

Town of Caroline
Town Hall Exterior Painting Project
2017



Overview: The Town of Caroline, a municipality located in the State of New York, seeks bids for painting the exterior of its Historic Town Hall located at: 2670 Slaterville Road, Slaterville Springs, NY.

Scope of Work: The Historic Town Hall recently received an evaluation by Sam Coons (Cornell University) that produced a Historic Structures Report detailing the condition of the building's exterior. All perspective bidders are encouraged to read this document, which is available on the Town of Caroline website (www.townofcaroline.org) or through the Office of the Town Clerk. The scope of the project is as follows:

- Performing "Dutchman" repairs to window cases as needed to remediate wood rot
- Securing loose sideboards
- Cleaning and sanding exterior surfaces, removing loose paint
- Priming bare wood and other painted surfaces as needed
- Painting exterior of Historic Town Hall building with an agreed upon high quality paint (*anticipated paint to be used should be specified in proposal*)
- Scraping, sanding, and repainting metal fire escape
- Scraping, sanding, and painting of stairs and ramp
- Remediation, if necessary, of lead paint
- Clean-up of all debris, waste, and chips to ensure environmental integrity of the property

Bidding Conference: *Monday, August 7, 2017 at 4:00 PM – Town of Caroline, Town Hall Annex*

Bid Documents: All bid documents should contain the following:

- A proposed timeline for the work
- 3 references (name, address, phone, e-mail) for which similar projects have been completed
- Specific materials to be used
- An itemized cost sheet
- A completed Bidding Form (attached)
- Certificate of Insurance (example attached) with the Town of Caroline named as additionally insured
- A signed Certification Statement (attached)
- Evidence of bonding or ability to be bonded

Bid Opening: *Bids will be opened at 6:30 PM on Wednesday, August 9, 2017 – Town of Caroline, Historic Town Hall*

BID FORM – PAINTING

PROJECT: CAROLINE TOWN HALL – EXTERIOR PAINTING PROJECT 2017

See ADVERTISEMENT FOR BIDS for date, time and place for receipt of bids.

The undersigned

(Name of Bidder)

(Address)

(Telephone)

hereby certifies that they have visited the site, examined, and fully understand the requirements and intent of Bidding and Contract Documents, including Plans, Project Manual and Addenda issued for the Caroline Town Hall – Exterior Painting Project 2017 project, and being familiar with all conditions surrounding construction of project, including availability of materials and labor, hereby proposes to furnish all labor, materials and equipment necessary or proper for, or incidental to, performance of proposed work, and does hereby agree to perform all work of this project in accordance with Contract Documents at prices stated below. These prices shall cover all expenses incurred in performing work required under Contract Documents, of which this proposal is a part.

The Bidder agrees to furnish all Materials, Labor, and Equipment Costs for the **TOTAL LUMP SUM BASE BID of:**

_____ US Dollars
(in words)
US \$ _____
(in figures)

(Dollar amounts must be TYPED, or written in ink, in both words and figures. In the case of discrepancy, the amount shown in words shall govern. Award of contract shall be based on total Base Bid, plus or minus Alternates accepted, and qualification of bid.)

ADDENDUM RECEIPT:

We hereby acknowledge receipt of the following Addenda:

No. _____ Date: _____ No. _____ Date: _____ No. _____ Date: _____ No. _____ Date: _____

ALTERNATES:

None.

ALLOWANCE:

The Bidder acknowledges that the amount shown in Total Base Bid includes a Contingency Allowance of \$5,000.00 for use according to Owner's written instructions.

BID FORM – Painting

EXECUTORY CONTRACT

In accordance with § 41 of the State Finance Law and like provisions of the Local Finance Law, and other laws affecting municipal obligations under law, the obligations of the Town hereunder shall be executory to the extent of monies appropriated or available to Town for the implementation of this Agreement, and no liability shall be incurred by the Town beyond such monies appropriated or available. Neither the full faith and credit nor the taxing power of the Town is pledged to the payment of any amount due or to become due under this Agreement. Neither this Agreement nor any representation by any of the Town's public officers or employees creates any obligation by the legislative body of the Town to appropriate or make monies available for the purposes of this Agreement.

REQUIRED PROVISIONS OF LAW

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to have been inserted herein. If any such provision is not inserted through mistake or otherwise, then upon the application of either party, this contract shall be physically amended forthwith to make such insertion.

EXECUTION OF CONTRACT:

If written notice of acceptance of this Bid is mailed or otherwise delivered to the undersigned within (45) calendar days after date of opening of the Bids or any time thereafter, the undersigned shall, within ten (10) calendar days after date of such delivery, execute and deliver a contract in the form required by Owner. This Bid may be withdrawn at any time prior to the scheduled time for the opening of Bids or any authorized postponement thereof.

BID SECURITY

The undersigned Contractor encloses with this Bid, the Bid Security required by Contract Documents in the form of Certified Check or Bid Bond (check one) in the amount of

_____ DOLLARS (US \$ _____)
representing not less than 5% of Base Bid.

Dated: _____ By: _____
(Insert bidder's name)

Address: _____

If a corporation, give the state of incorporation using the phrase "a corporation organized under the laws of _____"

If a partnership, give names of partners using also the phrase "co-partners trading and doing business under the firm name and style of

_____”
If an individual using a trade name, give individual name using also the phrase "an individual doing business under the trade name and style of

RIGHT TO WAIVE OR REJECT

In submitting this Bid, it is understood that the right is reserved by Owner to accept or reject any or all bids.

WITHDRAWAL OF BIDS

It is agreed that this Bid may not be withdrawn for a period of forty-five (45) calendar days after actual date of opening thereof.

PERFORMANCE BOND

The undersigned further agrees, if awarded the Contract, to execute and deliver to the Owner within ten (10) calendar days of signing of Contract satisfactory combined Performance Bond in form bound in Specification, in sum equal to full amount of Contract

TIME

We agree to commence work when directed by Owner via Notice to Proceed and to complete fully said work as specified in Division 01.

SIGNATURE



Name of Bidder (Corporate name): _____

Signature (Corporate Officer): _____

Date: _____

CERTIFIED CORPORATE RESOLUTION

RESOLVED THAT _____ be authorized to sign and submit the bid or proposal of this corporation for the following project:

And to include in such bid or proposal the certificate as to non-collusion required by section one hundred three-d (103-d) of the General Municipal Law as to the act and deed of such corporation and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution and adopted by _____ at a meeting of its board of directors held on the _____ day of _____, 2015.

(Secretary)

This Certified Corporate Resolution must be submitted with the Bid.

BID FORM –
PAINTING

NON-COLLUSIVE BIDDING CERTIFICATION

No bid shall be accepted that does not have this form completely executed.

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

- (a) 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 any competitor;
- (b) Unless otherwise required by law, the prices that have been quoted in this bid have not been knowingly disclosed by the bidder and shall not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;
- (c) No attempt has been made or shall be made by the bidder to insure any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition;
- (d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statement contained in this certification and, under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well the person signing in its behalf;
- (e) That attached hereto (if corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signature of this bid or proposal in behalf of the corporate bidder.

(Individual)

(Corporation)

(Signature of Officer)

(Dated)

This Non-Collusive Bidding Certificate must be submitted with the Bid.

Certification Statement

I _____ (Name), representing
_____ (Business Name) located at
_____ submit to
the Town of Caroline, a municipality located in the State of New York, a bid to paint the exterior
of their Historic Town Hall as specified in the Request For Proposals document.

As a bidder on this project, I certify the following to be true (*please initial each one*):

_____ I am qualified to do the work as outlined in the Request for Proposals document and have provided three references for whom I have performed similar work.

_____ I agree to adhere to all laws of the United States of America, the State of New York, and the Town of Caroline in the performance of this work.

_____ All employees or sub-contractors, if approved, performing the work will be paid the New York State prevailing wage rate as of the project commencement date. A schedule of Prevailing Wage rates can be found at: <http://www.labor.ny.gov/workerprotection/publicwork/PWContents.shtm>

_____ I am bonded or eligible to be bonded and will provide evidence of such prior to the start of the project.

_____ I shall provide evidence of and maintain liability insurance throughout the project, as specified on the attached Certificate of Insurance, and name the Town of Caroline as an additionally insured entity.

_____ Should there be a dispute unable to be amicably resolved between the two parties, I agree to resolve it through mediation and if unsuccessful, through arbitration.

I so do affirm these statements to be true on this _____ day of _____ in the year 2017.

Signature

Notary