

## NOTICE TO BIDDERS

The Board of Fire Commissioners of the Greenfield Fire District, Town of Greenfield, Saratoga County, New York, invites the submission of bids for the construction of an underground water storage tank to be located at the Greenfield Center firehouse, 13 South Greenfield Road, Greenfield Center, NY.

Water Tank Specs and Plans will be available for review and examination at the Fire District Office Building. A pre-bid meeting will be held on Wednesday, April 18, 2018 at 10 am at the Greenfield Fire District Office located at 13 South Greenfield Road, Greenfield Center, NY.

Sealed bids may be mailed to the Greenfield Fire District Office, P.O. Box 103, Greenfield Center, NY 12833 or delivered in person to the Greenfield Fire District office located at 13 South Greenfield Road, Greenfield Center, NY 12833. Facsimile and/or email transmittals are **NOT** acceptable for this solicitation.

All bids must be received no later than 3:00 PM EST on April 25, 2018. All bids received after this deadline will not be accepted.

Submitted bids must be in accordance with the terms, conditions and specifications adopted by the Greenfield Fire District. Copies of such terms, conditions and specifications may be viewed on the Greenfield Fire District website at [www.greenfieldfd.org](http://www.greenfieldfd.org).

Sealed envelopes containing bids shall be endorsed on the exterior with the name, address, and telephone number of the bidder and it shall state that the package contains the bid for "Construction of Underground Water Storage Tank".

Bids will be publicly opened and read at the Board of Fire Commissioners Meeting to be held at 7:00 PM on April 25, 2018 at the Greenfield Fire District Office located at 13 South Greenfield Road, Greenfield Center, NY 12833.

Proposals for this public works project may be subject to prevailing wage rates in accordance with Article 8 of the NYS Labor Law.

All bids must contain a non-collusive certification pursuant to section 103-d of the New York State General Municipal Law.

All bids received will be held in confidence and will not be divulged to any other bidder prior to the bid opening.

The Greenfield Fire District reserves the right to reject any or all bids without explanation.

By Order of the Board of Fire Commissioners of the Greenfield Fire District of the Town of Greenfield, Saratoga County, NY.

Joyce Petkus  
District Administrator/Treasurer

Greenfield Fire District  
P.O. Box 103  
Greenfield Center, New York 12833  
Phone # 518-893-0723

## INVITATION FOR BIDS

**IMPORTANT: SEE “NOTICE TO BIDDERS” CLAUSES HEREIN  
BIDS MAY BE SENT TO THE ABOVE ADDRESS ONLY  
(Facsimile and Email Bid Submissions Are NOT Acceptable)**

<b>BID OPENING</b> <b>DATE:</b> April 25, 2018 <b>TIME:</b> 7:00 PM	<b>TITLE:</b> Construction of Underground Water Storage Tank
<b>INVITATION FOR BIDS NUMBER:</b> <p style="text-align: center;">N/A</p>	<b>SPECIFICATION REFERENCE:</b> As Incorporated in the Invitation For Bids
<b>CONTRACT PERIOD:</b>	
<b>DESIGNATED CONTACTS:</b>	
Director of Purchasing Telephone No. (518) 893-0723 Fax No. (518) 893-7006 E-mail address:jchouinard@greenfieldfd.org	District Administrator Telephone No. (518) 893-0723 Fax No. (518) 893-7006 E-mail address:jpetkus@greenfieldfd.org

The bid must be fully and properly executed by an authorized person. **By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this INVITATION FOR BIDS and the information provided is complete, true and accurate.**

<b>Bidder's Federal Tax Identification Number:</b> <i>(Do Not Use Social Security Number)</i>	
Legal Business Name of Company Bidding:	
D/B/A - Doing Business As (if applicable):	
Street	City
State	Zip
County	
If you are not bidding, place an "x" in the box and return this page only. <input type="checkbox"/> WE ARE UNABLE TO BID AT THIS TIME BECAUSE _____	
Bidder's Signature:	Printed or Typed Name:
Title:	Date:
Phone : (    )        -        ext (    )	Toll Free Phone : (    )        -        ext (    )
Fax : (    )        -        ext (    )	Toll Free Fax : (    )        -        ext (    )
E-mail Address:	Company Web Site:

## GENERAL INFORMATION

**IMPORTANT NOTICE TO POTENTIAL BIDDERS:** Receipt of these bid documents does not indicate that the Greenfield Fire District's Board of Fire Commissioners and/or Director of Purchasing has pre-determined your company's qualifications to receive a contract award. Such determination will be made after the bid opening and will be based on our evaluation of your bid submission compared to the specific requirements and qualifications contained in these bid documents.

### **NOTICE TO BIDDERS:**

The Board of Fire Commissioners (BoFC) will receive bids pursuant to the provisions of the State Finance Law or the provisions of the General Municipal Law. The following procedures shall be used for bid submittals:

1. **BID PREPARATION**

Prepare your bid on this form using indelible ink. Print the name of your company on each page of the bid in the block provided. One copy of the bid is required, unless otherwise specified herein.

2. **BID DEVIATIONS**

If your bid differs from the specifications explain such deviation(s) or qualification(s); and if necessary, attach a separate sheet.

3. **BID DELIVERY**

**Bidders assume all risks for timely, properly submitted deliveries.** Bidders are strongly encouraged to arrange for delivery of bids to Board of Fire Commissioners **prior to** the date of the bid opening. **LATE BIDS may be rejected.** **E-mail bid submissions are NOT acceptable and will not be considered.**

- **Bid envelopes and packages**

An envelope and/or package containing a bid should be clearly marked "**BID ENCLOSED**" and should state the **Bid Number, Bid Opening Date, and Time**. Failure to complete all information on the bid envelope and/or packages may necessitate the premature opening of the bid and may compromise confidentiality. Bids shall be delivered to:

**Board of Fire Commissioners  
Greenfield Fire District  
P.O. Box 103  
Greenfield Center, New York 12833**

- **Hand deliveries**

Bidders when hand delivering bids or using deliveries by independent courier services, bids may be hand delivered to the Offices of the Greenfield Fire District located at 13 South Greenfield Road, Greenfield Center, New York (Building behind the firehouse) **Bidders assume all risks for timely, properly submitted deliveries.**

### **NON-DISCRIMINATION POLICY**

The Greenfield Fire District does not discriminate on the basis of race, color, national origin, gender, religion, age, disability or sexual orientation in the awarding of bids.

### **NON-COLLUSIVE BIDDING CERTIFICATION:**

**(Reference: General Municipal Law Section 103-d)**

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:

(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 the bidder and will not knowingly be disclosed by the bidder prior to 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 other person, partnership or corporation to submit or not submit a bid for the purpose of restricting competition.

### **SUMMARY OF POLICY AND PROHIBITIONS ON PROCUREMENT LOBBYING:**

This solicitation includes and imposes certain restrictions on communications between Board of Fire Commissioners / District staff and an Offerer/bidder during the procurement process. An Offerer/bidder is restricted from making contacts from the earliest notice of intent to solicit offers/bids through final award and approval of the Procurement Contract by BoFC ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions. Designated staff, as of the date hereof, is identified on the first page of this solicitation. BoFC employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award.

### **DISPUTE RESOLUTION POLICY:**

It is the policy of the Board of Fire Commissioners to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to Board of Fire Commissioners bid solicitations or contract awards. The Board of Fire Commissioners encourages vendors to seek resolution of disputes through consultation with Fire District staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes.

### **CONTRACT BILLINGS AND PAYMENTS:**

Contractor shall provide complete and accurate billing invoices to Board of Fire Commissioners in order to receive payment. Billing invoices submitted to the Board of Fire Commissioners must contain all information required by the Contract and the Board of Fire Commissioners.

Contractor shall provide, upon request of the Board of Fire Commissioners, any and all information necessary to verify the accuracy of the billings. Such information shall be provided in the format requested by the Board of Fire Commissioners and in a media commercially available from the Contractor.

### **ELECTRONIC BID OPENING RESULTS**

The Greenfield Fire District posts bid prices on the Fire District web page. Such information is anticipated to be available online within two business days after the bid is awarded.

The Bid Opening Results Page is available at: <http://www.greenfieldfd.org>

### **INQUIRIES/ISSUING OFFICE**

All inquiries concerning this specification will be addressed to the following designated contact:

Director of Purchasing  
Greenfield Fire District  
P.O. Box 103  
Greenfield Center, New York 12833  
Telephone No. (518) 893-0723  
Fax No. (518) 893-7006  
E-mail: [jchouinard@greenfieldfd.org](mailto:jchouinard@greenfieldfd.org)

## **PRE-BID CONFERENCE**

A PRE-BID CONFERENCE for this contract will be held on Wednesday, April 18, 2018 at 10 am at the Greenfield Fire District Office located at 13 South Greenfield Road, Greenfield Center, NY 12833.

## **PREVAILING WAGE RATE**

Prevailing Wage Rate as part of the requirements of Article 8 (Sections 220-223) and Article 9 (Sections 230-239) of the New York State Labor Law, requires public work Contractors and subcontractors to pay laborers, workers or mechanics employed in the performance of a public work contract not less than the prevailing rate of wage and to provide supplements (fringe benefits) in accordance with prevailing practices in the locality where the work is performed. Certified copies of payroll showing compliance with New York State Labor Law shall be submitted prior to payment as required.

Work being bid is subject to the prevailing wage rate provisions of New York State Labor Law. Any federal or State determination of a violation of any public works law or regulation, or labor law or regulation, or any OSHA violation deemed "serious or willful" may be grounds for a determination of vendor non-responsibility and rejection of bid.

## **QUALIFICATIONS OF PROSPECTIVE BIDDERS**

1. The Prospective Bidder shall submit with its bid satisfactory evidence that it has had previous experience, adequate financial resources, and organization as herein specified to perform the type, magnitude, and quality of work specified qualifications.
2. The Prospective Bidder shall have at least three years' experience in the service being bid.
3. The Prospective Bidder shall meet the following additional qualifications:

Provide evidence that it has maintained an organization capable of performing the work hereinafter described, in continuous operation for at least the past three (3) years.

Shall submit the names of the officers and employees responsible for this contract, their function in the company, title, and number of year's service with the contractor's firm.

## **CLIENT REFERENCES**

Upon request, all bidders, excluding current contractors, must provide a minimum of five references including references from two of the bidder's largest customers. References shall be commercial or governmental accounts, and should demonstrate the ability of the vendor to perform jobs similar in scope to the size, nature and complexity of the outlined bid. The references shall include the:

- Company name, address, contact person, telephone number, fax number, e-mail address, if available, and number of years bidder has serviced the referenced account;
- Volume of business performed within the past three years for each referenced account.

## **PERFORMANCE AND BID BONDS**

There are no BONDS for this contract.

**OR**

### **SURETY BOND**

At any time upon the request of the Board of Fire Commissioners, the bidder being considered for award or the contractor shall, within 15 days of request and at its own cost and expense, obtain and maintain in full force and effect for sixty days after contract expiration:

- an irrevocable documentary **LETTER OF CREDIT** with a sound and reputable bank authorized to do business in the State of New York, OR
- a **PERFORMANCE BOND** signed by a surety company authorized to do business in the State of New York, OR
- a **PAYMENT BOND** signed by a surety company authorized to do business in the State of New York,

(in an amount to be determined at a later date, if required) for the faithful performance of the contract. The **LETTER OF CREDIT, PERFORMANCE BOND, PAYMENT BOND**, etc., shall name as beneficiary the Greenfield Fire District, and may be invoked to the benefit of the Greenfield Fire District, upon delivery of a certified statement to the issuing bank or surety company that the contractor has failed to perform pursuant to the terms and conditions of its contract with the Greenfield Fire District.

With its bid submission, the bidder shall include a letter from its bank or surety company stating that the letter of credit or bond will be provided if being considered for a contract or in the event of a contract. The Letter of Credit or Bond shall be provided on a yearly basis for each year, or portion, of the contract.

## **ADMINISTRATIVE AND REPORTING REQUIREMENTS**

### **A. Contract Meetings:**

1. The Contractor shall be responsible for the completion of a variety of administrative and reporting requirements, and the cost of it shall be included in the base bid price.
2. Upon award of a mini-bid contract and prior to the start of any work, the Contractor shall be available for an initial job meeting with the Authorized User representative. This meeting shall include:
  - a. The Contractor's submission of a schedule of work to be reviewed and approved by the Authorized User.
  - b. A review of all Authorized User facility use rules.
  - c. An introduction for each respective Authorized User organization, chain of command, etc.
3. Subsequent to the initial meeting, Authorized Users are strongly encouraged to meet with their awarded services Contractor on a monthly basis to discuss the following:
  - a. Review job progress and quality of work.
  - b. Identify and resolve problems, which impede planned progress.
  - c. Coordinate the efforts of all concerned to ensure compliance with all terms and conditions of the mini-bid contract.
  - d. Maintain a sound working relationship between the Contractor and the Authorized User, and a mutual understanding of the contract.
  - e. Maintain sound working procedures.
  - f. Review the service performance.

### **B. Reporting Requirements:**

1. Contractor shall furnish a report of all services provided from the contract following the end of each quarterly period. The report is to be submitted to the Greenfield Fire District, P.O. Box 103 Greenfield Center, New York 12833, to the attention of the individual shown on the front page of the Contract Award Notification and shall reference the Contract Number, sales period, levels of service provided and Contractor's name.
2. Additional related sales information and/or detailed Authorized User purchases may be required and must be supplied upon request.
3. Failure to submit the required report may be cause for disqualification of Contractor.

## **APPENDICES**

The bidder's attention is directed to the appendices document attached hereto and hereby incorporated by reference and made part hereto as fully as if it were set forth at length herein. They are a part of the contract and the bidder is responsible for adhering to all requirements of the appendices.

## **METHOD OF PAYMENT**

Payments are made against the encumbrance documents or other written orders.

Invoices for payment shall be submitted to the Board of Fire Commissioners at the end of the building examination period and upon receipt of the report.

This voucher or invoice shall contain the Contract ID number (i.e.: CMS00XX); the name of the Authorized User; the location where service was performed; and, either in its body or as an attachment shall contain a copy of the report

## **NOTIFICATION OF AWARD**

The successful bidder shall be advised by Board of Fire Commissioners.

## **FORMAT AND CONTENT OF BID SUBMITTAL**

Bidder **MUST** supply **TWO ORIGINAL COPIES** of the bid and include as part of their bid, all items listed below and use the following format as their **TABLE OF CONTENTS** for their bid submission. Bids are to be submitted in binders with each item listed below as a separate section marked with index tabs as section dividers.

PLEASE USE **BLACK** INK OR TYPEWRITER WHEN PREPARING YOUR BID.

Complete bids in response to this initial bid are to be packaged, sealed and submitted to Board of Fire Commissioners of the Greenfield Fire District, as noted above.

## **WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS REQUIREMENTS**

Workers' Compensation Law (WCL) §57 & §220 requires the heads of all municipal and state entities to ensure that businesses applying for permits, licenses or contracts document it has appropriate workers' compensation and disability benefits insurance coverage. These requirements apply to both original contracts and renewals, whether the governmental agency is having the work done or is simply issuing the permit, license or contract. Failure to provide proof of such coverage or a legal exemption will result in a rejection of your bid or renewal.

### **1. Proof of Compliance with Workers' Compensation Coverage Requirements:**

An ACORD form is NOT acceptable proof of workers' compensation coverage. In order to provide proof of compliance with the requirements of the Workers' Compensation Law pertaining to workers' compensation coverage, a contractor shall:

- A) Be legally exempt from obtaining Workers' Compensation insurance coverage; or
- B) Obtain such coverage from an insurance carrier; or
- C) Be a Workers' Compensation Board-approved self-insured employer or participate in an authorized self-insurance plan.

A Contractor seeking to enter into a contract with the Greenfield Fire District shall provide one of the following forms to the Greenfield Fire District at the time of bid submission or shortly after the opening of bids:

- A) Form CE-200, Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required, which is available on the Workers' Compensation Board's website ([www.wcb.state.ny.us](http://www.wcb.state.ny.us)); (Reference applicable IFB/RFP and Group #s on the form.)
- B) Certificate of Workers' Compensation Insurance:
  - 1) Form C-105.2 (9/07) if coverage is provided by the contractor's insurance carrier, contractor must request its carrier to send this form to the Greenfield Fire District, or
  - 2) Form U-26.3 if coverage is provided by the State Insurance Fund, contractor must request that the State Insurance Fund send this form to the Greenfield Fire District.
- C) Form SI-12, Certificate of Workers' Compensation Self-Insurance available from the New York State Workers' Compensation Board's Self-Insurance Office.
- D) Form GSI-105.2, Certificate of Participation in Workers' Compensation Group Self-Insurance available from the contractor's Group Self-Insurance Administrator.

### **2. Proof of Compliance with Disability Benefits Coverage Requirements:**

In order to provide proof of compliance with the requirements of the Workers' Compensation Law pertaining to disability benefits, a contractor shall:

- A) Be legally exempt from obtaining disability benefits coverage; or
- B) Obtain such coverage from an insurance carrier; or
- C) Be a Board-approved self-insured employer.

# FORMS:

## INDIVIDUAL, CORPORATION, PARTNERSHIP, OR LLC ACKNOWLEDGMENT

STATE OF \_\_\_\_\_ }  
: \_\_\_\_\_ SS.:  
COUNTY OF \_\_\_\_\_ }

On the \_\_\_\_ day of \_\_\_\_\_ in the year 20 \_\_, before me personally appeared \_\_\_\_\_, known to me to be the person who executed the foregoing instrument, who, being duly sworn by me did depose and say that \_he resides at \_\_\_\_\_, Town of \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_; and further that:

**[Check One]**

- If an individual:** \_he executed the foregoing instrument in his/her name and on his/her own behalf.
- If a corporation:** \_he is the \_\_\_\_\_ of \_\_\_\_\_, the corporation described in said instrument; that, by authority of the Board of Directors of said corporation, \_he is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, \_he executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.
- If a partnership:** \_he is the \_\_\_\_\_ of \_\_\_\_\_, the partnership described in said instrument; that, by the terms of said partnership, \_he is authorized to execute the foregoing instrument on behalf of the partnership for purposes set forth therein; and that, pursuant to that authority, \_he executed the foregoing instrument in the name of and on behalf of said partnership as the act and deed of said partnership.
- If a limited liability company:** \_he is a duly authorized member of \_\_\_\_\_, LLC, the limited liability company described in said instrument; that \_he is authorized to execute the foregoing instrument on behalf of the limited liability company for purposes set forth therein; and that, pursuant to that authority, \_he executed the foregoing instrument in the name of and on behalf of said limited liability company as the act and deed of said limited liability company.

\_\_\_\_\_  
**Notary Public**  
**Registration No.**



**REFERENCE FORM**

(Please submit one form per reference)

**YOUR COMPANY'S INFORMATION**

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Address \_\_\_\_\_

Year Business Began \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ No. of Years in Business \_\_\_\_\_

**REFERENCE CUSTOMER'S INFORMATION**

Customer Name \_\_\_\_\_

Customer Signature \_\_\_\_\_

Customer Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

Facsimile Number \_\_\_\_\_

E-Mail Address (if applicable) \_\_\_\_\_

Date Range of Service \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ through \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Dollar Value of Contract \_\_\_\_\_

Description of services provided, including monthly billable hours, levels of guards, etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_