-us/locations> .

The Library intends to award to multiple firms with the primary contract to the lowest responsible bidder (“Primary Successful Bidder”), the secondary contract to the next lowest responsible bidder (“Secondary Successful Bidder”), and so forth. The Library in its sole discretion shall determine the number of awarded firms. All awarded firms throughout this bid are the (“Successful Bidder”)

Note: The Library does not guarantee work. Additionally, the Library reserves the right to issue bids or requests for quotations for specific projects.

Successful Bidders are required to accept work assignments that range from its single unit of its Maximum Straight Hourly Rate up to an estimated \$300,000. The Library reserves the right to award any work to the Primary Successful Bidder at or below its maximum straight hourly rate and in accordance to the maximum percentage mark-up as specified in this bid. If in the event the Primary Successful Bidder is not available, or the Primary Successful Bidder has a lapse of insurance, or if the Library through its Procurement Department rejects a Statement of Work (“SOW”), the Library may award work to the Secondary Successful Bidder next, then to the Tertiary Successful Bidder next and so forth.

Additionally, the Library in its sole judgement, as communicated by the Procurement Department, shall make the determination that if the Primary Successful Bidder has demonstrated poor performance or quality, does not have the capability to perform the work and/or within the required time frame, or has demonstrated health and safety issues, the Library may award work to the Secondary Successful Bidder. Such awarded work shall not exceed the Successful Bidders’ maximum straight hourly rate and the maximum percentage

mark-up as specified in this bid.

The Library also reserves the right to award work for a specific project or duration of time based on competition among the Successful Bidders. Such competition will be issued by the Library's Procurement Department to the Successful Bidders and the solicitation will require the Successful Bidders to submit pricing based on hourly rates or the solicitation will request a lump sum fee. In no circumstance shall a Successful Bidder submit hourly rate pricing or lump sum fees that exceeds the Successful Bidders' maximum straight hourly rate and the percentage mark-up as specified in this bid.

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

Bidders are required to provide its single Maximum Straight Hourly Rate for Sewer and Drainage Services. Bidders' Maximum Straight Hourly Rate is to cover the full range of Services, inclusive of all overhead, profit and prevailing wage and it is to be fixed for the first year of the contract and shall increase by three percent (3%) each year of the contract. During the term of the contract material, equipment and subcontracting of other trade work shall not exceed twenty percent (20%) mark-up. Additionally, using the Pricing Sheet Bidders are asked to cost for preventative services outlined below.

A. Preventative Maintenance and Related Services:

The Successful Bidder shall perform the following preventative maintenance services as required by the Library. **Pricing will be offered using the separate Pricing form**

Services - Single Maximum Straight Hourly Rate (**MSHR**) for Personnel, inclusive of all sewer and drainage activities and the equipment to perform such activities. All service are to be scheduled by Maintenance or the Building Manager.

- a) House Trap Cleaning (Snaking)
- b) House Trap (Pumping)
- c) Grease Trap Cleaning: The Library anticipates that Grease Trap Cleanings can be performed without the need of a special vehicle. Also, the Library anticipates that the Grease Trap Cleaning requires special hand-held vacuum equipment.
- d) Ejector Pit Cleaning: The Library anticipates that the ejector pit requires a vacuum truck. Perform as-required ejector pit cleaning. To be scheduled by Maintenance or the Building Manager.
- e) Emergency Pumping (Elevator Pit): Emergency pump out of water can occur as needed and as long as no oil is present in the pooled water

Bookmobile Trailers - Bidder to provide Flat Fee pricing for services below. These must be inclusive of all sewer and drainage activities and the equipment to perform the clean out of the bookmobile 2 types of waste systems.

- f) Bookmobile trailer incinerator waste system: Maintain bookmobile trailer waste disposal systems clean out of incinerator waste disposal system. The bookmobile will be parked at or near a Queens Library location.
- g) Bookmobile trailer waste disposal water flush: Maintain bookmobile trailer waste disposal systems and clean-out and drain waste. Flush tanks. The bookmobile will be parked at or near a Queens Library location. Water refill of the system to be performed using hose water supply from Queens Library location or separate water truck and hose.

Service Vehicles - Single Maximum Straight Hourly Rate (MSHR) for Personnel, inclusive of all sewer and drainage activities and the equipment to perform such activities. Bidder to provide MSHR in the highlighted cells below for Service Vehicles line items.

- h) Jet Vac Truck
- i) Jet Vac Truck:
 - i. Single Maximum Straight Hourly Rate (MSHR) for a Jet-Vac Truck inclusive of: Two Operators and the performance of all related Jet-Vac Truck and Jet-Vac Van sewer and drainage activities and the equipment to perform such activities
- j) Pump Truck:
 - i. Single Maximum Straight Hourly Rate (MSHR) for a Pump Truck inclusive of: Two Operators and the performance of all related Pump Truck sewer and drainage activities and the equipment to perform such activities.

The Successful Bidder is required to accept work assignments that range from its single unit of its Maximum Straight Hourly Rate up to an estimated \$300,000.

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

1. The Successful Bidder to provide all labor, vehicles, materials, equipment and supervision to perform services for sewer and drainage services for the Library's system-wide needs on a time and materials basis as specified herein. Such work includes but is not limited to sewer lines, monthly preventative services, maintain bookmobile trailer waste disposal systems, drains and traps. The intent of cleaning is to remove all sludge, dirt, sand, rocks, grease, and other solids or semisolid material so that defects are not obscured and to allow the water level to drop.
2. The Successful Bidder shall perform, as required, preliminary inspection of pipes, lines, and drains, using camera and other equipment that meets industry standards. In addition, the Successful Bidder shall locate clogs, determine cause of noxious odors, and/or assess condition of pipes or drains in order to recommend steps to mitigate future occurrences. In accordance with the best commercial practices and in compliance with all applicable national and local codes of agencies having jurisdiction, as applicable. Additionally, with the approval of the Library as communicated by the Procurement Department, 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, Attachment 2- Local Law 34 and shall not exceed the percentage mark-up provisions of the bid. Prevailing wage shall also apply to subcontractors.

3. The Successful Bidders clearing methods shall be industry approved. Selection of method and equipment for each type of operation shall be made by The Successful Bidder with the concurrence designated Library personnel shall be based on the type of work to be performed, field conditions, type of debris to be removed, depth of sewage flow, and pipe material. The equipment selected for cleaning shall be capable of removing dirt, grease, rocks, sand, sticks, branches, leaves and other deleterious materials and obstructions from the lines.
4. The Successful Bidder shall perform sewer line cleaning by using electronically or manually operated, directly or remotely controlled, mechanically or hydraulically propelled cleaning equipment. Normal line cleaning shall be performed by using an approved drilling device (i.e., auger) or high velocity water jetting.
5. The Successful Bidder shall perform heavy cleaning of sewers on lines at the direction of an approved Library personnel. Heavy line cleaning shall be performed by using mechanical equipment when water jetting is unsuccessful. In NO case shall the Successful Bidder's heavy line cleaning be used on PVC pipe. Heavy cleaning shall be conducted using bucket machines and shall include the removal of foreign materials from the lines. The Successful Bidder shall not be responsible for removing mortar or other similar material that are permanently attached to the pipe walls.
6. Satisfactory precautions shall be taken by the Successful Bidder to protect lines from damage that might be inflicted by improper use of the cleaning equipment. Whenever hydraulically propelled cleaning tools that depend upon water pressure to provide its cleaning force, or any tools that retard the flow of water in the sewer line, are used, precautions shall be taken to ensure that the water does not cause damage or flooding to public or private property.
7. The Successful Bidder will be solely responsible and held liable for any claims or damages arising from any action or lack of action arising from reckless, negligent, or careless behavior.
8. If water is obtained from a potable supply, appropriate backflow prevention devices shall be provided to protect the potable system from cross connections and contamination. The Successful Bidder shall be solely responsible for preventing cross contamination of any public or private water systems used for this purpose.
9. All cleaning equipment shall be industry approved. The Successful Bidder's hydraulic cleaning equipment used shall be of a movable dam type and be constructed in such a way that a portion of the dam may be collapsed at any time during the cleaning operation to allow the sewage flow past the cleaning head to protect against flooding of the sewer. The movable dam shall be equal in diameter to the pipe being cleaned and shall provide a flexible scraper around the outer periphery to ensure total removal of grease. If cleaning balls or other such equipment that cannot be collapsed instantly are used, special precautions against flooding of the sewers and causing damage to public or private property shall be taken.
10. The Successful Bidder's high velocity sewer cleaning equipment shall be designed for ease

and safety of operation. The Successful Bidder's equipment shall have a selection of two or more high velocity nozzles. The nozzles shall be capable of producing a scouring action from 15 degrees to 45 degrees in all sizes designated to be cleaned. Cleaning shall be accomplished by the Successful Bidder by using a pump capable of delivering water from 800 to 1500 psi to the self-propelled nozzles. The Successful Bidder's equipment shall also include a high velocity gun for washing and scouring wet well walls and floor. The gun shall be capable of producing flows from a fine spray to a solid stream. The equipment shall carry its own water tank, auxiliary engines, pumps, and hydraulically driven hose.

11. 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.
12. The Successful Bidder's service shall include, but is not limited to, providing all labor and materials necessary to perform Services for the Library's system-wide facilities. The Library shall have the ability to direct the Successful Bidder to perform work at selected facilities as required based on the pricing structure provided under this bid. ~~The Successful Bidder shall incorporate the necessary travel time into their offered service rate.~~ The Successful Bidder's service shall include, but is not limited to, providing all labor and materials necessary to perform Sewer and Drainage Services for the Library's system-wide facilities. The Library shall have the ability to direct the Successful Bidder to perform work at selected facilities as required based on the pricing structure provided under this bid. The Successful Bidder shall not charge the Library in excess of one ("1") hour travel time for each of its personnel arriving at a Library facility. In its performance of actual services for the Library, if the Successful Bidder needs to travel from a Library facility to the Successful Bidder's facility and/or a parts warehouse, the Successful Bidder shall not charge the Library in excess of one ("1") hour travel time of its personnel leaving a Library facility. For shop fabrications, the Successful Bidder shall charge the Library for time actually spent performing such services in accordance to the contract hourly rates.
13. The Successful Bidder shall have the ability to remove roots from the sewer lines as may be required. Roots shall be removed by the Successful Bidder in the designated sections where there is a root intrusion. Special attention shall be used by the Successful Bidder during the cleaning operation to assure complete removal of roots from the joints. The Successful Bidder's procedures may include the use of mechanical equipment such as rodding machines, winches using root cutters and porcupines.
14. All sewer lines to be cleaned by the Successful Bidder shall be plugged at the discharge end prior to cleaning.
15. All sludge, dirt, sand, rocks, grease, and other solid or semi-solid material resulting from the cleaning operation shall be removed by the Successful Bidder at the downstream manhole or wet well of the section being cleaned. Passing material from one sewer line section to another sewer line section or from manhole section to manhole section shall not be permitted by the Successful Bidder except when using high velocity jet equipment. The maximum limit before material is removed will be approximately 600 feet.

16. All debris, solids or semi-solids resulting from the cleaning operations shall be removed by the Successful Bidder from the site and disposed of at a legally permitted site for that purpose. At a minimum all materials shall be removed by the Successful Bidder from the site at the end of each workday. Under no circumstances will the Successful Bidder be allowed to accumulate debris, etc., on the site of work beyond the stated time, except in totally enclosed containers and as approved by the Library's designated personnel.
17. Inspection (i.e., portable video) shall be performed to ensure the satisfaction of the Library's designated personnel that proper cleaning of the line has been performed by the Successful Bidder. If inspection shows the cleaning to be unsatisfactory, the Successful Bidder will be required to re-clean and re-inspect the line section until the cleaning is acceptable at no additional cost. Sewer line cleaning by the Successful Bidder may include post-cleaning camera inspection to assure satisfactory results.
18. The Successful Bidder shall not subcontract any part of the work under this bid without submitting a request in writing to the Library. No subcontract or assignment shall, under any circumstances, relieve the Successful Bidder of obligations and liabilities under the bid.
19. 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.
20. The Library shall designate Departments and authorized personnel shall direct the Successful Bidder to perform services at designated sites as required, 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 service contract and will be updated as may be required by the Library.
21. The Successful Bidder shall be responsible to perform work in such a manner to limit interference with Library public service operations, as feasible. In the event services requires interruption of public service, the Successful Bidder shall notify the designated Library contact in order to coordinate the project. The Library shall provide reasonable access as required for service and repair. Unless in the case of an emergency, work that requires building closure, shall be scheduled by the Library and the Successful Bidder a minimum of thirty (30) days in advance.
22. 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. Proposed permit requirements shall be identified on attached Statement of Work ("SOW").
23. The Successful Bidder shall be responsible to notify the Library's designated personnel regarding the potential presence of asbestos containing material ("ACM") prior to

commencing work at a designated site. The Library will engage the services of a testing firm to determine the presence or absence of ACM, prior to having the Successful Bidder initiate its work.

24. Work performed and materials furnished by the Successful Bidder shall be subject to inspection and approval by designated personnel of Facilities & Environmental Services ("FES") department or other Department's designated by the Library in order to process payment(s). All materials used by the Successful Bidder shall be asbestos free. The Successful Bidder shall furnish an inspection check list bearing the signature of the Successful Bidder's personnel performing the inspection and the Library's personnel certifying receipt of services.
25. The Successful Bidder to provide minimum one (1) year warranty against defects in labor and materials for selected work from date of completion of work.
26. The Successful Bidder shall maintain sufficient stock of materials necessary for execution of the work under this bid or shall have ready access to materials so as not to delay the performance of work.
27. The Successful Bidder shall provide staffing at its 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.
28. The Successful Bidder shall provide regular service 8:00 a.m. - 5:00 p.m., Monday through Friday, including any holidays when the Library is open to the public on straight-time rates. Work performed at times other than regular working hours or for Saturday, Sundays or holidays when The Library is not open to the public shall be on overtime and premium time rates, respectively, as required (see Bid Pricing Sheet).
29. The Successful Bidder's service shall include, but is not limited to, providing all labor and materials necessary to perform sewer and drainage services for the Library's system-wide facilities. The Library shall have the ability to direct the Successful Bidder to perform work at selected facilities as required based on the pricing structure provided under this bid.
30. Emergency calls must be responded to and result in a technician being on-site within two (2) hours.
31. The Successful Bidder shall agree and accept that maximum percentage mark-up of materials, equipment, and subcontracting of other trade work related to the project shall not exceed twenty percent (20%). The Successful Bidder shall provide reference to trade supply house publication(s) used by the Successful Bidder or other documentation as appropriate in order to substantiate materials prices. The subcontracting of other trade work requires the approval of the Library as communicated by the Procurement Department.

32. If the Library requires the Successful Bidder to purchase permit, performance bonds, other bonds or similar requirements, the Library shall reimburse the successful bidder at costs.
33. The Library shall have the sole authority to instruct the Successful Bidder to remove any personnel from a project that the Library has determined has created a health, safety or a security concern. Such determination shall be made in writing.
34. The Successful Bidder shall provide sufficient service personnel as necessary to meet contractual obligations as applicable, who may have to work additional hours as necessary.
35. 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.
36. Following formal award by the Library for this bid, the Library and the Successful Bidder will execute the contract that is referenced in this bid. The Library will then implement individual project(s) as required by obtaining a SOW from the Successful Bidder based on project scope, as per the contract unit prices. Upon acceptance by the Library of the SOW, the Library will execute a Purchase Order to the Successful Bidder for the individual project, and the Successful Bidder to submit an invoice for work performed.
37. The Successful Bidder shall properly utilize the SOW to indicate all of the necessary labor and material costs required to provide a price for the job. The submission per location for all aspects of the work is to be a firm price. Any adjustments as required during the job based on the price rate structure shall be approved by designated Library personnel.
38. The Library anticipates that the Successful Bidder will provide timely and correct SOW proposals within three working days following Library's request for submission of SOW. Repeated failure to submit timely and correct SOW proposals in response to requests may be cause for the Library to rescind award of this service agreement.
39. Based on issuance of a Purchase Order to affect work, the Successful Bidder is expected to commence work within three working days and is expected to complete the work within the time frame estimated on the SOW (as required). All emergency work to be coordinated accordingly with Library's authorized representative in order to expedite performance of work.
40. All invoicing by the Successful Bidder shall clearly identify project location and associated Purchase Order ("PO") number, including invoicing for partial progress payments. The Successful Bidder's invoice(s) is anticipated to match The Library approved SOW, including any subsequent approved Work Sheets or adjustments to the POs based on field conditions or other factors impacting the project. Failure by the Successful Bidder to identify appropriate PO # may impact timeliness of payment(s).
41. 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/>.

42. 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.

**NOT TO BE COMPLETED FOR THE BID-
TO BE USED BY AWARDED FIRMS
VENDOR STATEMENT OF WORK ("SOW")**

Specification #: _____

Library Location: _____

Project Start Date: _____

Contractor: _____

Address: _____

Contact: Email: _____

Telephone: _____

Fax: _____

Master Contract Date: _____

Services: _____

Scope of Work: _____

Labor Required:

Number of Workers	Labor Title	Straight Time: 8am-5pm, M-Fr Rate / Hr.	Overtime: 5pm-8am, M-Fr & Sat Rate / Hr.	Premium Time Sun-Hol Rate / Hr.	Number of Hours Required	Total Labor Cost

Sub-Total Proposed Labor Cost \$ _____

Materials Required:

Item / Manufacturer	Trade Price	% Mark-up	Total Cost

Sub-Total Proposed Materials Cost \$ _____

Reimbursable Expenses:

Category	Price	% Mark-up	Total Cost

* Total Proposed Project Cost \$ _____

Lump Sum:

(Lump sum to be provided only at the request of the Library’s Procurement department. Lump sums shall not exceed the contract maximum straight hourly rate and twenty percent mark-up for materials equipment, and subcontracting.)

Labor cost:	\$ _____
Number of Labor Hours:	# _____
Cost for Materials, equipment, and subcontracting:	\$ _____
Percent Mark-up:	% _____
Total Cost for Materials, equipment, and subcontracting:	\$ _____
Total Lump Sum	\$ _____

* Billing to be verified with proper documentation as per relevant sections of service contract.

Library Department: _____ By: ____
 Title: _____ Initials: _

The Queens Borough Public Library authorizes the Contractor to perform the work stated herein based upon the rates, fees, estimated costs, and anticipated completion time as outlined herein, and as per the contract provisions contained in the Master Agreement. The total dollar amount set forth above shall reflect the total time anticipated to complete the project and shall not exceed the estimated costs stated herein. If additional work or changes to the total dollar amount become necessary, Contractor must obtain written authorization from the Library prior to the commencement of work.

This SOW may only be modified by a signed writing, executed by both Parties, that expressly indicates any such modification. This SOW may be executed in two or more counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

Agreed to and Accepted by:

QUEENS BOROUGH PUBLIC LIBRARY _____ **CONTRACTOR**

Signature

 Dennis M. Walcott, President & CEO

(Printed Name)

Signature

Date: _____

Date: _____

III. **BIDDER QUALIFICATIONS**

1. The Successful Bidder shall carry out the outlined work to the highest standards and all specialized materials used shall be free from defects and fit for purpose for which it is acquired from companies or individuals which comply with all relevant Health and Safety legislation including in particular the requirements of Control of Substances Hazardous to Health (COSHH). All work, goods and materials shall comply with the contract requirements and shall be to the satisfaction of Queens Library. All work shall be monitored regularly to ensure that no defects occur to work or materials failings, therefore providing work of the highest standard. The Successful Bidder shall also conform to all regulations of public agencies, including any specific requirements of the local, city and / or state jurisdiction. The Successful Bidder's employees assigned to perform work under the specification must have the proper certification and/or licenses, as required by applicable laws, rules, and/or regulations.

In the bid submission please describe your firm's experience and compliance with the above. Also, has your firm complied with the requirements of Attachment 3 Local Law 34, the Doing Business form? New filers are required to provide the required information and not substitute information. The Library cannot waive these requirements. Firms that provided this form before need to certify no change or to certify any changes.

2. As may be required by the City, the Successful Bidder and any of its subcontractors must be licensed in NYC with a minimum of 5 years work experience of similar size and scope and is able to demonstrate its capability as general contractors with a complete project record satisfactory to the Library. If applicable, Bidder(s) must demonstrate that it is a licensed and that it is certified to perform the specified services. In the bid submission please supply evidence that your firm meets this requirement. The Successful Bidder must identify all subcontractors for plumbing services that it plans to utilize.
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, and;
 - i. How many employees do you have that can perform the scope of services?
 - ii. How many trucks does your firm have that can perform the scope of services?
4. 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.
5. Provide a summary of your firm's experience and qualifications in meeting the standards of the Bidder Qualification requirements contained in the bid document and with executing the obligations listed in the Scope of Work. Include specific references to work for not-for-profit corporations, library systems or other like-entities. Also, include information about work performed for NYC, NYS or other governmental entities. In describing the experience, name each client and the nature of the work performed, with specific reference to (a) the services provided; (b) the term of such services and (c) the estimated contract value.

6. Describe how you would staff the engagement and be able to respond to the Scope of Work scheduled services as well as emergency services.
7. Provide a minimum of three (3) recent clients as references that best represent your ability to perform the tasks described in this Bid (a “Reference Client”). Provide the Reference Client’s name, contact person, title, email address, address, and telephone number. Please provide details on the work performed for each Reference Client, including, the length of any contract, contract value and explanation of how the work performed is similar to the work required by the Library, as well as any other pertinent information relevant to representing your qualifications to perform the work.
8. Provide copies of your two (2) most recent audited financial statements. If audited financial statements are not available, please explain why and identify how the Library can assess the financial condition of your firm. If audited financial statements are not available, provide alternative documentation subject to the Library’s sole discretion to accept.
9. Identify the nature of any potential conflict of interest your firm or any proposed sub-consultants might have in providing the Scope of Work under this bid with the Library.
 - (a) Discuss fully any conflicts of interest, actual or potential, which might arise in connection with your firm's involvement with the Library. If your firm believes that a conflict of interest might arise, please describe how such conflict would be resolved.
 - (b) State whether your firm represents any party that is or may be adverse to the Library.
10. Discuss any past or present civil or criminal legal investigations, litigation or regulatory action involving your firm or any of its employees that could impact your role or ability to serve as a contractor to the Library. If none, include a statement that there are no past or present civil or criminal legal investigations, or pertinent litigation and or regulatory actions that could impact your firm’s ability to serve in the required capacity.

IV. **CONTRACT TERM**

It is anticipated that the term of this agreement shall be for a (2) two year period with (3) three, one-year options to renew. The Library may terminate the contract at any time, in its sole discretion, upon written notice.

Services, inclusive of all overhead, profit and prevailing wage and it is to be fixed for the first year of the contract and shall increase by three percent (3%) each additional year from the original contract term.

V. **BID PROCESS AND GUIDELINES**

1. Firm must submit an electronic submittal of your bid through the provided DropBox link. The response documents, are composed of your Bidder Qualification responses, supporting documents (as required) and cost submissions, in either Microsoft Word, MS Excel or PDF format must be uploaded using the DropBox link noted on the cover of this solicitation, by the due date and time. If multiple files are uploaded, each

submitted document name should be a clear reference to the section and information the file contains, ex: “Resumes”, “Work Experience”, “Pricing” and “Financials”.

2. Bidder to provide responses to bid section III. Bidder Qualifications using Form # 6 - Bidder Qualification Response Sheet provide all requested information. Bidders that fail to provide all of the requested information may be deemed non-responsive in the sole judgement of the Library.
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 ambiguous or qualified bids and 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 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.
6. Bidders pricing will be evaluated in the following manner:
 - a. Pricing for Services. Bidders will be required to provide its pricing for all items listed in the spreadsheet. Note that pricing represents the firm's maximum hourly rate pricing and that the listed quantities are estimates. (Bid weight 90 points. The lowest average cost will score the highest score.)
 - b. Pricing for Service Vehicles. Bidders will be required to provide its pricing for all items listed in the spreadsheet. (Bid weight 10 points. The lowest average cost will score the highest score.)
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 sole 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, any 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, Vice President 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.
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.
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/> .

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 # 4

BID SHEET

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

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

The Successful Bidder's service shall include, but is not limited to, providing all labor and materials necessary to perform Sewer and Drainage Services for the Library's system-wide facilities. The Library shall have the ability to direct the Successful Bidder to perform work at selected facilities as required based on the pricing structure provided under this bid. The Successful Bidder shall not charge the Library in excess of one ("1") hour travel time for each of its personnel arriving at a Library facility. In its performance of actual services for the Library, if the Successful Bidder needs to travel from a Library facility to the Successful Bidder's facility and/or a parts warehouse, the Successful Bidder shall not charge the Library in excess of one ("1") hour travel time of its personnel leaving a Library facility. For shop fabrications, the Successful Bidder shall charge the Library for time actually spent performing such services in accordance to the contract hourly rates.

Bidder agrees to provide services at or below its Maximum Straight Hourly Rate in accordance to the straight time, overtime and premium times formulas as provided below. Bidder agrees that its maximum straight hourly rate shall not increase during the first year of the contract and shall increase by three percent (3%) for each year of the contract.

Bidder to provide prices inclusive of overhead, profit and the applicable Prevailing Wage schedule as established by the Office of the New York City Comptroller. Bidder must conform to the provisions of Labor Law 220. Prevailing Wage schedules can be found using this web link for the Office of the New York City Comptroller: <http://comptroller.nyc.gov/prevailing-wage/schedules/>

In submission of its bid, Bidder understands and accepts that the maximum percentage mark-up of materials, equipment and any subcontractors for other trades shall not exceed twenty (20%).

Straight Time: 8am – 5pm Monday-Friday (including any holiday The Library is open to public)

Overtime: 5pm – 8am Monday- Friday and anytime Saturday (1.5 x Straight Time Rate)

Premium Time: Sundays (2.0 x Straight Time Rate)

Premium Time: Holidays that The Library is **closed** to the public (2.0 x Straight Time Rate)

Library Holiday Closings

New Year's Day
Martin Luther King, Jr. Day
Presidents' Day
Easter
Memorial Day

Juneteenth
Independence Day
(If July 4th falls on weekend day observed will vary)
Labor Day
Italian Heritage Day & Indigenous People's Day
Veterans Day
Thanksgiving Day
Christmas Day

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 # 7

ACKNOWLEDGEMENT OF ADDENDA

Name of Firm

TITLE OF BID: Invitation for Bid for System Wide Sewer and Drainage Services	Bid: 0326-2
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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 I – 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 II – No Addendum(s) were received in connection with this BID.

Prospective Bidder's Authorized Representative:

Name: _____

Title: _____

Signature: _____ Date: _____

FORM #8

QUEENS PUBLIC LIBRARY CHECKLIST

PIN NUMBER: 0326-2

BID TITLE: Invitation for Bid for System Wide Sewer and Drainage 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 Excel document)**
- Form #5 – Vendor Responsibility Questionnaire**
- Form #6 – Bidder Qualifications Response sheet (separate Word doc)**
- Form #7 – Acknowledgment of Addenda**
- Form #8 – Queens Public Library Checklist**
- Upload a complete bid package to DropBox to:**

<https://www.dropbox.com/request/vbmcIazJjlt0r3nr89R>

By: _____
Signature of Partner or Corporate Officer