



QUEENS PUBLIC LIBRARY

We speak your language.

BID #0421-1
Invitation for Bid:
Bay Terrace Community Library Renovation

Date: April 27, 2021
Revised May 4, 2021

Site Visit:

Date: Wednesday, May 12, 2021 10:00 A.M., *Sharp*

Location:
18-36 Bell Boulevard
Bayside, NY 11360

Question Deadline
May 17, 2021

Bids must be submitted via Dropbox by:

May 27, 2021 2:00 P.M.

Instructions to Bidders

The Library is seeking bids for this project to award this project and to obtain final approval for funding from the City of New York. The project is to be awarded to the responsible low bidder, (“Successful Bidder”) as identified by the Library in its sole discretion. The Library anticipates that this project will commence within one-hundred and eighty (180) days from the bid opening date. The Library will send a notification to proceed to the Successful Bidder and the Successful Bidder shall be prepared to mobilize within thirty (30) days to commence the project. Successful Bidder shall agree to maintain its bid price from bid opening date to a notice to proceed date up to one-hundred and eighty (180) days.

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

E-Mail Address: [BIDcontact@queenslibrary.org](mailto: BIDcontact@queenslibrary.org)

Bid Due Date and Time:

Date: May 27, 2021 No later than 2:00 PM Eastern Standard Time.
Time: 2:00PM

Bid Submissions: Bid responses to be uploaded to DropBox using the link below.

DropBox link: <https://www.dropbox.com/request/PLNVjoU0gdXjr5daWbAb>

Site Inspection Date and Time and Location:

Date: May 12, 2021
Time: 10:00AM
Location: 18-36 Bell Boulevard, Bayside, NY 11360

(Safety protocols are to be followed including but not limited to face masks and social distancing.)

Bidders are to require any of its attendees to the site inspection to submit a Queens Public Library Health Screening Questionnaire ([click here](#)) the morning of and prior to the site inspection.

The full web link for the Health Screening Questionnaire is:

<https://staff.qbpl.org/staff-health-screen-form>

Question Deadline:

Date: May 17, 2021

Library’s Procurement Opportunities Webpage: This bid is posted on the Library’s Procurement Opportunities webpage. Unless instructed otherwise, all related documents are posted on this webpage. Please see web link for drawings. Bidders have the responsibility of frequenting the Library’s Procurement Opportunities webpage for any updates to the bid including the posting of answers to questions received, bid revisions or addendums or any other updates. The direct link to the webpage is: <https://www.queenslibrary.org/about-us/procurement-opportunities>.

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The Library will not consider any submissions that are faxed, emailed or sent as paper copies, and will not consider any submission received after the submission Due Date under any circumstances (e.g., wi-fi limitations, internal web connectivity issues). Bids received after the Due Date and Time are late and shall not be accepted. 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.

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Attachment 1- General Terms and Conditions For Queens Borough Public Library Capital Grant Contracts

Attachment 2- New York City Contract Requirements

Attachment 3- Bay Terrace Community Library General Conditions

Drawings and documents can be accessed using this link below:

<https://www.dropbox.com/sh/ostddtayw9npack/AABJWryPqWrbNWslhGC03ugra?dl=0>

Schedule of Drawings and Documents:

1. 020121_QPL - Bay Terrace_Arch Set_Issued for Bid
2. Bay Terrace QPL MEP Construction-02-01-21
3. Queens Library_MEP 02-01-2021 Specs_RDA#1487014
4. Bay Terrace QPL AV Construction-02-01-21
5. 1487014_Section 27 90 00-AV-spec
6. Bay Terrace QPL Security Construction-02-01-21
7. Queens Library Security Specs_RDT#1487014
8. Bay Terrace QPL Telecom Construction-02-01-21
9. 1487014_Section 27 00 00-telecom-spec - Ver02
10. 18-36 BELL BLVD Structural Dwgs
11. QL_BT_Outdoor Spaces_02.01.2021
12. QL_Bay Terrace Exterior Specifications_2021.02.01
13. QL_BT_Hardscape and Landscape Cutsheets

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14. Queens Public Library Asbestos Specifications:

<https://www.dropbox.com/sh/ostddtayw9npack/AABJWryPqWrbNWslhGC03ugra?dl=0&preview=Queen+Public+Library+Bay+Terrance+Asbestos+Spec+-+May+2021+copy.pdf>

I. **LIBRARY OVERVIEW**

The Library is an independent not-for-profit corporation. It is one of the largest and most innovative libraries in the world and one of the three New York City library systems. The Library consists of a Central Library and other facilities located throughout the County of Queens in the State of New York. For a complete listing of current facilities please visit the Library's webpage: <https://www.queenslibrary.org/about-us/locations>.

The Library serves 2.3 million Queens residents, with an extensive collection of books, reference materials, periodicals, government documents, video and audiocassettes, records, compact discs, DVDs, and photographs and maps. The Library has a computerized integrated circulation and catalog system, state-of-the-art computer equipment in all community libraries, and the ability to provide information through free Internet access and facsimile machines to the public. The Library offers a wide variety of reading, writing, and literacy programs, and functions as an integral part of the Queens community.

II. **SCOPE OF WORK**

The Library is seeking bids for this project to award this project and to obtain final approval for funding from the City of New York. The project is to be awarded to the responsible low bidder, ("Successful Bidder") as identified by the Library in its sole discretion. The Library anticipates that this project will commence within one-hundred and eighty (180) days from the bid opening date. The Library will send a notification to proceed to the Successful Bidder and the Successful Bidder shall be prepared to mobilize within thirty (30) days to commence the project. Successful Bidder shall agree to maintain its bid price from bid opening date to a notice to proceed date up to one-hundred and eighty (180) days.

Background

The Bay Terrace Community Library, located in a New York City owned building, is a one story high masonry located on the corner of Bell Boulevard and 23rd Avenue in Queens. The 7,500 SF building was designed by Gerhard E. Karplus and opened to the public in 1981. A partial basement, situated in the Southwest corner of the building, houses the mechanical system and provides access to the rear yard.

The facility is directly adjacent to multi-unit residential housing to the North, and the Bay Terrace Playground to the South. The exterior is comprised of split-rib concrete block, which carries into the exterior lobby area of the building as a design accent. The majority of the interior is painted concrete masonry units.

Overall Renovation Plan

This plan for this facility is the complete interior gut renovation of the library that has not been upgraded in more than 20 years. A complete interior renovation will provide an enlarged and more welcoming entrance, an expanded teen space, improved children's area and meeting spaces. There will also be a new roof, HVAC system, and exterior masonry restoration. Scope will include ADA accessibility, fire alarm, plumbing, electrical / data cabling, millwork, finishes and furniture.

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The complete renovation and reconfiguration of the library—including new furniture, shelving, millwork, signage, data cables, computers, and equipment—will make the library a more pleasant and functional resource to the community. The upgrades of the community meeting spaces will further allow for improved delivery of customer services and programs.

Renovation of interior spaces and rehabilitation and upgrade of selected building systems will result in the reduction of energy usage for more efficient utilization of the facility. Upgraded features to establish self-check will increase the accessibility of staff for customer service and will improve the delivery of resources and programs. Reconfigured floor plans will allow for improved staff sightlines and operational supervision.

The project includes the improved accessibility of the restrooms and front entrance for all library users. Additionally, the technology upgrades include improved accommodation for those with physical disabilities or limited mobility by increased accessibility to virtual resources and customer service representatives.

All of Queens Library's Community Libraries and Adult Learning Centers are located in accessible areas, making each one no more than one and one-half mile from residents in any geographic area of Queens County. The work at Bay Terrace Community Library will improve access to specialized services and to various resources for all residents of this local community, which includes persons with disability and other disadvantaged customers.

Interior Renovation: The building has suspected Asbestos Containing Material (i.e. pipe insulation) that must be removed in the areas affected by new work.

The main public areas will be gutted with casework and finishes, ceilings and flooring removed and replaced. Carpentry will include a reconfiguration of the public meeting room. New gypsum board, spackling and paint will be incorporated into the exposed block scheme to modernize the aesthetics of the interior. Ceramic tile will be installed in the bathrooms. An expanded front entrance storefront-type vestibule will be constructed to allow for more efficient book drop-off, with new signage. New furniture and shelving will be installed. The project also includes miscellaneous improvements as required related to the programmatic scope.

All efforts will be made to more fully comply with New York City accessibility and ADA standards. For instance, the bathrooms, doors, and hardware will undergo upgrades with improved accessibility in mind.

Electrical: While it has been modernized in recent years, the existing Fire Alarm system will be upgraded as required to meet current standards. Building lighting and related circuitry will be upgraded to provide a more suitable and energy efficient space. New energy efficient lighting, circuitry, receptacles, and switching will be installed. The Data / I.T. telephone cabling will be modified to meet the planned programmatic changes and new computers added. The HVAC unit will be powered and controlled as well. The project also includes miscellaneous improvements as required related to the programmatic scope.

HVAC: The HVAC system will be upgraded with the replacement of a new rooftop AC unit, the associated ductwork modified as required, and the cleaning of existing ductwork to remain. The heating units in the lower mechanical space have recently been replaced but will be addressed as needed to maintain functionality and efficiency.

Plumbing: Plumbing work will be related to renovations of the employee and public bathrooms for accessibility.

Roof and Exterior: New signage over the building entrance and a new banner for higher visibility. Landscaping will be related to restoration of the work site, with plantings and an outside sitting area. Exterior lighting will be upgraded along the main and side façades. The exterior doors and hardware will need to be replaced. There will be a new ADA compliant ramp built on the side of the building to allow access for the public to the multi-purpose room.

The existing roof will be replaced and roof dunnage will be designed to accommodate the new AC unit.

The Successful Bidder is to comply with the requirements of Attachment 1- General Terms and Conditions For Queens Borough Public Library Capital Grant Contracts, Attachment 2- New York City Contract Requirements and Attachment 3- Bay Terrace Community Library General Conditions.

Of note, the Attachment 2- New York City Contract Requirements and this bid include thirty (30) percent M/WBE participation goals and includes bonding requirements. In addition, the Attachment 2- New York City Contract Requirements provisions are subject to final City approval.

Additionally, the Scope of Work includes the following project drawings and documents, which are incorporated into this bid and to be performed by the Successful Bidder. The full listing of drawings and documents are as follows:

Schedule of Drawings and documents:

1. 020121_QPL - Bay Terrace_Arch Set_Issued for Bid
2. Bay Terrace QPL MEP Construction-02-01-21
3. Queens Library_MEP 02-01-2021 Specs_RDA#1487014
4. Bay Terrace QPL AV Construction-02-01-21
5. 1487014_Section 27 90 00-AV-spec
6. Bay Terrace QPL Security Construction-02-01-21
7. Queens Library Security Specs_RDT#1487014
8. Bay Terrace QPL Telecom Construction-02-01-21
9. 1487014_Section 27 00 00-telecom-spec - Ver02
10. 18-36 BELL BLVD Structural Dwgs
11. QL_BT_Outdoor Spaces_02.01.2021
12. QL_Bay Terrace Exterior Specifications_2021.02.01
13. QL_BT_Hardscape and Landscape Cutsheets
14. **Queens Public Library Asbestos Specifications:**
<https://www.dropbox.com/sh/ostddtayw9npack/AABJWryPqWrbNWslhGC03ugra?dl=0&preview=Queen+Public+Library+Bay+Terrance+Asbestos+Spec+-+May+2021+copy.pdf>

Drawings and documents can be accessed using this link below:

<https://www.dropbox.com/sh/ostddtayw9npack/AABJWryPqWrbNWslhGC03ugra?dl=0>

In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) the documents shall have control in the following order:

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1. Attachment 2- New York City Contract Requirements
2. Attachment 1- General Terms and Conditions For Queens Borough Public Library Capital Grant Contracts
3. The bid document
4. Attachment 3- Bay Terrace Community Library General Conditions.
5. Amended specifications
6. Amended drawings
7. Specifications
8. Drawings

III. **BIDDER QUALIFICATIONS**

1. The Successful Bidder must have experience in providing and installing this type of renovation work within the past (3) three years of this bid. Bidder must demonstrate that it has successfully completed a project valued at \$4,000,000 or more. In the bid submission please supply evidence that your firm meets this requirement.
2. The Successful Bidder and any of its subcontractors must be licensed in NYC with a minimum of 5 years work experience of similar size and scope. In the bid submission please supply evidence that your firm meets this requirement. The Successful Bidder must identify all sub-contractors that the plan to utilize. In addition, the Successful Bidder must be a licensed in New York City with a minimum of 5 years work experience of similar size and scope.
3. 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.
5. Provide a summary of your firm's experience and qualifications in meeting the standards of the Bidder 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.
6. Describe how your firm would staff the engagement and be able to respond to the Scope of Work. Detail how your firm would satisfy the New York City Contract Requirements of thirty (30) percent M/WBE participation goals.
7. 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

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information relevant to representing your qualifications to perform the work. We have a form that requests references.

8. 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.
9. Indicate if your firm can meet the insurance, bonding requirement and PASSPort requirements of Attachment 2- New York City Contract Requirements.
10. 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.
11. 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.

IV. **CONTRACT TERM**

The Successful Bidder is expected to achieve substantial completion of construction fourteen (14) months from the Library's notice to proceed.

V. **BID PROCESS AND GUIDELINES**

1. Bid Submissions: Bid responses to be uploaded to DropBox using the link below:
DropBox link: <https://www.dropbox.com/request/PLNVjoU0gdXjr5daWbAb>

The Library will not consider any submissions that are faxed, emailed or sent as paper copies, and will not consider any submission received after the submission Due Date under any circumstances (e.g., wi-fi limitations, internal web connectivity issues). Bids received after the Due Date and Time are late and shall not be accepted. 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.

2. Bidder to provide responses to bid section III. Bidder Qualifications and to provide all requested forms.
3. The Successful Bidder to conform to all of the requirements of this bid including the Scope of Work, Attachment 1- General Terms and Conditions For Queens Borough Public Library Capital Grant

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Contracts, Attachment 2- New York City Contract Requirements and Attachment 3- Bay Terrace Community Library General Conditions.

In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) the documents shall have control in the following order:

1. Attachment 2- New York City Contract Requirements
 2. Attachment 1- General Terms and Conditions For Queens Borough Public Library Capital Grant Contracts
 3. The bid document
 4. Attachment 3- Bay Terrace Community Library General Conditions.
 5. Amended specifications
 6. Amended drawings
 7. Specifications
 8. Drawings
-
4. Attachment 2- New York City Contract Requirements provisions are subject to final City approval.
 5. 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.
 6. 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.
 7. 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 Library's interest, taking into consideration the reliability of the Bidder, quality of the services, materials, equipment or supplies to be furnished, and its conformity with the requirements of the Bid.
 8. Following the issuance of an award, the Library shall issue a formal contract which shall not be binding unless and until the Library and a Bidder execute a contract.
 9. 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.
 10. Bidders shall thoroughly examine and be familiar with all requirements of the Bid and drawings (if any). The failure or omission of any Bidder to fully examine the Bid / drawings and site conditions shall in no way relieve Bidder from any obligations with respect to performance of the contract and the contemplated work therein.

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11. 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 of such error and request clarification or modification to the document.
12. 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.
13. 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.
14. This project is subject to compliance with the Prevailing Wage Law. The Contractor must conform to the provisions of Labor Law 220. Prevailing Wage schedules can be found <http://comptroller.nyc.gov/prevailing-wage/wage-schedules/>.

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 bid, 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 construction services 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 # 3

NON-COLLUSIVE BIDDING CERTIFICATION

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

1. 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 with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by Bidder and will not knowingly be disclosed by the Bidder prior to the BID 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 person, partnership or corporation to submit or not to submit a response to this Bid for the purpose of restricting competition.

Company Name _____ Date _____

Address _____ / _____ / _____
Telephone _____ FAX _____

Name of Bidder _____ Title _____

Signature of Bidder _____ e-mail _____

FORM # 4

BID SHEET – Bay Terrace Community Library- NYC Pass-Through Contract

Bidder to provide the below Schedule of Values and total lump sum bid price. If there is a discrepancy between the total of the Schedule of Values and the total lump sum bid price, the total lump sum bid price shall be controlling in establishing a Bidder’s Bid. A discrepancy may result in the Library determining the bid to be non-responsive. Such determination is subject to the sole discretion of the Library.

Construction Specifications Institute MasterFormat 1995 Edition	
Schedule of Values	Cost
Division 1 General Requirements	
Division 2 Site Construction	
Division 3 Concrete	
Division 4 Masonry	
Division 5 Metals	
Division 6 Wood and Plastics	
Division 7 Thermal and Moisture Protection	
Division 8 Doors and Windows	
Division 9 Finishes	
Division 10 Specialties	
Division 11 Equipment	
Division 12 Furnishings	
Division 13 Special Construction	
Division 14 Conveying Systems	
Division 15 Mechanical	
Division 16 Electrical	
Total:	

All work as per bid documents and plans. Total lump sum bid price:

Bid: _____
 (write amount in dollars)

Bid _____
 (write amount in words)

Bid sheets must be completed in full. Incomplete bid forms will not be accepted. Bid Sheet Prices must include all items in the Scope of Work, this bid, Attachment 1- General Terms and Conditions For Queens Borough Public Library Capital Grant Contracts, Attachment 2- New York City Contract Requirements, Attachment 3- Bay Terrace Community Library General Conditions, drawings, specifications, insurances, bonds if required, labor (prevailing wages), overtime costs, equipment, materials, delivery, shop drawings, permits, fees, inspections, DOB sign-offs, thirty (30) percent M/WBE participation goals,

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overhead and profit, all other costs associated with completing the Scope of Work and all requirements of this bid. The Library anticipates that this project will commence within one-hundred and eighty (180) days from the bid opening date. The Library will send a notification to proceed to the Successful Bidder and the Successful Bidder shall be prepared to mobilize within thirty (30) days to commence the project. Successful Bidder shall agree to maintain its bid price from bid opening date to a notice to proceed date up one-hundred and eighty (180) days.

Name of Firm

Address

Phone No. / FAX / Email

Officer's Name / Title / Signature

FORM # 5
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):

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.

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?

FORM # 6

ACKNOWLEDGEMENT OF ADDENDA

Name of Firm

TITLE OF BID: Bay Terrace Community Library Renovation

PIN: 0421-1

Instructions: Prospective Bidder is to fill in **Trade** and **PIN** number (above), check / complete **Part I or Part II** 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 proposal due date and time.

___ Part 1 – Listed below are the dates of issue for each Addendum received in connection with this BID.

Addendum # 1, dated _____

Addendum # 2, dated _____

Addendum # 3, dated _____

Addendum # 4, dated _____

Addendum # 5, dated _____

___ Part 2 – No Addendum(s) were received in connection with this BID.

Prospective Bidder's Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

FORM # 7

QUEENS BOROUGH PUBLIC LIBRARY CHECKLIST

PIN NUMBER: 0421-1

BID TITLE: _____

VENDOR NAME: _____

TELEPHONE NO.: _____

EMAIL ADDRESS: _____

CHECK EACH ITEM BELOW TO ENSURE ALL REQUIRED FORMS AND DOCUMENTS ARE INCLUDED WITHIN YOUR BID SUBMISSION.

Required Forms & Documents:

- Form #1 – Statement of Understanding
- Form #2 – References
- Form #3 – Non-Collusive Bidding Certification
- Form #4 – Bid Sheet
- Form #5 – Vendor Responsibility Questionnaire
- Form #6 – Acknowledgment of Addenda
- Form #7 – Queens Borough Public Library Checklist
- Bid Section III “Bidder Qualifications”. Bidder must include a response to all items numbered and attach to your bid. This is not a form. It is a required written response to Bid Section III “Bidder Qualifications”.
- Upload a complete bid package to DropBox to:

DropBox link: <https://www.dropbox.com/request/PLNVjoU0gdXjr5daWbAb>

By: _____
Signature of Partner or Corporate Officer

Date