

Request for Bids for Construction Services

Issued By:

The Town of Saratoga

Responses must be received no later than

February 3, 2016

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I. Introduction

The *Town of Saratoga* (the Town) is soliciting bids for construction of a salt storage building. This project will be located in the Town of Saratoga, at 213 Route 32 South, Schuylerville NY 12871 in Saratoga County, New York.

II. Project Description

PROJECT BACKGROUND

The Town of Saratoga is soliciting bids for construction only. Materials shall be provided by the Town of Saratoga. Construction monitoring and project management to be provided by the Contractor.

(SEE ATTACHED CONCEPTUAL SKETCHES)

III. Scope of Services

Phase I: Foundation

Contractor to supply forms, all necessary equipment, and labor, to install concrete and rebar for footings and walls of new building foundation.

Concrete and rebar to be supplied by the Town of Saratoga.

All excavation to be completed by the Town of Saratoga.

Phase II: Framing and Sheeting

Contractor to supply labor and equipment to install framing and sheeting package for walls and roofing on new building. Framing and sheeting package to be supplied by the Town.

Bidders may choose to bid both phase in one combined response.

IV. Form of Proposal

Respondents must provide a brief description of the firm, emphasizing areas of expertise or focus of practice. Please include a list of recent relevant projects. Bids must identify all members of the proposed project team, including sub-contractors, and should include a resume for each person with primary work responsibility. Please identify each member's participation in past projects with the firm, or under separate employment, that specifically qualifies him/her for this project

Bids must include a minimum of three client references for similar, recent projects. Please briefly describe each project, including overall project budget and specific services performed. Provide the name, land address and telephone number of a client representative for each project.

V. Criteria for Bid Award

Bids will be awarded according to the methodology prescribed by Section 103 of the General Municipal Law, subject to Local Law 3 of 2015, which allows the Town to award bids based on “best value” methodology. A copy of Local Law 3 is attached.

Selection of the Contractor will be on a non-discriminatory basis without regard to race, color, national origin, gender, sexual orientation, or age.

VI. Anticipated Schedule

Bid Schedule:

- Request for Bids advertised: January 7, 2016
- Pre-Bid Conference / Site Visit: January 20, 2016
- Deadline for Submission of Bids: February 3, 2016
- Bid Awarded: February 8, 2016
- Contract Signed: March 1, 2016

Construction Schedule:

- Phase I (Foundation) Start: April 1, 2016
- Phase I (Foundation) Completion: May 1, 2016
- Phase II (Framing and Sheeting) Start: May 15, 2016
- Phase II (Framing and Sheeting) Completion: June 15, 2016

VII. Detailed Requirements / Specifications

To facilitate the comparison of Bids for the financial component of the overall scoring, fees and expenses must be presented on the enclosed Cost Worksheet (attached Addendum A) and sealed separately for subsequent review. Bids that do not include a fully completed Cost Worksheet, or that alter the form, may be disqualified.

Bids shall remain in effect for a minimum of 90 days following the proposal due date.

The Town reserves the right to:

- reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award;

- request clarification of bid details following submission of bids;
- withdraw this Request for Bids without awarding a contract.

VIII. Submission Requirements

Bids should be sent to:

Thomas N. Wood, Supervisor

Town of Saratoga

Mailing Address (USPS) (FedEx and UPS) and Physical Address

12 Spring Street, Schuylerville, NY 12871

All questions concerning this solicitation must be sent to Thomas N. Wood, Supervisor, Town of Saratoga: twood@albany.twcbc.com

Bids (three copies) must be in a sealed envelope marked: "Salt Shed Project" and received no later than February 3, 2016 at 3:00 p.m.

IX. Additional Requirements

- A. Non-Collusive Bidding: All bids must be accompanied by the attached Non-Collusive Bidding Certification (Addendum B, Attached).
- B. Procurement Lobbying Law: All bids must be accompanied by the attached Affirmation of Understanding and Agreement (Addendum C, attached)
- C. Equal Employment Opportunity Policy (EEO): All responses must include a statement that the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability, or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force if awarded all or part of this contract.
- D. Insurance: Contractor shall maintain and provide the following insurance: Commercial General Liability insurance of \$1 million per occurrence and \$2 million in the aggregate; Commercial Automobile Liability with a limit of \$1 million for both bodily injury and property damage; Excess/Umbrella Liability of \$5 million; Errors and Omission insurance as necessary with a limit of \$1 million and evidence of Workers Compensation/Employers' Liability insurance providing statutory NYS coverage. Policies must add the Town of Saratoga, State of New York, and Town of Saratoga Highway Department as additionally insured.

- E. Prevailing Wage: This project is subject to Article 8 of the New York State Labor Law and the Prevailing Wage Rates are applicable.

- F. Minority and Woman Owned Business Utilization: The Town Board will utilize the best value methodology, which includes consideration of small, minority, and woman owned businesses. NYS Certified Minority and Woman Owned Business Enterprises are encouraged to respond.

X. List of Attachments

APPENDICES (Information for Potential Bidders)

- Conceptual Design materials, including drawings and description of programmatic goals

ADDENDA (Forms Required with Submittal)

- Addendum A - Cost Worksheet
- Addendum B - Non-Collusive Bidding Certification
- Addendum C - Procurement Lobbying Law, Affirmation of Understanding and Agreement
- Addendum D – Local Law No. 3 of 2015

Addendum A: Cost Worksheet

Scope of Services	Description	Cost
Phase I	Foundation	
Phase II	Framing and Sheeting	
Phase I & II	Combined Foundation, Framing, and Sheeting	

Note To Bidder:

Is this cost worksheet completed strictly in accordance with the specifications as noted herein?
_____ Yes _____ No

If “No” attach a letter explaining in detail the deviation.

Sign the Bid:

By signing this bid you indicate your express authority to sign on behalf of yourself, your company or other entity and fully acknowledge acceptance of this Bid Proposal.

Signature _____

Company/Firm Name _____

Date _____

Addendum B

Non-Collusive Bidding Certification

The following website has all information regarding New York State's Guidelines and Frequently Asked Questions on Procurement Lobbying Law:

<https://www3.ogs.state.ny.us/legal/lobbyinglawfaq/default.asp>

All Bidders must sign the Non-Collusive Bidding Certification:

Non-Collusive Bidding Certification Required by Section 2878 of the Public Authorities Law

By submission of this bid, bidder and each person signing on behalf of bidder certifies, and in the case of joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

[1] The prices in this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes 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 the Bidder and will not knowingly be disclosed by the Bidder prior to 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 other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A BID SHALL NOT BE CONSIDERED FOR AWARD NOR SHALL ANY AWARD BE MADE WHERE [1], [2], [3] ABOVE HAVE NOT BEEN COMPLIED WITH; PROVIDED HOWEVER, THAT IF IN ANY CASE THE BIDDER(S) CANNOT MAKE THE FORGOING CERTIFICATION, THE BIDDER SHALL SO STATE AND SHALL FURNISH BELOW A SIGNED STATEMENT WHICH SETS FORTH IN DETAIL THE REASONS THEREFORE:

[AFFIX ADDENDUM TO THIS PAGE IF SPACE IS REQUIRED FOR STATEMENT]

Subscribed to under penalty of perjury under the laws of the State of New York, this _____ day of _____, 20__ as the act and deed of said corporation of partnership:

**IF BIDDER(S) (ARE) A PARTNERSHIP, COMPLETE THE FOLLOWING:
NAMES OF PARTNERS OR PRINCIPALS LEGAL RESIDENCE**

IF BIDDER(S) (ARE) A CORPORATION, COMPLETE THE FOLLOWING:
NAMES LEGAL RESIDENCE

President

Secretary

Treasurer

President

Secretary

Treasurer

Identifying Data:

Potential Consultant: _____

Street Address: _____

City, Town, etc. _____

Telephone: _____ **Title:** _____

If applicable, Responsible Corporate Officer Name

Title

Signature

Joint or combined bids by companies or firms must be certified on behalf of each participant:

Legal name of person, firm or corporation Legal name of person, firm or corporation

By _____ By _____
(Name) (Name)

Title Title

Street Address Street Address

City and State City and State

Addendum C

Procurement Lobbying Law, Affirmation of Understanding and Agreement

The following website has all information regarding New York State's Guidelines and Frequently Asked Questions on Procurement Lobbying Law:

<https://www3.ogs.state.ny.us/legal/lobbyinglawfaq/default.asp>

All bidders must sign the following certification:

AFFIRMATION OF UNDERSTANDING AND AGREEMENT

[Pursuant to State Finance Law (SFL) §139-j (3) and §139-j (6) (b) and Procurement and Contract Guidelines ("Guidelines")

The proposer affirms that it understands and agrees to comply with the procedures of the state relative to permissible Lobbying Contacts as required by SFL §139-j (3) and §139-j (6) (b).

By: _____ Date: _____
Signature of Authorized Individual the Proposer

Name:

Name of Authorized Individual for Proposer (please print name)

Title:

Title of Authorized Individual for Proposer (please print)

Contractor or Vendor Name: _____

Contractor or Vendor Address: _____
