North Babylon Public Library

NOTICE TO BIDDERS

The North Babylon Public Library Board of Trustees hereby invites the submission of individual sealed bids for the following work:

Parking lot construction and repair of current parking lot - curbs, drainage, paving, lighting, sidewalks, conduit, landscaping, fencing, etc.

Bid packages will be available at the North Babylon Public Library, 815 Deer Park Avenue, North Babylon, NY 11703 beginning Friday, September 22, 2017 from 9:30 AM to 5:00 PM daily except Saturdays, Sundays and Holidays. There will be a non-refundable deposit of $100.00 in the form of a business check payable to: North Babylon Public Library, for the bid package.

Bid packages can be obtained electronically, on September 27, 2017. All interested Bidders must provide an e-mail stating their interest in bidding to horowm@northbabylonpl.org and Paul@PaulCatalfoRA.com. E-mail requests may be sent prior to bid document release date. Once received, a link to the bidding documents will be e-mailed within three business days. There will be NO fee for electronic access to documents. Please note that all printing will be the responsibility of each bidder. The Sealed Bid must have a printed Bid Form that has been filled out as directed in the Bidding Guide. No electronic submissions will be accepted. Bid documents available until October 16, 2017.

Bid bond or bid security in the amount of 5% of Bid, to a maximum of $5,000, is required.

Each Bidder must indicate how much of the contract will be completed by the Bidder itself and how much by subcontractors. A bid may be rejected in the interest of the Owner based on the extent of proposed delegation of the performance of the contract to subcontractors, or based on the level of qualification and experience of the bidder or proposed subcontractors.

A pre-bid walk-through accompanied by Paul Cataldo architect, and Library personnel is mandatory and a prerequisite to submitting a bid. Walk-through period is limited to: Monday, October 16, 2017, 10:00 AM or 2:00 PM. There will be no exceptions.

Sealed bids must be clearly marked and will be received at the North Babylon Public Library, 815 Deer Park Avenue, North Babylon, NY 11703, no later than 2:00 PM on Monday, October 30, 2017 at which time they will be publicly opened and read aloud. All bids must be submitted to the Library Director on/before the date/time of opening in a sealed envelope clearly identifying contents as bid documents.

Bidders are required to submit documentation and information indicating and establishing full and complete compliance with all aspects of the “Instructions to Bidders” and bid requirements. Failure to fully and completely respond with such documentation or information and/or comply with the specifications in any respect constitutes grounds to reject any bid submitted.

The North Babylon Public Library Board of Trustees reserves the right to reject any or all Bids submitted and to waive any informality in any Bid, and shall further make awards in any way it deems advisable to the best interest of North Babylon Public Library. The successful Bidder shall be required to execute a formal contract with the North Babylon Public Library.

Each Bidder shall agree to hold its Bid price for forty-five (45) days after the formal Bid opening.

BY ORDER OF THE BOARD OF TRUSTEES

NORTH BABYLON PUBLIC LIBRARY

MARC HOROWITZ, LIBRARY DIRECTOR

Dated: September 19, 2017

Parking Lot

Bid Specifications

1. **Contracts**: One contract for construction of parking lot. Curbs, draining, paving lighting, conduit, sidewalk, landscaping, fencing, etc, as per the bid documents dated 9/27/2017.
2. **Termination:** The Library may terminate this agreement for any reason upon two weeks written notice to the Service Provider and upon such termination the Library’s sole obligation shall be to pay the provider for the services previously provided.
3. **Licenses:** The Service Provider shall have all necessary New York State and/or local government or agency licenses and/or certifications establishing that it is authorized to provide such services by the State of New York and any applicable local government or agency. Furthermore, the Service Provider must execute the aforementioned contract containing a statement that it will perform the required service to the highest standards of the profession.
4. **Personnel**: Personnel must have successfully completed training, as determined to be acceptable to the Library, and shall have all the required New York State and/or applicable local government licensing and/or certifications.
5. **Hours**: Hours are to be determined by the Library.
6. **Insurance**: The Service Provider will furnish the Library with a current Certificate of Liability indicating the appropriate coverage for such services as delineated below from insurance carriers licensed to issue such policies in the State of New York having an AM Best rating of A or greater and which is deemed acceptable by the Library. The Library shall be named as an additional insured on the Service Provider’s policy with coverage limits of a minimum of one million dollars ($1,000,000.00) per occurrence and two million dollars (2,000,000.00) aggregate. A Worker’s Compensation policy must be included. A 1,000,000.00 umbrella is highly recommended. Documents must be received before work is started.
7. **References**: Each Bidder is to provide a minimum of three (3) current references of similar jobs. If for any reason the references provided by the security company result in inadequate, unsatisfactory and/or unacceptable responses and/or information as determined by the Library Director and/or the Board of Trustees, or other information is obtained by the Library Director and/or Board of Trustees indicating unacceptable past performance, background, and/or information relative to experience, reliability and competence of the bidder through the aforementioned references and/or other sources, the Board of Trustees may reject such bidder’s bid irrespective of whether the bid is the lowest submitted, and without the necessity of a responsibility hearing.
8. **Indemnification and Hold Harmless**: The Service Provider will indemnify/hold harmless and defend the Library from any claims for personal injuries, property damage or claims of any other kind and nature including but not limited to court costs and/or attorney’s fees emanating in any way from the services provided pursuant to this agreement.
9. **Prevailing Wages**: Bidders are required by law and these specifications to comply with the prevailing wage requirements of the New York State Department of Labor, set for Suffolk County providers of services. The failure of any bidder to submit sufficient documentation and information indicating such compliance and/or the failure to comply with such prevailing wages shall require the rejection of any such bid submitted.
10. **Bid Walk**: Bidders are mandated to come to the library and see the job site. A mandatory bid walk is scheduled for Monday, October 16, 10:00 AM or 2:00 PM, prevailing time. Call to confirm.
11. **Bid documents should contain**:
12. Cover letter.
13. Firm legal name, address, tax ID number, state of incorporation; name, title, address, fax, e-mail, and primary contact individual.
14. Brief description of your firm.
15. Brief summary of firm’s experience with similar entities and similar jobs.
16. Demolition Services Bid Specifications (this document) signed by bidder.
17. Identify any potential conflicts of interest.
18. Discuss any past or present civil or criminal legal investigations, litigation or regulatory action involving your firm or any of its employees that could have an impact on your role with the library.
19. References, including company names, addresses, phone numbers and contact individuals.
20. Bid price. Include the add alternates.

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 Bidder Date