



# QUEENS PUBLIC LIBRARY

We speak your language.

**BID #0721-1  
Invitation for Bid for the  
Fresh Meadows Community Library  
Roof, HVAC and Ceiling Renovation**

**Release Date: July 13, 2021  
Revised July 15, 2021**

**Site Visit:**

**Date: Wednesday, July 21, 2021 10:30 A.M., *Sharp***

**Location:**

**193-20 Horace Harding Expressway  
Fresh Meadows, NY 11365**

**Question Deadline**

**July 27, 2021**

**Bids must be submitted via Dropbox by:**

**August 12, 2021 by 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. 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:            **August 12, 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/VJjqKvGbLAKGHP2XEm8a>

### **Site Inspection Date and Time and Location:**

Date:            July 21, 2021

Time:            10:30AM

Location:        193-20 Horace Harding Expressway, Fresh Meadows, NY 11365

**(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:            July 27, 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>.

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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  - Form #7 – Checklist

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

Attachment 2- Fresh Meadows Community Library General Conditions

Drawings and documents can be accessed using this link below:

<https://www.dropbox.com/sh/uejm0p723fzwr6/AABcbMu4LCVDA0L1oxkFPwGia?dl=0>

Schedule of Drawings and documents:

### **DRAWING LIST**

T-001.00 TITLE SHEET

A-001.00 NOTES, LEGEND, SOW, FLOOR PLAN

A-010.00 DEMOLITION RCP

A-011.00 DEMOLITION ROOF PLAN

A-100.00 FIRST FLOOR PLAN

A-101.00 CONSTRUCTION RCP

A-102.00 CONSTRUCTION ROOF PLAN

A-400.00 EXTERIOR ELEVATIONS AND SECTIONS

A-500.00 DETAILS

PROJECT: BID #0721-1: Fresh Meadows Community Library Roof, HVAC and Ceiling Renovation

A-500.00 DETAILS

P-001.00 GENERAL NOTES AND LEGEND

P-010.00 DETAILS

P-020.00 DRAINAGE AND NATURAL GAS RISER DIAGRAMS

P-090.00 FIRST FLOOR DEMOLITION PLAN

P-091.00 ROOF DEMOLITION PLAN

P-100.00 FIRST FLOOR PLUMBING PLAN

P-101.00 ROOF PLUMBING PLAN

M-001.00 GENERAL NOTES AND LEGEND

M-002.00 MECHANICAL SPECIFICATIONS 1

M-003.00 MECHANICAL SPECIFICATIONS 2

M-004.00 MECHANICAL SPECIFICATIONS 3

M-010.00 DETAILS AND SCHEDULES

M-090.00 FIRST FLOOR DEMOLITION PLAN

M-091.00 ROOF DEMOLITION PLAN

M-100.00 FIRST FLOOR MECHANICAL PLAN

M-101.00 ROOF MECHANICAL PLAN

E-001.00 GENERAL NOTES AND LEGEND

E-002.00 ELECTRICAL SPECIFICATION SHEET #1

E-003.00 ELECTRICAL SPECIFICATION SHEET #2

E-010.00 PARTIAL RISER DIAGRAM & DETAILS

E-090.00 FIRST FLOOR DEMOLITION PLAN

E-091.00 ROOF DEMOLITION PLAN

E-092.00 FIRST FLOOR LIGHTING PLAN

E-100.00 FIRST FLOOR POWER PLAN

E-101.00 ROOF POWER PLAN

## 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. 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.

### Project Narrative

The Fresh Meadows branch of the Queens Public Library system will be improved with necessary roof repairs, upgrades to the existing hung-ceiling, and replacement of out-of-date packaged rooftop HVAC unit ("RTU"). Improvements also include minor adjustments to the natural gas piping and roof drains, electrical coordination, and other associated work. Relevant work-types can be generally divided into architectural, plumbing, electrical, and mechanical scopes, which are described as follows:

### Architectural

Major exterior improvements include roof repairs and replacement of the existing overhang along the north, south and east sides of the building. The existing roof assembly has been observed to drain poorly and exhibits other deficiencies requiring repair. Such drainage problems and general wear and-tear have also degraded portions of the roof overhang around the north, east and south sides of the building as well as the interior ceiling tiles. All of these are addressed by the architectural design drawings.

The roof will be replaced with a 25-year 2-PLY Styrene-Butadiene-Styrene cold applied roofing system, fastened to the existing metal deck below with no disturbance to the existing decking or underlying structural system. The tapered insulating material complies with the 2020 NYC Energy Conservation Code, will pitch towards the roof drains, and will not be less than 4-1/2" thick at the

drains where the insulation is at its thinnest. The minimum roof pitch shall be ¼-inch vertical per 1-foot horizontal to keep the repaired roof free of standing water.

The roof overhang and eave around three sides of the building will also be rebuilt to match the existing appearance. The new soffit will be ventilated to limit deleterious effects of trapped moisture that are assumed to be the primary cause of paint peeling on the underside of the existing eave. New material will be colored to generally match the present appearance. The total height of the eave will increase slightly to accommodate the increased thickness of the tapered insulation and will not make an observable impact.

See mechanical section for adjustments to the rooftop enclosure around the RTU.

Inside the building, the drop-ceiling will be replaced with new acoustic ceiling tile (“ACT”.) The Meeting Room in the northwest corner of the building has had problems with noise projecting into the adjacent Reading Room. Consequently, the tiles over the Meeting Room will have an integrated sound dampening layer to eliminate some of the noise-bleed. All ceiling tiles in other spaces shall be replaced with standard ACT and will be field modified as necessary to accommodate openings for suspended and recessed light fixtures, fire alarm devices, security equipment and low-voltage units (see Electrical summary for more information on these items). No changes to the existing partitions, ceiling grid, doors or room layouts are proposed.

### **Plumbing**

The drainage pattern of the roof will generally match the existing and shall eliminate undrained low spots by maintaining a consistent pitch from high points to drain locations, which will not be altered.

New roof drains will replace the existing drains to account for the increased thickness of the roof assembly. New drainage piping will be limited to installations required to connect new roof drains to existing piping below the roof.

The natural gas connection to the rooftop HVAC unit will be adjusted as necessary to connect to the new equipment. The contractor will close the valve nearest the new RTU to facilitate this work and no changes to the building gas system or connection to the public main will be made.

### **Electrical**

Existing light fixtures within the building shall be temporarily removed to facilitate drop-ceiling improvements and will be reinstalled in the existing locations. Similarly, openings in the ceiling tiles shall be made in the field to accommodate fire alarm strobes, security devices and other components requiring perforations. Drawing notes instruct the contractor to assess the condition of each light fixture, protect these units during construction, and reinstall them in the exact same conditions in which they were found, unless existing fixtures are damaged and require replacement. Any damages to the fixtures shall be the contractor’s responsibility to repair or replace with new units, including light bulbs.

The exterior flagpole shall be illuminated with a new photocell light fixture mounted on the roof that will switch on and off per detected level of sunlight.

The existing electrical service and building system is sufficient to power the new rooftop HVAC unit. Existing fuses will be replaced as will new branch circuit wiring within existing conduits,

which will be adjusted as necessary for connection to the new RTU. Duct smoke detectors shall be removed during construction to be reinstalled and reset at the end of the project.

### **Mechanical**

The existing rooftop air-handling unit will be replaced with a new 30-ton packaged natural gas-fired RTU to provide heating and cooling to the spaces below with improved functionality and efficiency.

The existing duct system within the building will remain in-place, and adjustments will be limited to new supply and return ducts for connection to the new rooftop unit.

The existing sound attenuation enclosure around the rooftop unit will be altered as necessary for RTU installation. The structural supports that connect to the beams below the roof will remain in place, and the dimensions of the enclosure will not change. Noise-attenuation panels will be replaced with new panels to match the existing appearance and noise-reduction levels. The south panel of the enclosure will be modified so that it can be removed should extensive RTU maintenance be required, including removal and replacement of heating coils.

The conditions of the existing bathroom exhaust fans will be recorded by the contractor prior to temporary removal for roof repairs. Fans shall be reinstalled in the current locations to connect to existing ducting on new equipment curbs that will account for new roof assembly thickness.

### **Conclusion**

Rooftop work as described above is considered ‘repair’ and does not require approvals or permits from NYC Department of Buildings (“DOB”). Mechanical drawings shall be submitted to DOB for approval of the new RTU, and a load letter will be submitted to the natural gas utility provider Con Edison. The plumbing contractor shall apply to DOB for a Limited Alteration Application (“LAA”) for adjustments to the natural gas piping at the rooftop mechanical unit. No other approvals from NYC or other agencies are anticipated.

Existing equipment that has to be temporarily removed to facilitate construction will be protected for the duration of the project and shall be repaired or replaced at the contractor’s expense should these be damaged between removal and reinstallation. Any items found to be in poor condition at the start of construction shall be brought to the owner’s attention and replaced with new units as necessary.

The proposed work represents significant value to the Queens Public Library system and extends the useful life of the facility, while leaving in-place the existing infrastructure that continues to function properly.

Drawings and documents can be accessed using this link below:

<https://www.dropbox.com/sh/uejm0p723fzwrx6/AABcbMu4LCVDA0L1oxkFPwGia?dl=0>

Schedule of Drawings and documents:

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A-102.00 CONSTRUCTION ROOF PLAN  
A-400.00 EXTERIOR ELEVATIONS AND SECTIONS  
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E-100.00 FIRST FLOOR POWER PLAN  
E-101.00 ROOF POWER PLAN

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 1- General Terms and Conditions For Queens Borough Public Library Capital Grant Contracts
2. The bid document
3. Attachment 2- Fresh Meadows Community Library General Conditions.
4. Amended specifications
5. Amended drawings
6. Specifications
7. 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 \$1,000,000 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. 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 references.
7. 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.
8. 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.

9. 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 five (5) 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/VJjqKvGbLAKGHP2XEm8a>

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 Contracts and Attachment 2- Fresh Meadows 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 1- General Terms and Conditions For Queens Borough Public Library Capital Grant Contracts
  2. The bid document
  3. Attachment 2- Fresh Meadows Community Library General Conditions.
  4. Amended specifications
  - 5.. Amended drawings
  6. Specifications
  7. Drawings
4. 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.
  5. 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.

6. 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.
7. 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.
8. 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.
9. 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.
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 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.

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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 #2**

**REFERENCES**

Bidder **MUST** furnish three (3) references for work/projects completed within the last three (3) years of the same general character as that specified herein. Please do not include the Queens Borough Public Library or any Queens Borough Public Library employee as a reference.

1. \_\_\_\_\_  
Name of Firm                      Email                      Contact                      Telephone

2. \_\_\_\_\_  
Name of Firm                      Email                      Contact                      Telephone

3. \_\_\_\_\_  
Name of Firm                      Email                      Contact                      Telephone

Bidder to furnish name of bank or other financial institution to provide evidence of its financial responsibility:

1. \_\_\_\_\_  
Name of Firm    Contact    Telephone

2. \_\_\_\_\_  
Name of Firm    Contact    Telephone

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

**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 – Fresh Meadows Community Library**

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	
<b>Total:</b>	

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- Fresh Meadows 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, overhead and profit, all other costs associated with completing the Scope of Work and all requirements of



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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

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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):

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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 # 6**

**ACKNOWLEDGEMENT OF ADDENDA**

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

<b>TITLE OF BID:</b> Fresh Meadows Community Library Roof, HVAC and Ceiling Renovation	<b>PIN:</b> 0721-1
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**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:** 0721-1

**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/VJjqKvGbLAKGHP2XEm8a>

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

\_\_\_\_\_  
**Date**