

Community Development

16 James St. 3rd Floor

Middletown, NY 10940 845-346-4170

Pre Bid Meetings will be held at the home
on the following dates:

Tuesday, March 28, 2017 starting at
10:00am

1. 9 East Avenue

Bid Opening:

Friday, March 31, 2017 at 4:00 pm

Bids will be opened in the Community
Development Office

**City of Middletown Office of Economic and Community
Development (OECD)**

CONTRACTORS BID PACKAGE

THIS BID PACKAGE CONTAINS 18 PAGES

OWNER Joseph Chara

PHONE 845-342-5026

ADDRESS 9 East Avenue, Middletown, NY 10940 (front & rear)

BID IS DUE : Friday, March 31, 2017 AT 4:00 PM

INSTRUCTIONS & SPECIFICATIONS FOR

General Construction

1. Attached is one complete bid package for the proposed work on the property listed above based on the City of Middletown Economic & Community Development's Contractor's BID Package.
2. Prospective bidders must contact the homeowner to schedule an inspection of the property and familiarize themselves with all aspects of the project. **The homeowner must sign and date the bid document at time of inspection.**
3. Bidders must provide separate costs for each item listed on the scope of work. Total bid price must equal the sum of all items listed in the scope. Items listed as alternates are not to be included in bid total.
4. No material substitutions will be accepted without prior written approval from the Rehab Inspector.
5. All bid documents must be filled in completely, accurately and legibly in ink. Sign all bids and enter the date prepared. **Sealed bids must clearly indicate the names of both the Contractor & the Owner & Construction type (LSO, General, Heating, etc.)**
6. Return Pages 5, 6, 8, 9, 10, 11 & 13 from the bid package to the City of Middletown, Office of Economic and Community Development 16 James Street- Third Floor, Middletown, New York 10940. Bids are due on the date stated above. No bids will be accepted after prescribed time.
7. If you have any questions, please call our office at (845) 346-4170, 8:30 A.M. - 4:30 PM, Monday through Friday.

INFORMATION TO BIDDERS

The following shall constitute the "Instructions to Bidders", governing the preparation and submission of bids. These requirements will become part of the contract when and if composed. To be entitled to consideration, bids must be made in accordance with the following instructions:

1. CONTENTS OF PROPOSAL FORMS

Forms consisting of the documents listed below will be furnished by the City of Middletown Office of Economic & Community Development. Interested contractors who wish to submit a formal bid on a rehabilitation project should contact this office. Bids shall be based on work called for in these documents.

2. EXAMINATION OF PLANS AND THE SITE

Statements as to the conditions and work description under which the work is to be performed, including plans, survey, dimensions and calculations are made to furnish a basis for comparison of bids and the parties do not guarantee or represent that they are to be taken as other than approximations. The contractor must satisfy himself by his own investigation and research regarding all conditions affecting the work to be done and the labor and materials necessary, and make his bid on sole reliance thereon. ***Bidders shall carefully examine the property and obtain the owner's signature on the bid document before submitting a bid.***

3. PREPARATION OF BIDS

The bidder shall submit his bid on the blank forms furnished by the City Middletown Office of Economic & Community Development. The bidder shall specify his bid price in both words and supplementary figures. All words and figures shall be written legibly. In the case of discrepancy between the written words and the figures, the written words shall govern.

All bids shall be signed correctly with ink in the normal and usual places. If the bid is made by a sole proprietorship, his name and address shall be provided. If the bid is made by a firm, partnership or corporation, it shall be signed by a person having such legal authority and shall print his name and title in the firm, partnership or corporation. If the bid is submitted by a firm or partnership, the name and addresses of all members shall be given. If the bid is submitted by a corporation, the state in which under the laws of which the corporation is chartered and the names, titles and addresses of the President, Treasurer and manager shall be given.

4. DELIVERY OF BIDS

All bids shall be submitted to the City Middletown Office of Economic & Community Development, sealed in an envelope on which is clearly indicated the contents marked "Bid Package", indicating the contents, including the location of the project and name and address of the bidder.

5. WITHDRAWAL OF BIDS

A bidder may withdraw his bid provided the request is submitted to the Director of Economic & Community Development prior to the opening of the bid. Bids may not be withdrawn after the bid opening. Failure by the successful bidder to honor the awarded bid will result in the bidder being prohibited from submitting bids for a period of 6 months.

INFORMATION TO BIDDERS

(continued)

7. REJECTION OF BIDS

Bids which fail to meet the requirements or which are incomplete, illegible, conditioned or contain obscurities, erasures, alterations, irregularities of any kind, or in which errors occur or which contain abnormally high or low prices for any class or item of work may be rejected. The City of Middletown Office of Economic and Community Development reserves the right to reject any and all bids for any reason whatsoever. **Alternates proposed by the bidder which are not called for in the scope of work, shall be identified on the addendum sheet.** Bids that are qualified by the bidder with unregistered alternates or other changes shall not be considered. If lowest bidder is working on 2 or more projects awarded by this office we have the right to reject.

8. COMPETENCY OF BIDDERS

No contracts will be awarded except to responsible bidders capable of performing the class of work contemplated. Prior to the award of contract, bidders may be required to show that he has the necessary facilities, experience, ability and financial resources to perform the work in a satisfactory, diligent manner assuring timely completion of the project.

9. IMPORTANT

The bidder is advised, the City of Middletown Office of Economic & Community Development will receive a bid on behalf of the owner and that any contractual arrangement for performance of the work will be between the Contractor and the Owner. The Office of Economic & Community Development will neither be a party thereto, nor liable thereon.

10. AWARDING OF THE BID

The acceptance of the bid and the awarding of the contract shall be subject to the owner receiving financing under the City of Middletown Community Development Rehabilitation Program. In addition, the City of Middletown, Community Development Office reserves the right to negotiate with the successful bidder to reduce the amount or cost of award.

11. INSURANCE COVERAGE

Prior to being awarded the project, the Contractor must carry and maintain insurance coverage, workers' compensation and provide the City of Middletown Office of Economic and Community Development with a "Certificate of Insurance" in the following amounts and conditions:

<i>Comprehensive General</i>	<i>\$1,000,000</i>
<i>Liability, including broad</i>	<i>aggregate</i>
<i>form contractual</i>	<i>\$1,000,000</i>
<i>Liability, bodily injury</i>	<i>each occurrence</i>
<i>and property damage</i>	
<i>Workers' Comp. & Disability:</i>	<i>Entire obligation under</i>
	<i>New York State law</i>

The Contractor must also provide "Certificates of Insurance" "Workers' Compensation" for all subcontractors.

City of Middletown, Community Development must be certificate holder and additional insured. For contractor and subcontractors. Waiver of subrogation must be on insurance coverage and workers' compensation.

12. TIME OF WORK

Work must be started five days after Notice to Proceed date, and must be completed within **45 calendar days** of work start. **Failure to complete the project by the prescribed completion date will result in a \$150.00 per day forfeiture by the contractor until such a date as all work is satisfactorily completed as liquidated damages and not as a penalty.** The Contractor awarded the bid must sign necessary papers in the O.E.C.D. within one day after being notified of the bid award. Failure to start by specified time frame may result in forfeiture of bid.

13. ADDITIONAL OBLIGATIONS

Contractor must obtain all necessary permits, licenses, inspections and all other requirements as may be set forth by the Federal, State, the City of Middletown Municipal regulating authorities. Copies of all said permit, inspections, licenses, etc. must be provided to this office for review prior to completion of the project

ATTENTION CONTRACTORS

All submitted bids must be written legibly. No cross-outs white-out or any other changes to the submitted written bid prices will be accepted. All submitted bids must be completed in full.

Please double check your addition of individual line items and make sure it equals the hand written bid proposal price on "Bid & Proposal" signature page.

INCOMPLETE BID PACKAGES, (MISSING OR BLANK PAGES), WILL BE REJECTED. PAGES 5, 6, 8, 9, 10, 11 and 13 ONLY NEED TO BE RETURNED.

****BE ADVISED THAT THE CONTRACTOR MUST BE ABLE TO START WORK WITHIN 5 CALENDAR DAYS OF NOTICE TO PROCEED DATE AND PROJECTS MUST BE COMPLETED WITHIN 45 CALENDAR DAYS OF WORK START.****

For all projects that involve relocation:

All projects MUST start on a Monday and the Contractor is to obtain in reasonable time, the Lead Based Paint Clearance, usually by the immediate following Friday.

Any length of time that is not deemed reasonable will not be accepted by the City of Middletown Office of Economic and Community Development.

Any extra relocation expenses WILL be incurred by the Contractor.

**CITY OF MIDDLETOWN
OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT**

OWNER: Joseph Chara
ADDRESS: 9 East Avenue
Middletown, NY 10940

DATE: _____

Pricing Option #1

CORRECTION # 1\$ _____

TOTAL COST OF REHABILITATION CORRECTIONS...\$ _____

SUBMITTED BY: _____

ADDRESS: _____

TELEPHONE # : _____

CONTRACTORS SIGNATURE

DATE

CITY OF MIDDLETOWN
OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

OWNER: Joseph Chara
ADDRESS: 9 East Avenue
Middletown, NY 10940

DATE: _____

Pricing Option #2

CORRECTION # 1\$ _____

TOTAL COST OF REHABILITATION CORRECTIONS...\$ _____

SUBMITTED BY: _____

ADDRESS: _____

TELEPHONE # : _____

CONTRACTORS SIGNATURE

DATE

CITY OF MIDDLETOWN
OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

OWNER: Joseph Chara
ADDRESS: 9 East Avenue
Middletown, NY 10940

DATE: _____

Pricing Option #3

CORRECTION # 1\$ _____

TOTAL COST OF REHABILITATION CORRECTIONS...\$ _____

SUBMITTED BY: _____

ADDRESS: _____

TELEPHONE # : _____

CONTRACTORS SIGNATURE

DATE

**CITY OF MIDDLETOWN
OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT**

OWNER: Joseph Chara
ADDRESS: 9 East Avenue
Middletown, NY 10940

DATE: _____

Pricing Option #4

CORRECTION # 1\$ _____

TOTAL COST OF REHABILITATION CORRECTIONS...\$ _____

SUBMITTED BY: _____

ADDRESS: _____

TELEPHONE # : _____

CONTRACTORS SIGNATURE

DATE

Subcontractor List

On the form listed below, the contractor placing a BID must list ALL subcontractors to be used to complete the agreed upon work. The primary contractor is responsible for the disbursement of payments to any subcontractor used on a site once OECD approves and releases funds.

Subcontractor #1:

Company Name: _____

Address: _____

Company Contact: _____

Telephone Number: _____

Work Performing: _____

Subcontractor #2:

Company Name: _____

Address: _____

Company Contact: _____

Telephone Number: _____

Work Performing: _____

Subcontractor #3:

Company Name: _____

Address: _____

Company Contact: _____

Telephone Number: _____

Work Performing: _____

Subcontractor #4:

Company Name: _____

Address: _____

Company Contact: _____

Telephone Number: _____

Work Performing: _____

Subcontractor #5:

Company Name: _____

Address: _____

Company Contact: _____

Telephone Number: _____

Work Performing: _____

**REMINDER TO ALL
CONTRACTORS:**

**ANY PROJECT THAT
CONTAINS LEAD MUST BE
PERFORMED BY A
CONTRACTOR WHO IS
EPA/RRP CERTIFIED & HAS
COMPLETED THE HUD
CURRICULUM (SAFE WORK
PRACTICES) TRAINING**

***A COPY OF THE EPA/RRP
CERTIFICATION MUST BE
ATTACHED TO THE
SUBMITTED BID***

BID & PROPOSAL

This work write up is based on the Housing Rehabilitation Program Standards, Standard Specifications and Rehabilitation as specified by the property owner(s) hereof:

All construction work shall be performed according to the New York State Uniform Building Code Rules & Regulations, Local Building, Zoning, Mechanical, Electrical & Demolition codes, National Electric Code and all other applicable code requirements.

1. All construction work shall be inspected and approved by the Municipal Codes Enforcement Officer, Fire Underwriters, the property owner(s) and the program Rehabilitation Inspector.
2. The contractor shall be responsible for the completion of each item specified in the Scope of Work. Any Changes shall be authorized only by the initiation and execution by the property owner(s) and the Contractor on a formal CHANGE ORDER, which has been approved by The City of Middletown Office of Economic and Community Development.
3. The contractor is responsible for and shall verify all quantities, measurements, conditions, plans and drawings prior to submission of bid. No change Orders shall be approved for mistaken quantities, measurements or conditions. The contractor shall notify the Rehabilitation Inspector of any discrepancies in the plans, scope of work and dimensions prior to submission of bid.
4. Bid shall be valid for a period of 90 Days. No work shall commence until a written Notice to Proceed has been executed. The contractor shall execute the work in its entirety within **forty five (45) calendar days** of notice to proceed or be subject to a \$150.00 per day forfeiture for each day the work remains incomplete or unsatisfactory, as liquidated damages and not as a penalty. **The Contractor must be able to start work within five (5) calendar days of Notice to Proceed date. The Contractor awarded the bid must sign necessary papers in the O.E.C.D. within one day after being notified of bid award. Failure to start by specified time frame may result in forfeiture of bid.**
5. The contractor shall take all precautions necessary to insure the property, materials, fixtures and adjacent buildings are protected against damages, vandalism and theft. Damage to the property caused by the Contractor whether directly or indirectly shall be repaired or replaced by the Contractor at the Contractors expense.
6. The style, color, model, finish and type of all fixtures, appliances, hardware, finishes, floor coverings and all other products, if not specified in the Scope of Work, shall be selected by the property owner(s) and a written list of all such selections shall be submitted to the Rehabilitation Inspector prior to commencement of the job.
7. All discarded and removed floor coverings, lumber, fixtures, appliances, roofing and associated construction debris shall be removed from the property by the Contractor and properly disposed. The property shall be maintained in a safe and clean condition throughout execution of this project. No debris shall be stored or allowed to accumulate on the property.
8. The Contractor is responsible for obtaining all permits and licenses as may be required and all costs associated with them and shall provide the property owner and Rehabilitation Inspector with copies of all inspections Reports, Certificates of Occupancy, Waste Manifestations, Air Monitoring and other reports as applicable.
9. The Contractor is required to submit evidence of certification in "Lead-Based Paint Safe Work Practice" for all bids that include remediation or abatement of lead hazards.

In response to the request regarding the _____ property located at _____ the following bid & proposal is hereby submitted.

All labor and materials, permits and inspections for the items listed in the attached work write-up will be furnished for the sum of

_____ dollars (\$ _____)
(PRINT THE DOLLAR AMOUNT)

CONTRACTOR SIGNATURE

DATE

PRINT NAME SIGNED ABOVE

TITLE

COMPANY NAME

TELEPHONE NUMBER

ADDRESS

FEDERAL ID NUMBER

OWNER SIGNATURE

DATE

(this signature acknowledges only contractor appeared in person to inspect property)

STATEMENT OF NON-COLLUSION BY BIDDER

PROJECT : _____

STATE OF NEW YORK |
 | SS:
COUNTY OF |

I, _____ OF THE (TOWN, VILLAGE, CITY) OF _____
IN THE COUNTY OF _____ AND THE STATE OF _____ OF FULL AGE, BEING
DULY SWORN ACCORDING TO LAW ON MY OATH DEPOSE AND SAY THAT:

I AM _____, AN OFFICER/OWNER/SELF-PROPRIETOR OF THE FIRM _____,
THE BIDDER MAKING THE PROPOSAL FOR THE ABOVE NAMED WORK, AND THAT I EXECUTED THE SAID PROPOSAL WITH FULL
AUTHORITY TO DO SO; THAT SAID BIDDER HAS NOT, DIRECTLY OR INDIRECTLY, ENTERED INTO ANY AGREEMENT, PARTICIPATED IN
ANY COLLUSION, OR OTHERWISE IN CONNECTION WITH THE ABOVE NAMED WORK;

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 BIDDER
OR WITH ANY COMPETITOR;

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;

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;

I FURTHER WARRANT THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED OR RETAINED TO SOLICIT OR SECURE SUCH
CONTRACT UPON AN AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE,
EXCEPT BONAFIDE EMPLOYEES OR BONAFIDE ESTABLISHED COMMERCIAL OR SELLING AGENCIES MAINTAINED BY

(SIGNATURE OF CONTRACTOR)

SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____, 20____.
NOTARY PUBLIC OF _____ MY COMMISSION EXPIRES _____.

(SIGNATURE OF NOTARY PUBLIC)

STATEMENT OF BIDDER QUALIFICATION

NEW – This page only needs to be completed if you have never completed one before.

All questions must be answered and the data must be clear and comprehensive. This form must be completed in full and signed by all owners, partners or officers. The bidder may submit additional information as needed.

COMPANY NAME			
BUSINESS ADDRESS:		PHONE:	
		E-mail address:	
OFFICERS/ OWNERS NAMES			TITLE:
			TITLE:
			TITLE:
GENERAL CHARACTER OF WORK			
LIST ALL CURRENT CONTRACTS ON HAND	PROJECT NAME/ADDRESS/CONTACT PHONE #	GROSS DOLLAR AMOUNT	COMPLETION DATE
BACK GROUND & EXPERIENCE OF PRINCIPAL MEMBERS OF COMPANY			
LAST THREE COMPLETED PROJECTS			
PROJECT NAME	GROSS \$ AMOUNT	WORK DESCRIPTION	
CONTACT PERSON	PHONE NO.	START DATE	COMPL. DATE
PROJECT NAME	GROSS \$ AMOUNT	WORK DESCRIPTION	
CONTACT PERSON	PHONE NO.	START DATE	COMPL. DATE
PROJECT NAME	GROSS \$ AMOUNT	WORK DESCRIPTION	
CONTACT PERSON	PHONE NO.	START DATE	COMPL. DATE
TOTAL DOLLAR VOLUME OF WORK COMPLETED IN LAST FISCAL YEAR		\$	
LIST THREE MAJOR MATERIAL SUPPLIERS	1.	LIST ALL BANK REFERENCES	
	2.		
	3.		
SIGNATURE OF OWNERS/ OFFICERS CONFIRMING ALL INFORMATION TO BE TRUE AND FREE FROM ERRORS			DATE
			DATE
			DATE

THIS IS PART OF THE BID PACKAGE AND MUST BE COMPLETED.

In order to Help us serve you better, please tell us how you found out about this bid.

1. Times Herald Record legal section
2. The City of Middletown Office of Economic and Community Development Web Site
3. E-mail from this office
4. Word of mouth
5. Other (please explain) _____

Your Company Name: _____

Owner Name & Bid Due Date: _____

Contractor's signature: _____

Print name: _____

SCOPE of WORK

LSO Projects:

ALL ITEMS MUST BE COMPLETED BY WORKERS **CERTIFIED** IN **LEAD SAFE WORK PRACTICES**. AREAS MUST BE CLEANED AND **PASS A CLEARANCE TEST** BEFORE COMPLETION. ANY QUESTIONS REGARDING WORK WITH LEAD BASED PAINT SHOULD BE DIRECTED TO THE INSPECTOR FOR THIS PROJECT.

ALL PROJECTS MUST START ON A MONDAY AND GIVE A REASONABLE TIME TO OBTAIN THE LEAD BASED PAINT CLEARANCE, USUALLY BY THE IMMEDIATE FOLLOWING FRIDAY. ANY LENGTH OF TIME THAT IS NOT DEEMED REASONABLE WILL NOT BE ACCEPTED BY THE OFFICE OF COMMUNITY DEVELOPMENT AND THE EXTRA RELOCATION EXPENSE WILL BE INCURRED BY THE CONTRACTOR.

Other than LSO projects:

** ITEMS MARKED AS "**LEAD BASED PAINT**" MUST BE COMPLETED BY WORKERS **CERTIFIED** IN **LEAD SAFE WORK PRACTICES**. AREAS MUST BE CLEANED AND **PASS A CLEARANCE TEST** BEFORE COMPLETION. ANY QUESTIONS REGARDING WORK WITH LEAD BASED PAINT SHOULD BE DIRECTED TO THE INSPECTOR FOR THIS PROJECT.

All Projects:

THE CITY OF MIDDLETOWN OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT WILL PAY FOR ONE (1) LEAD CLEARANCE TEST. ANY SUBSEQUENT TESTING AND RELATED RELOCATION EXPENSES WILL BE THE RESPONSIBILITY OF THE CONTRACTOR.

CONTRACTOR SHALL COMPLY WITH ALL STATE AND LOCAL CODES, AND PROVIDE A COPY OF ALL PERMITS AND ACCEPTANCE CERTIFICATES TO THIS OFFICE, ALONG WITH A COPY OF MANUFACTURER'S WARRANTIES.

All additional work items and/or changes to or errors in the scope of work to be considered for the final contract must be listed below. Include all brand names, sizes, reason for submission, and cost. These amounts are not to be included in the total bid amount.

CONTRACTOR SIGNATURE _____ DATE _____.

**CITY OF MIDDLETOWN
COMMUNITY DEVELOPMENT OFFICE
PROPOSED CORRECTION SPECIFICATIONS**

BID OPENING

NOTE: POSITIVELY NO WORK IS TO START UNTIL NOTIFIED BY THIS OFFICE

Date: March 31, 2017

DATE: March 21, 2017

Day: Friday

OWNER: Joseph Chara

PHONE: 845-342-5026

Time: 4:00pm

ADDRESS: 9 East Ave (Front and rear buildings), Middletown, New York 10940

- **Middletown DPW conducted dye test on sanitary waste line at 9 East Avenue front & rear buildings.**
- **Result show sanitary waste lines improperly connected to the storm drain.**
- **Scope of work for front & rear buildings to be submitted to Middletown DPW for approval before work can start.**

CONDITION #1: Code 506.1: Sanitary waste line - improperly connected to storm drain

CORRECTION #1: Please note: Parcels for (9 East Ave, 35-7-38.1) & (9 East Ave Rear, 35-7-38.2), are in the process of being combined to 1-single tax map parcel. As such the work for this bid shall provide 1 private sanitary line, and 1 service connection to the City of Middletown's Sanitary Sewer Main to service both (all) building structures that are located on the two above reference properties.

Pricing to include all work, labor, equipment, materials, components, interior & exterior plumbing, all backfill, roadway, grass & driveway restoration to the satisfaction of the City of Middletown DPW, all fees & approvals for street opening & sanitary connection permits, for a fully functional sanitary sewer service, COMPLETE.

Winning Contractor shall submit a drawing sketch of the proposed layout and components to be used for approval, by the Commissioner of Public Works.

Upon Completion of work, the contractor shall submit to the City of Middletown, DPW an As-Built Sketch, on an index card for DPW records.

Please provide bid pricing for the following pricing options

1. Pricing Option #1: Connect to Existing City Sanitary Sewer Pipe on East Ave (gravity).
2. Pricing Option #2: Connect to Existing City Sanitary Sewer Pipe on East Ave (pump station).
3. Pricing Option #3: Connect across rear property to Existing City Sanitary Sewer Pipe on Academy Ave Sanitary Sewer, (gravity), (assuming that easements and permissions can be obtained).
4. Pricing Option #4: Contractor may submit multiple alternate options with corresponding pricing for the City of Middletown's consideration.

Permits are required by Contractor & subcontractors for this job