



QUEENS PUBLIC LIBRARY

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**BID #0523-1
Invitation for Bid for the
Children's Library Discovery Center Ceiling
Repair Project at the Central Library**

Release Date: Wednesday, May 10, 2023

Revised 5/23/2023

Mandatory Site Visit:

Date: Tuesday, May 23, 2023 10:00 A.M., Sharp

Location:

**89-11 Merrick Boulevard
Jamaica, NY 11432**

Question Deadline

Date: Tuesday, June 6, 2023 by 2:00 PM

Bids must be submitted via Dropbox by

Date: Thursday, June 22, 2023 by 2:00 P.M.

Instructions to Bidders

The Library is seeking bids for this project and it is to be awarded to the responsible and responsive 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 are to be submitted to Cristina Polychronopoulos, Purchasing Coordinator, Xavier Cerda Assistant Director of Procurement Management and William Funk, Vice President of Procurement, the authorized Library contact persons at: [BIDcontact@queenslibrary.org](mailto: BIDcontact@queenslibrary.org)

Bid Due Date and Time:

Date: June 22, 2023 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/XgCrXkZZ8rWVmQuN5OYe>

Mandatory Site Inspection Dates, Time and Location:

Bidders are required to attend the site inspection and complete the login sheet. The site inspection will be facilitated by Library staff.

Date: May 23, 2023 10:00 A.M.
 Time: 10:00AM
 Location: 89-11 Merrick Boulevard, Jamaica, NY 11432

Question Deadline:

Date: June 6, 2023 by 2:00 PM

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.

TABLE OF CONTENTS

- I. Library Overview
- II. Scope of Work
- III. Bidder Qualifications
- IV. Contract Term
- V. Bid Process & Guidelines
- VI. Bid Submission Requirement Forms:
 - Form #1 – Statement of Understanding
 - Form #2 – References
 - Form #3 – Non-Collusive Bidding Certification
 - Form #4 – Bid Sheet (separate excel form)
 - Form #5 – Vendor Responsibility Questionnaire
 - Form #6 – Acknowledgement of Addenda
 - Form #7 – Checklist

Attachment 1- General Terms and Conditions

Attachment 2- CLDC General Conditions

Attachment 3- Local Law 34

Drawings and documents can be accessed using this link below:

Schedule of Drawings and documents

The drawings are divided into two categories; GENERAL and ARCHITECTURAL and can be obtained here:

https://www.dropbox.com/s/bjq0abnlrx8fy7/CLDC%20Project%20CD%20100%25%20CDs_042823.pdf?dl=0

GENERAL

T-000.00 COVER SHEET

G-001.00 SHEET INDEX, GENERAL NOTES, ABBREVIATIONS AND SYMBOLS

G-002.00 CODE ANALYSIS PLAN

G-003.00 ACCESSIBILITY NOTES

G-004.00 PHASING PLANS

ARCHITECTURAL

DM-101.00 FIRST FLOOR DEMOLITION REFLECTED CEILING PLAN
DM-102.00 SECOND FLOOR REFLECTED CEILING PLAN DEMOLITION
A-101.00 FIRST FLOOR EXISTING FURNITURE PLAN
A-102.00 SECOND FLOOR FURNITURE PLAN
A-104.00 FIRST FLOOR PLAN - PHASE 1
A-105.00 FIRST FLOOR PLAN - PHASE 2
A-106.00 FIRST FLOOR PLAN - PHASE 3
A-107.00 SECOND FLOOR PHASE 1 PLAN
A-110.00 FIRST FLOOR REFLECTED CEILING CONSTRUCTION PLAN
A-111.00 SECOND FLOOR REFLECTED CEILING PLAN
A-501.00 CEILING TYPES AND DETAILS
A-901.00 SPECIFICATION
A-902.00 ACM REPORT 1 OF 4
A-903.00 ACM REPORT 2 OF 4
A-904.00 ACM REPORT 3 OF 4
A-905.00 ACM REPORT 4 OF 4

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 2.4 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 project is to be awarded to the responsible and responsive 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. Bidder shall include in its bid price the cost to secure a performance bond.

CLDC History and Background

The Children's Library Discovery Center ("CLDC") is a 22,000 square foot facility that began construction in 2008 and opened to the public in 2011. The CLDC includes hands-on interactive exhibits and learning labs staffed by QPL's very own Discovery Team dedicated to enable children ages 3-12 to find information and to inspire interest in books, reading, and learning. From the exterior, the public accesses the CLDC primarily through the Central Library main entrance along Merrick Blvd, opposite the Jamaica MTA bus depot. Inside the Central Library lobby, to the southeast is the ten-foot wide portal that leads into the ground floor level of the CLDC. The second floor level of the CLDC is accessible by passenger elevator and convenience stair located on the southeast side of the ground floor level, opposite the portal. The CLDC features faceted Baswa acoustic plaster ceilings, a 3mm thick DynaDeco floor graphic, informational representations and icons suspended from the ceiling, information desks, interactive displays / exhibits and kiosks, book stacks and book displays, audio / video equipment, security cameras, and suspended linear lighting. Typically (but subject to change), the CLDC is open to the public Monday – Thursday 9:00 AM – 9:00 PM, Friday 9:00 AM – 7:00 PM, Saturday 10:00 AM – 5:00 PM, and Sunday 12:00 PM – 5:00 PM.

Fire Alarm

The Library's fire alarm vendor is Safeway Fire & Protection Company and contact information is as follows:

Safeway Fire & Protection Company contact information
Thomas Ofenloch
T: 516.833.1333 X110
C: 516.805.2111
F: 516.833.1337
E: tofenloch@safewayfire.com

Mario Felicione
Director of Operations
Direct- 516.833.1333 ext. 116

The Successful Bidder shall subcontract to the Library's fire alarm vendor Safeway Fire & Protection Company. The Successful Bidder shall use its electrical contractor and Safeway Fire & Protection Company to coordinate with the fire department any devices removed from service, disconnect, test and reconnect duct detectors.

The Library is responsible for clearing any existing fire alarm signals prior to the start of contractor work.

The Successful Bidder is responsible and is required to subcontract to Safeway Fire & Protection Company. During construction, the Successful Bidder and its subcontractor Safeway Fire & Protection Company will be responsible to maintain the fire alarm system per NYC Fire Code.

Schedule of Drawings

The drawings are divided into two categories; GENERAL and ARCHITECTURAL and can be obtained here:

https://www.dropbox.com/s/bjqj0abnlrx8fy7/CLDC%20Project%20CD%20100%25%20CDs_042823.pdf?dl=0

GENERAL

T-000.00 COVER SHEET
G-001.00 SHEET INDEX, GENERAL NOTES, ABBREVIATIONS AND SYMBOLS
G-002.00 CODE ANALYSIS PLAN
G-003.00 ACCESSIBILITY NOTES
G-004.00 PHASING PLANS

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A-102.00 SECOND FLOOR FURNITURE PLAN
A-104.00 FIRST FLOOR PLAN - PHASE 1

- A-105.00 FIRST FLOOR PLAN - PHASE 2
- A-106.00 FIRST FLOOR PLAN - PHASE 3
- A-107.00 SECOND FLOOR PHASE 1 PLAN
- A-110.00 FIRST FLOOR REFLECTED CEILING CONSTRUCTION PLAN
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- A-901.00 SPECIFICATION
- A-902.00 ACM REPORT 1 OF 4
- A-903.00 ACM REPORT 2 OF 4
- A-904.00 ACM REPORT 3 OF 4
- A-905.00 ACM REPORT 4 OF 4

Project Implementation

To ensure minimum disruption of public service during construction, the work described by the construction documents shall be executed in phases. Approximately 2,600 square feet of the south portion of the ground floor level and approximately 2,000 square feet of the south portion of second level are within the area of work. Temporary partitions on both levels shall separate the staff / public from the areas of active construction and the short-term storage of furniture. The passenger elevator and convenience stair shall remain in service for public use during the execution of the work. As many as four areas in the Central Library lobby have been identified as locations where interim book stacks will accommodate select material that shall be relocated from the CLDC due to construction.

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
2. The bid document
3. Attachment 2- Central 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. Bidders are required to attend the site inspection and complete the login sheet. Bidder to provide name of its attendee for the mandatory site inspection.
3. 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.

4. The Library requires the Successful Bidder to secure a performance bond. Provide information detailing your firm's ability to secure a performance bond and past experience in securing a performance bond. Bidder shall include in its bid price the cost to secure a performance bond.
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 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 and provide alternative documentation **subject to the Library's sole discretion to accept**.
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 four (4) 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/XgCrXkZZ8rWVmQuN5OYe>

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 forms including Attachment 3- Local Law 34.
3. The Library requires the Successful Bidder to secure a performance bond. Bidder shall include in its bid price the cost to secure a performance bond.
4. The Successful Bidder to conform to all of the requirements of this bid including the Scope of Work, Attachment 1- General Terms and Conditions and Attachment 2- Central 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
 2. The bid document
 3. Attachment 2- Central Library General Conditions.
 4. Amended specifications
 5. Amended drawings
 6. Specifications
 7. Drawings
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, 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 and submitted with the bid, 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.
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, Vice President of Procurement Management at [BIDcontact@queenslibrary.org](mailto: 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/>.
15. For all bids received in response to this bid, the Procurement Department shall email all bidders within fifteen (15) calendar days of the bid due date, the names of all bidders that submitted a bid and each total bid price. Such email shall inform the bidder that the communication is for informational purposes and does not represent a determination of an award.

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 #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 – CLDC Ceiling Repair Project

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. **Bidders to complete the separate excel Form#4 Bid Sheet. Failure to provide cost with the excel document will disqualify your bid.**

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 8.1 Temporary Doors - Impact resistant door, painted white.	
Division 9 Finishes	
Division 9.1 Baswa Acoustical Ceiling - mobilization, removal, purchases, and installation of ceiling assembly ceiling finish coat, ceiling base coat, acoustical fiber panel, adhesive, and associated sealing around ceiling equipment as per contract documents and specifications.	
Division 9.2 Unit allowance for purchase and installation of additional ceiling substrate due to damaged or unstable substrate up to and over 150 SF.	
Division 9.3 Restore and resurface floor graphic - mobilization, removal, purchase, and installation of 3mm DynaDeco floor graphic.	
Division 9.4 Temporary walls - Self standing walls able to take impact and not fastened to the ground, floor, ceiling or structure. Covered in visually non-damaged gypsum wall board painted white.	
Division 10 Specialties	
Division 10.1 Ceiling Hung Icons - remove, clean, repair and reinstall ceiling icons per contract documents and specifications.	
Division 10.2 Information Desk - remove, repair, store, and reinstall information desk per contract documents and specifications.	
Division 10.3 Book Stack Ends - remove, clean, restore, store, and reinstall book stack end panels per contract documents and specifications.	
Division 10.4 Interactive Displays and Exhibits - remove, clean, store, and replace interactive displays and exhibits per contract documents and specifications.	
Division 10.5 Stand up Discovery Kiosk - Remove, restore, store, and reinstall Stand up Discovery Kiosk per contract documents and specifications.	
Division 11 Equipment	
Division 11.1 Projector - remove, purchase, and install ceiling projector as per contract documents and specifications.	
Division 12 Furnishings	
Division 12.1 Book Stacks - mobilization, relocate, clean, repair, and reinstall all bookstacks per contract documents and specifications.	
Division 13 Special Constructions	
Division 14 Conveying Systems	

Division 15 Mechanical	
Division 16 Electrical	
Division 16.1 Light Fixtures - mobilization, removal, replacement, purchase, installation, retrofitting, and re-lamping of all lighting equipment per contract documents and specifications.	
Division 16.2 Security Cameras - mobilization, removal, installation, of all security equipment per contract documents and specifications.	
Division 16.3 Speakers with A/V system, hardware, and required wiring - mobilization, removal, purchasing, installation, and commissioning per contract documents and specifications.	
Division 16.4 LCD Monitors with A/V system, hardware, and required wiring - mobilization, removal, purchasing, installation, and commissioning per contract documents and specifications.	
Division 16.5 A/V Computer System Rack, hardware, and required wiring - mobilization, removal, purchasing, installation, and commissioning per contract documents and specifications.	
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, Attachment 2- Central Library General Conditions, drawings, specifications, insurances, labor (prevailing wages), overtime costs, equipment, materials, delivery, shop drawings, permits, fees, inspections, DOB sign-offs, performance bond, 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: CLDC Ceiling Repair Project	PIN: 0523-1
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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 _____
- Addendum # 6, dated _____
- Addendum # 7, dated _____
- Addendum # 8, dated _____
- Addendum # 9, dated _____
- Addendum # 10, 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: 0523-1

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 (excel document)**
- 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:**
<https://www.dropbox.com/request/XgCrXkZZ8rWVmQuN5OYe>

By: _____
Signature of Partner or Corporate Officer

Date