



# Queens Library

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**BID #1116-2**

**Queens Kew Gardens Hills**

**Date: December 2, 2016**

**Invitation for Bid:**

**Furniture & Shelving**

**Question Deadline**

**December 9, 2016**

**Bids must be submitted by:**

**December 16, 2016 2:00 P.M., to:**

**Purchasing Department**

**Queens Borough Public Library**

**89-11 Merrick Boulevard**

**Jamaica, New York 11432**

**Instructions to Bidders**

All questions and requests for additional information concerning this Bid should be directed to Cristina Polychronopoulos, Purchasing Coordinator and William Funk, Director of Procurement Management, the authorized Library contact persons at

**Telephone #:** 718-990-8684 and 718-990-0782  
**E-Mail Address:** [Bidcontact@queenslibrary.org](mailto:Bidcontact@queenslibrary.org)

**Bid Due Date and Time and Location:**

**Date:** December 16, 2016  
**Time:** 2:00PM  
**Location** 89-11 Merrick Blvd, Jamaica, NY 11432

**Question Deadline:**

**Date:** December 9, 2016

**Bid Submissions:** Bids must be sealed and labeled on the outside of the package to clearly indicate that they are in response to 1116-2 Furniture & Shelving. Bidder must submit an electronic submittal of bid on a flash drive or similar device with the bid submission. Bids shall be submitted to the Purchasing Department located at:

Queens Borough Public Library  
Purchasing Department  
89-11 Merrick Blvd  
Jamaica, NY 11432

**E-mailed or faxed bids will not be accepted by the Library.**

Bids received at this Location after the Due Date and Time are late and shall not be accepted. In this regard, unless the Library issues a written addendum to this Invitation to Bid which extends the Due Date and Time for all bidders, the Due Date and Time prescribed above shall remain in effect.

**Bid prices must be held for no less than 120 days from the date of submission**

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Attachment 1- Library Standard Terms/ Insurance

Bid sheet A – Furniture

Bid sheet B – Shelving

Drawings: <https://www.dropbox.com/sh/xlrnotplw3gs3lb/AADcLM-z5GEddoWUPQvC1hpoa?dl=0>

**I. LIBRARY OVERVIEW**

The Queens Borough Public Library (the “Library”) is an independent, autonomous not-for-profit corporation. It is one of the largest and most innovative libraries in the world and one of three of New York City’s library systems consisting of a Central Library and sixty-two (62) community libraries and community centers located throughout the Borough of Queens, New York. The Library serves 2.2 million residents of Queens, circulates approximately fifteen million (15,000,000) items, offers twenty-five thousand (25,000) programs and services and has fifteen million (15,000,000) visitors annually.

**II. SCOPE OF WORK**

The successful bidder shall be responsible for reviewing drawings and fulfilling all requirements of bid sheets. This includes, but not limited to, general conditions, supplying Bid furniture, furniture accessories, shelving and end panels, shipping, installation, warehousing, and daily clean up and disposal of self-generated debris and any other incidental costs related to the full installation of the items being bid.

Bidders can bid on one or more of the following scopes of work:

- Bid sheet A – Furniture
- Bid sheet B – Shelving

Drawings can be accessed following link below:

<https://www.dropbox.com/sh/xlrmotplw3gs3lb/AADcLM-z5GEddoWUPQvC1hpoa?dl=0>

**III. VENDOR QUALIFICATIONS**

1. In order to be eligible to bid, the successful bidder must be an entity that is duly formed and in good standing under the laws of the relevant jurisdiction and, to the extent applicable, licensed to provide the products and services for which it seeks to submit a bid. Bidder must demonstrate that it has been in business at least five years and is able to prove demonstrated capability to perform the scope of work with a performance record satisfactory to the Library.
2. 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.
4. Provide the name, title, address, telephone and fax number, 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.

3. Provide a summary of your firm's experience and qualifications in meeting the standards of the Vendor 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.
4. Describe how you would staff the engagement and be able to respond to the Scope of Work.
5. 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, 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. We have a form that requests 3 references.
6. 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.
7. 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.
8. 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.
9. Identify any subcontractors and/or firms that will assist your firm in this engagement.
10. The Successful Bidder must comply with The Library standard terms and conditions, (Attachment 1).

#### IV. **CONTRACT TERM**

It is anticipated that the term of this agreement shall be for a (4) four month period. If the Parties wish to extend the contract term, they may agree to do so in a writing to be signed by both parties.

V. **BID PROCESS AND GUIDELINES**

1. The sealed envelope shall be clearly marked "**Sealed Bid Response – BID #1116-2, Furniture & Shelving**". Firm must also submit an electronic version of its bid on a flash drive or similar device with your bid submission.
2. Using the provided bid sheet Bidders can bid on one or more of the following scopes of work:  
Bid sheet A – Furniture and installation (Various).  
Bid sheet B – Montel Shelving and installation.
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, 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 public interest, taking into consideration the reliability of the Bidder, quality of the services, materials, equipment or supplies to be furnished, and their conformity with the requirements of the Bid.
6. Following the issuance of an award, the Library shall issue a formal contract which shall not be binding unless and until the Library and the Successful Bidder execute a contract.
7. 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 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.
8. If the bidder wishes to inspect the site prior to submitting a bid, call Cristina Polychronopoulos, at 718-990-8684 to schedule an appointment.
9. Bidders shall thoroughly examine and be familiar with all requirements of the Bid including site conditions and drawings. The failure or omission of any Bidder to fully examine the Bid the site conditions, bid and drawings 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, Director 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.
13. This project is subject to compliance with the Prevailing Wage Law. The Successful Bidder must conform to the provisions of Local Law 220. Prevailing Wage schedules can be found <http://comptroller.nyc.gov/prevailing-wage/wage-schedules/>.

#### **A. Payment**

1. 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.
2. 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.
3. 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.
4. In the case of service contracts, payments shall be net upon approval of the monthly invoice for service, unless otherwise stated.
5. Ten percent (10%) of the total contract value will be withheld by the Library as retainage for correction of punch list items or for other deficiencies as determined by the Library. Upon completion of the punch list work, as determined by the Library, the retainage shall be released.

**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 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

By: \_\_\_\_\_  
Signature of Partner or Corporate Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone / Fax #'s

\_\_\_\_\_  
EIN #

\_\_\_\_\_  
Address

\_\_\_\_\_  
e-mail address







**FORM # 4**  
**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):

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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.

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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?

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**FORM # 5**

**ACKNOWLEDGEMENT OF ADDENDA**

\_\_\_\_\_  
**Name of Firm**

|   |                            |
|---|----------------------------|
| <b>TITLE OF BID:</b><br><br><b>Trade:</b> Furniture & Shelving Requirements   | <br><br><b>PIN:</b> 1116-2 |
| <b>Instructions:</b> Prospective Bidder is to fill in <b>Trade</b> and <b>PIN</b> number (above), check / complete <b>Part I or Part II</b> 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 bid due date and time. |                            |
| ___ Part 1 – Listed below are the dates of issue for each Addendum received in connection with this BID.<br><br>Addendum # 1, dated _____<br>Addendum # 2, dated _____<br>Addendum # 3, dated _____<br>Addendum # 4, dated _____<br>Addendum # 5, dated _____   |                            |
| ___ Part 2 – No Addendum(s) were received in connection with this BID.  |                            |
| Prospective Bidder's Authorized Representative:<br><br>Name: _____<br><br>Title: _____<br><br>Signature: _____ Date: _____  |                            |