



# QUEENS PUBLIC LIBRARY

We speak your language.

**BID #0623-1  
Invitation for Bid for the  
Central Library Cooling Tower Replacement Project**

**Release Date: June 13, 2023**

**Mandatory Site Visit:**

**Date: Tuesday, June 27, 2023 10:00 A.M., Sharp**

**Location:  
89-11 Merrick Blvd.  
Jamaica, NY 11432**

**Question Deadline  
July 13, 2023 by 2:00 PM**

**Bids must be submitted via Dropbox by**

**July 27, 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: July 27, 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/iXXmzSOdoE6nvK0IULe5>

### **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: Tuesday, June 27, 2023 10:00 A.M., Sharp

Time: 10:00AM

Location: 89-11 Merrick Blvd., Jamaica NY 11432

### **Question Deadline:**

Date: July 13, 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.

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  - Form #2 – References
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  - Form #4 – Bid Sheet (separate Excel document)
  - Form #5 – Major Equipment Items
  - Form #6 – Vendor Responsibility Questionnaire
  - Form #7 – Acknowledgement of Addenda
  - Form #8 – Checklist

Attachment 1- General Terms and Conditions

Attachment 2- Central Library Cooling Tower General Conditions

Attachment 3- Local Law 34

Drawings and documents can be accessed using this link below.

### **Schedule of Drawings and documents:**

<https://www.dropbox.com/sh/oqgce4o5eff0poq/AAB-19YJYNULEvfgLrfWxtJga?dl=0>

### **Schedule of Drawings and Specifications**

The construction documents were prepared by the professionals of record; LiRo Engineers PC and consist of the following:

#### **MECHANICAL DRAWINGS**

M-001.00 MECHANICAL NOTES, SYMBOLS AND LEGENDS

EN-001.00 MECHANICAL ENERGY COMPLIANCE

M-101.00 MECHANICAL ROOF DEMOLITION PLAN

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M-201.00 MECHANICAL ROOF CONSTRUCTION PLAN  
M-501.00 MECHANICAL ROOF ELEVATION CONSTRUCTION PLAN  
M-601.00 MECHANICAL SCHEDULES  
M-701.00 MECHANICAL FLOW DIAGRAM  
M-801.00 MECHANICAL DETAILS  
M-802.00 MECHANICAL DETAILS  
M-901.00 MECHANICAL CONTROLS SHEET 1  
M-902.00 MECHANICAL CONTROLS SHEET 1

**ELECTRICAL DRAWINGS**

E-001.00 ELECTRICAL NOTES, SYMBOLS AND LEGENDS  
E-100.00 ELECTRICAL RISER DEMOLITION PLAN  
E-200.00 ELECTRICAL POWER PLAN  
E-600.00 PANEL SCHEDULES

**STRUCTURAL DRAWINGS**

S-001.00 STRUCTURAL GENERAL NOTES  
S-101.00 ROOF DUNNAGE – LEVEL 1 – REMOVAL PLAN  
S-102.00 ROOF DUNNAGE – LEVEL 2 – REMOVAL PLAN  
S-103.00 ROOF DUNNAGE – LEVEL 1 – REPAIR PLAN  
S-104.00 ROOF DUNNAGE – LEVEL 2 – NEW PLATFORM FRAMING PLAN  
S-201.00 SECTIONS AND DETAILS I  
S-202.00 SECTIONS AND DETAILS II

**DIVISION 22 PLUMBING**

SECTION 220517 – SLEEVES AND SLEEVE SEALS FOR PLUMBING PIPING  
SECTION 220529 – HANGERS AND SUPPORTS FOR PLUMBING PIPING AND  
EQUIPMENT  
SECTION 221116 – DOMESTIC WATER PIPING  
SECTION 221316 – SANITARY DRAIN, WASTE AND VENT PIPING

**DIVISION 23 HVAC**

**DIVISION 26 ELECTRICAL**

SECTION 033000 – CAST-IN-PLACE CONCRETE

SECTION 051200 – STRUCTURAL STEEL

**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 and ACM inspection and report.

**Queens Central Library Cooling Tower Replacement Project Scope of Work Description:**

**Central Library History and Background**

The original Queens Central Library building was constructed on Parsons Boulevard in Jamaica in 1930 and expanded using Works Progress Administration funds in 1941 into a four story, Renaissance Revival building. The public demand for library services required a larger building and a new, larger building was constructed in its present location on Merrick Boulevard in Jamaica. That building was renovated and expanded in 1989 and additional modernization work was performed between 2012 thru 2014.

The current library air conditioning system is served by a 600 ton, open cooling tower located on the roof. The cooling tower has reached the end of its useful life and must be replaced. This current effort is intended to remove the existing cooling tower, piping and accessories and replace it with a new, 600 ton open cooling tower with new piping, wiring controls and accessory devices including a new by-pass filtration unit. The existing steel and reinforced concrete structural support for the tower must be repaired and complemented with additional steel framing and a new access ladder and platform is being installed.

**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](mailto:tofenloch@safewayfire.com)

Mario Felicione  
Director of Operations  
Direct- 516.833.1333 ext. 116

If in the event the work requires, 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 and documents:**

<https://www.dropbox.com/sh/oqgce4o5eff0poq/AAB-19YJYNULEvfgLrfWxtJga?dl=0>

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**DIVISION 23 HVAC**

**DIVISION 26 ELECTRICAL**

**SECTION 033000 – CAST-IN-PLACE CONCRETE**

**SECTION 051200 – STRUCTURAL STEEL**

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 Cooling Tower 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 six (6) 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/iXXmzSOdoE6nvK0IULe5>

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 Cooling Tower 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 Cooling Tower General Conditions
  4. Amended specifications

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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 – Central Library Cooling Tower Replacement 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
<b>General Requirements</b>	
<b>Site Construction</b>	
<b>Concrete</b>	
<b>Masonry</b>	
<b>Metals</b>	
<b>Wood and Plastics</b>	
<b>Thermal and Moisture Protection</b>	
<b>Doors and Windows</b>	
<b>Finishes</b>	
<b>Specialties</b>	
<b>Equipment</b>	
<b>Furnishings</b>	
<b>Special Constructions</b>	
<b>Conveying Systems</b>	
<b>Plumbing [Division 22]</b>	
[221316] Sanitary Waste & Vent Piping	
[221116] Domestic Water Piping	
<b>Mechanical [Division 23]</b>	
[230523] General Duty Valves for HVAC Piping	
[230526] Hangers & Supports for HVAC Piping	
[230548] Vibration Controls for HVAC	
[230700] HVAC Insulation	
[230800] Commissioning for HVAC Systems	
[230923] Instrumentation & Controls for HVAC	
[232113] Hydronic Piping	
[232113 A-1] Hydronic Piping - Condensor Water - Pressure Rated Polypropylene	
[232116] Hydronic Piping Specialties	
[232533] HVAC Water Filtration Equipment	
[236514] Open-Circuit, Induced Draft, Crossflow Cooling Towers	
<b>Electrical [Division 26]</b>	

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[260519] Low-Voltage Electrical Power Conductors & Cables	
[260523] Control-Voltage Electrical Power Cables	
[260526] Grounding & Bonding for Electrical Systems	
[260529] Hangers & Supports for Electrical Systems	
[262913] Enclosed Controllers	
[262923] Variable-Frequency Motor Controllers	
<b>ACM Inspection and Report</b>	
<b>Total Cost:</b>	

Separate Excel 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 Cooling Tower 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, including the services of a certified testing agency as sub-contractor to produce ACM and or hazardous materials report, 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.



**FORM # 5 MAJOR EQUIPMENT ITEMS**

Bidder to provide the name and address of the proposed system suppliers for the major equipment items in the below table. It is expressly understood that the furnishing of this information will not relieve the Bidder of any requirements of the Contract Documents. Failure to provide the information may result in the Library determining the bid to be non-responsive.

<b>Specification Section</b>	<b>Description</b>	<b>Name and Address of the Proposed System Supplier</b>	<b>Lead Time (Weeks)</b>
232533	Water Filtration Equipment/Retention Tank		
236514	Open-Circuit, Induced Draft, Cooling Towers		
262923	Variable Frequency Motor Controllers		
232116	Control Valves		

**FORM # 6**  
**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 # 7**

**ACKNOWLEDGEMENT OF ADDENDA**

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

**TITLE OF BID:** Central Library Cooling Tower Project

**PIN:** 0623-1

**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 \_\_\_\_\_
- 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 # 8**

**QUEENS BOROUGH PUBLIC LIBRARY CHECKLIST**

**PIN NUMBER:** 0623-1

**BID TITLE:** Central Library Cooling Tower

**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 – Major Equipment Items**
- Form #6 – Vendor Responsibility Questionnaire**
- Form #7 – Acknowledgment of Addenda**
- Form #8 – 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/iXXmzSOdoE6nvK0IULe5>

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

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