

- 1. Submission of Bids:** Each bid must be in a separate sealed envelope, clearly labeled with vendor name, bid number and due date and addressed to City of New Rochelle, Department of Finance-Purchasing Office, City Hall, New Rochelle, New York 10801. All bids must be properly signed and received by the time and date specified in order to be valid.
 - 2. Method of Award:** The contract if awarded will be to the lowest responsive/responsible bidder(s) in part or in whole who meet(s) all the terms of the specifications and is in the best interest of the City of New Rochelle. The City guarantees no minimum or maximum purchases or contracts as a result of award of this bid. The City of New Rochelle reserves the right to allow all municipal and not for profit organizations authorized under the General Municipal Laws of the State of New York, to purchase any goods and/or services awarded as a result of this bid in accordance with the latest amendments to NYS GML 100 through 104. However, it is understood that the extension of such contracts are at the discretion of the vendor and the vendor is only bound to any contract between the City of New Rochelle and the vendor. Additionally, the City reserves the right to purchase any goods or services included as a part of this bid from any means legally available to it at any time. The City reserves the right to reject any and all bids or portion thereof, or any bids that are vague, incomplete or indefinite.
 - 3. Withdrawal of Bids:** The submission of the bid proposal shall constitute an irrevocable offer which shall remain in full force and effect until the bid proposals received by the City are either accepted or rejected. Proposals may be withdrawn at any time prior to the bid opening.
 - 4. Bid Deposits:** Bid deposits, if required, will be returned to unsuccessful bidders after the bid has been awarded. A successful bidder's deposit will be returned after a written contract has been executed, or after a performance bond, if required, has been accepted by the City.
 - 5. Bid Format:** Bidders are advised to become familiar with all conditions, instructions and specifications governing this bid. Once the award has been made, failure to have read all the conditions, instructions and specifications shall not be cause to alter the original bid.
- All bids must be priced per unit specified in the bid specifications or on the bid form submitted, and must be signed and dated. In the event of a discrepancy between the unit price and extension, the unit price will govern. No exceptions will be allowed with regard to errors made in the computation of a bid.
- Purchases by the City of New Rochelle are not subject to any federal, state or local taxes. Do not include any of these taxes when bidding or invoicing. Exemption certificates will be furnished upon request.
- 6. Substitutions:** Any deviation from specifications or indicated brand shall be clearly stated and fully explained by accompanying specification sheets with submitted bid. Samples shall be supplied by the vendor, at no charge to the City, upon request. The City reserves the right to accept equals approved by it. If exception to indicated brand is not noted, bidder is required to deliver brand specified.
 - 7. Delivery of Product:** All delivery are to be considered inside delivery to locations as specified by

the authorized City agent. All items must be guaranteed against faulty material and workmanship and delivered as such. Deliveries of incorrect or faulty items will be rejected and returned at vendors' expense. Failure to deliver within the specified time maybe cause for cancellation of the order.

8. Shipping Terms: Shipping terms will be considered F.O.B. Destination and without charge for containers, packing, etc., unless specified on the bid and the cost thereof quoted.

9. Payment Terms: The City of New Rochelle shall pay invoices at net 30 days after receipt of invoice and of material; whichever is later, unless alternate terms are indicated on the bid.

10. ACH Payments: The City is moving toward ACH payments, awarded vendor will be supplied with our ACH authorization form should you wish to accept payments via this method.

11. Collusion Clause: By submission of this bid, each bidder and each person signing on behalf of any bidder certified, and in the case of a joint bid, each party thereto as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

- A. 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 any competitor; and
- B. unless otherwise requires by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and
- C. no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

The bidder certifies that this bid is made without any connection with any other person making a bid for the same purpose, and is in all respects fair and without collusion or fraud, and that no elected official or other officer or employee or person whose salary is payable in whole or in part from the city treasury is directly or indirectly interested therein, or in supplies materials and equipment to which it relates, or in any portion of the profits thereof.

12. The City of New Rochelle is a sponsor of the Westchester Affirmative Action Equal Employment Agreement and encourages all minorities to submit bids. Firms qualified and certified as Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) are strongly encouraged to submit bids.

13. Iran Divestment Act – By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

14. Cone of Silence – Cone of Silence, means a prohibition on any communication regarding a particular Request for Proposal (“RFP”), Request for Qualification (“RFQ”) or Request for Bid (“RFB”).

Pursuant to State Finance Law §139-j and §139-k, this solicitation includes and imposes certain restrictions on communications between the City and a Bidder during the procurement process. A Bidder is restricted from contacting, other than designated staff, from the earliest notice of intent to solicit offers through final award and approval of the Procurement Contract by the Designated Contracting Officer ("Restricted Period") unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). City employees are required to obtain certain information when contacted during the Restricted Period. The designated staff contact is the Deputy Finance Commissioner or his representative, telephone (914) 654-2353. Bidders responding to this RFB must familiarize themselves with these State Finance Law requirements and will be expected to affirm that they understand and agree to comply in their Proposal.

STATEMENT OF NO BID

RETURN THIS FORM ONLY IF YOU ARE SUBMITTING A "NO BID"

IT IS THE INTENT OF THE CITY OF NEW ROCHELLE TO AFFORD ALL SUPPLIERS AN EQUAL OPPORTUNITY TO BID ON ALL COMMODITIES, OPERATING SUPPLIES, EQUIPMENT AND/OR SERVICES AS LISTED IN THIS SPECIFICATION.

In the event your firm declines to bid, kindly advise the City of New Rochelle Department of Finance Office of Purchasing to that effect by completing and returning this document.

City of New Rochelle Department of Finance Office of Purchasing,

We, the undersigned, have declined to bid on your Request for Quotation/Proposal

*Specification No. 5485 **City Hall Office Painting** as detailed herein for the following reasons:*

_____ *We do not offer this product/service*

_____ *We are unable to supply the product/service at this time*

_____ *We are unable to meet the specifications*

_____ *We are unable to meet the bond requirements*

_____ *Other:*

We understand that if the no bid letter is not executed and returned our name may be deleted from the list of qualified bidders for the City of New Rochelle.

COMPANY NAME:

ADDRESS:

TELEPHONE #:

EMAIL ADDRESS:

Specification No. 5485

City Hall Office Painting

1. Scope of Work

The City of New Rochelle is seeking bids from qualified commercial painters to prime and paint multiple offices in New Rochelle City Hall, located at 515 North Avenue in New Rochelle, New York.

Scope of work consists of the following:

- a. Furnish primer and paint for locations 1 – 6 & 10 – 14. Paint will be provided by City of New Rochelle for locations 7 – 9.
- b. Prepare area for painting by placing down drop clothes, removing switch plates and masking off sections of wall that will not be painted.
- c. Apply one coat of primer to all wall surfaces and trim. Ceilings are NOT being painted.
- d. Apply two coats of eggshell finish paint to all wall surfaces. Ceilings are NOT being painted.
- e. Apply two coats of oil-based paint to all door frames. Doors are NOT being painted unless specified otherwise.
- f. Remove and dispose of all preparatory material prior to completing job.

*All primer and paint shall be Benjamin Moore brand or comparable.

**All preparatory materials and painting tools shall be provided by selected contractor.

Contractor shall carefully field measure and check all areas designated to be painted. Request for compensation will not be approved for measurement or take-off errors by the Contractor.

<u>Location No.</u>	<u>Description</u>	<u>Approximate Wall Sq. Ft.</u>	<u>Ceiling Height (Ft)</u>	<u>No. of Doors</u>	<u>Paint Color</u>
1	Parks & Recreation Department – Commissioner’s Office	900	8.58	2	Walls: Benjamin Moore Classic Grey OC-23 Trim: Benjamin Moore OC-149
2	Parks & Recreation Department – Lobby	1,000	9.5	4	Walls: Benjamin Moore Classic Grey OC-23 Trim: Benjamin Moore OC-149
3	Youth Bureau – Conference Room	670	9.5	1	Walls: Benjamin Moore Classic Grey OC-23 Trim: Benjamin Moore OC-149
4	Civil Service Admin	535	10	1	Walls: Benjamin Moore #1471 Shoreline Door Frames: Benjamin Moore #1475 Graystone
5	HR Commissioner Office	640	10	2	Walls: Benjamin Moore #1471 Shoreline

					Door Frames: Benjamin Moore #1475 Graystone
6	Personnel Lobby	738	10	4	Walls: Benjamin Moore #1471 Shoreline Door Frames: Benjamin Moore #1475 Graystone
7	Court – Law Room	594	9	1	Paint & Primer provided by City of New Rochelle
8	Court – Jury Room	513	9	2	Paint & Primer provided by City of New Rochelle
9	Court – Woman’s Locker Room	450	9	1	Paint & Primer provided by City of New Rochelle
10	Engineering – DPW	1,420	10	2	Walls: Benjamin Moore Grey Tint #1611 Trim: Benjamin Moore Silent Night # 1613
11	DPW Deputy Commissioner	633	10	2	Walls: Benjamin Moore Cement Grey #2112-60 Trim: Benjamin Moore Silent Night 1613
12	Traffic Director	610	10	3	Walls: Benjamin Moore Grey Tint #1611 Trim: Benjamin Moore Silent Night # 1613
13	Asst. City Engineer	470	10	1	Walls: Benjamin Moore Grey Tint #1611 Trim: Benjamin Moore Silent Night # 1613
14	DPW File Storage Area	780	10	2	Walls: Benjamin Moore Grey Tint #1611 Trim: Benjamin Moore Silent Night # 1613
Total		9,953 Sq. Ft.			

All work shall be performed outside of normal business hours (Monday thru Friday, 8:30 a.m. – 4:30 p.m.) either after 4:30 p.m. (Monday – Friday) or on Saturday between 9:00 a.m. and 3:00 p.m. Office(s) shall be restored to pre-painting condition prior to the start of the next business day.

2. Pre-Bid Site Visit

A Pre-Bid Site Visit Meeting will be held on Tuesday, June 16, 2022 at 2:00 p.m. The meeting will begin at the City Hall Security Desk on the ground floor lobby of City Hall located at 515 North Ave., New Rochelle, NY 10801. The Pre-Bid Walk-through Meeting is not mandatory; however, potential bidders are strongly encouraged attend.

3. Addendums

A Respondent, prior to submitting its Response, shall check the City’s website to see if any Addendum or Addenda has/have been issued for the RFP and, if so, the Respondent must establish in writing that they have received any and all Addendum or Addenda issued for the RFP. See attached Exhibit D.

4. Prevailing Wage

All vendors submitting bids are required to conform to all current NYS prevailing wage laws, the City has applied for and has received a PRC number (2022006503) for this project, which has been included with this document in Exhibit C. The successful vendor(s) is/are responsible for complying with all current labor rates and regulations throughout the duration of any contract resulting from this document. Current rates are available by calling the NYS Department of Labor at (585) 258-4505. Rates are also available via the internet at:

<https://apps.labor.ny.gov/wpp/publicViewProject.do?method=showIt&id=1533640>

5. Certified Payrolls

All invoices submitted for payment must include Certified Payrolls.

6. Qualification Requirements

All terms, conditions and requirements as set forth in this request for bids must be satisfied as of the date of bid submission.

Bid responses will only be accepted from thoroughly competent, experienced and financially qualified vendors according to the qualification requirements as listed herein and successful fulfillment of said requirements as determined by the City of New Rochelle.

Please complete the following qualification and requirement questions as provided for herein. Respondents are responsible for submission of accurate, adequate and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall not be interpreted in favor of the bidder and shall be grounds for bid rejection.

- a) All bidders must supply at least five (5) references, including contact person’s name, address and phone number for which they have provided similar services.

Firm	Description	Contact Person	Phone #

Does your response comply with this requirement? YES_____ NO_____

- b) The successful bidder must comply with all New York State Labor Laws including Prevailing Wage requirements (PRC 2022006503).

Will you comply with this requirement? YES _____ NO _____

7. General Information

Please provide the following information:

- a) Name & Title of Executive in Charge: _____
- b) Name of Supervisor: _____
- c) Years of Experience: _____
- d) Name of Company: _____
- e) Years in Business: _____
- f) Contact Person(s) Name, Phone No. and Email Address:

8. Completion

It is our intent to have painting completed within thirty (30) days from issuance of Purchase Order.

9. Payment

The City of New Rochelle shall pay invoices at net 30 days after receipt of invoice and acceptance of work.

10. Cancellation Clause

Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFB shall result in immediate cancellation. The agreement may be cancelled by the City for any other reason(s) upon sixty (60) days written notice.

11. Assignment

The awarded vendor shall not assign the contract or any part thereof without the written approval from the City.

12. Warranty

Contractor must provide a one-year warranty against defects in materials and workmanship.

13. Insurance Requirements

The successful company must furnish the City with Certificates of Insurance and Endorsement prior to commencement of work. The required coverage shall not be less than the following:

Workers Compensation	Statutory Requirements
NYS Disability Coverage	Statutory Requirements
Public Liability/Property Damage	\$2,000,000 combined single limit
	5485-9

Automobile Liability

\$2,000,000 per occurrence

Insurance certificates and endorsement shall name the City of New Rochelle as additional insured party, shall state that all coverage be primary to any other insurance coverage held by the city, and be accompanied by an endorsement.

14. New York Law and Venue

The contract/agreement resulting from this RFB shall be construed under the laws of the State of New York. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of this contract/agreement shall be brought in the Supreme Court of the State of New York, Westchester County.

In addition, all City contractors not incorporated in the State of New York shall produce a Certificate to Do Business in the State of New York from the New York Secretary of State prior to executing their contract with the City.

15. Iran Divestment Act

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

16. Cone of Silence

Cone of Silence, means a prohibition on any communication regarding a particular Request for Proposal ("RFP"), Request for Qualification ("RFQ") or Request for Bid ("RFB").

Pursuant to State Finance Law §139-j and §139-k, this solicitation includes and imposes certain restrictions on communications between the City and a Bidder during the procurement process. A Bidder is restricted from contacting, other than designated staff, from the earliest notice of intent to solicit offers through final award and approval of the Procurement Contract by the Designated Contracting Officer ("Restricted Period") unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). City employees are required to obtain certain information when contacted during the Restricted Period. The designated staff contact is the Deputy Finance Commissioner or his representative, telephone (914) 654-2353.

Bidders responding to this RFB must familiarize themselves with these State Finance Law requirements and will be expected to affirm that they understand and agree to comply in their Proposal.

Your bid must be submitted on our Cost Summary form on the following page.

BID SCHEDULE – SPEC #5485

City Hall Office Painting

Item No.	Description of Work	Price (Words)	Price (Numbers)
1.	<u>Location No. 1</u> (Prepare, prime, paint and cleanup per Section 1 of this RFB)	_____	\$
2.	<u>Location No. 2</u> (Prepare, prime, paint and cleanup per Section 1 of this RFB)	_____	\$
3.	<u>Location No. 3</u> (Prepare, prime, paint and cleanup per Section 1 of this RFB)	_____	\$
4.	<u>Location No. 4</u> (Prepare, prime, paint and cleanup per Section 1 of this RFB)	_____	\$
5.	<u>Location No. 5</u> (Prepare, prime, paint and cleanup per Section 1 of this RFB)	_____	\$
6.	<u>Location No. 6</u> (Prepare, prime, paint and cleanup per Section 1 of this RFB)	_____	\$
7.	<u>Location No. 7</u> (Prepare, prime, paint and cleanup per Section 1 of this RFB)	_____	\$

8.	<u>Location No. 8 (Prepare, prime, paint and cleanup per Section 1 of this RFB)</u>	_____	\$
9.	<u>Location No. 9 (Prepare, prime, paint and cleanup per Section 1 of this RFB)</u>	_____	\$
10.	<u>Location No. 10 (Prepare, prime, paint and cleanup per Section 1 of this RFB)</u>	_____	\$
11.	<u>Location No. 11 (Prepare, prime, paint and cleanup per Section 1 of this RFB)</u>	_____	\$
12.	<u>Location No. 12 (Prepare, prime, paint and cleanup per Section 1 of this RFB)</u>	_____	\$
13.	<u>Location No. 13 (Prepare, prime, paint and cleanup per Section 1 of this RFB)</u>	_____	\$
14.	<u>Location No. 14 (Prepare, prime, paint and cleanup per Section 1 of this RFB)</u>	_____	\$
Grand Total		_____	\$

NOTES

In the case of a discrepancy between prices written in words and figures, the prices written in words shall govern.

Respondent acknowledges that quantities are not guaranteed, and final payment will be based on actual quantities determined as provided in the Contract Documents.

Company Contact Information:

Signature: _____ Date: _____

Print Name and Title: _____

Company Name: _____

Address: _____ Telephone#: _____

Email Address: _____

EXHIBIT A: REQUEST FOR BID, SPECIFICATION # 5485

All terms, conditions and requirements as set forth in this Request for Bid are acceptable as specified therein. Yes _____ No _____

If "**NO**", please provide a detailed description and/or explanation of any deviation in your proposal from the specification detailed in the Request for Proposal with your proposal response.

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

A. the prices in this proposal 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 any competitor; and

B. unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and

C. no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

The bidder certifies that this proposal is made without any connection with any other person making a proposal for the same purpose, and is in all respects fair and without collusion or fraud, and that no elected official or other officer or employee or person whose salary is payable in whole or in part from the City of New Rochelle treasury is directly or indirectly interested therein, or in any portion of the profits thereof.

As an authorized representative of the identified company, I accept all the terms and conditions identified in Request for Proposal Spec. #5485 except as identified.

Company Name and Address _____

Authorized Signature _____ **Date** _____

Name and Title _____ **Phone Number** _____

Email Address

EXHIBIT B

VENDOR DATA SECTION, SPECIFICATION #5485

All bidders must complete this section, sign where indicated and include with your response. Your signature identifies your acceptance of all terms and conditions herein.

SHIPPING TERMS: Unless identified below, freight will be considered F.O.B. Destination (no freight charged to the City). If your quote is F.O.B. Shipping Point (freight charged to the City) in addition to the prices quoted, please identify the cost of this freight. Please check one.

___ F.O.B. Dest. ___ F.O.B. Shipping Point - Freight Charges will cost _____

DELIVERY: Date of delivery shall be _____

PAYMENT TERMS: The City of New Rochelle shall pay invoices at net 30 days after receipt of invoice and of material, whichever is later, unless alternate terms are indicated.

Alternate Payment Terms _____

OPTIONAL INFORMATION: Please indicate if your firm is certified as a minority or women owned business. This information is requested for statistical purposes only and will not have any influence on the award process.

Please indicate the appropriate status: _____ MBE: business is certified as minority-owned

_____ WBE: business is certified as women-owned

_____ WBE/MBE: business is certified as minority women-owned

Company Name: _____ Date _____

EXHIBIT C
PREVAILING WAGE

EXHIBIT D
ACKNOWLEDGEMENT OF ADDENDA

I HEREBY ACKNOWLEDGE that I have received all of the following addenda and am informed of the contents thereof:

Addendum Numbers Received:

(Check the box next to each addendum received)

Addendum 1 _____ Addendum 2 _____

Addendum 3 _____ Addendum 4 _____

Addendum 5 _____ Addendum 6 _____

Addendum 7 _____ Addendum 8 _____

Addendum 9 _____ Addendum 10 _____

NAME OF ENTITY: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

DATE: _____