

Attachment B: Form of Proposal

1.01 General

- A. Pursuant to and in compliance with your Invitation to Bid, and the information to bidders relative thereto and in accordance with the Contract Documents including any addenda issued by the Architect and/or General Contractor, issued to the undersigned prior to the opening of Bids, whether received by the undersigned or not, we

Company

Address

Contact

Phone Fax

Email

Hereby propose to furnish all plant, labor, materials, supplies, equipment and incidentals to complete all work for **Bid Package Number:**

_____ as required by and in strict accordance with the applicable provisions as set forth in the Specifications and Documents all to the satisfaction and approval of the *Owner, Architect and Construction Manager* in accordance with the terms and conditions of the Contract Documents for the following lump sum:

BID PACKAGE	DESCRIPTION OF WORK	LABOR	MATERIAL	TOTAL
1	Sitework and Utilities			
	260543: Underground Ducts and Raceways for Electrical Systems			
	312000: Earth Moving			
	312300: Sitework			
	312500: Erosion Control (SWPPP)			
	331000: Water Services			
	333000: Sanitary System 334000: Storm System			
<i>ADD/ALT</i>	<i>To Export Unsuitable Soil (price per CY)</i>			

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THE ZENITH GROUP, LLC

BID PACKAGE	DESCRIPTION OF WORK	LABOR	MATERIAL	TOTAL
2	Concrete			
	033000: Cast-in-Place Concrete			
	321600: Site Concrete			
	321613: Concrete Curbs			
	321623: Sidewalks			
3	Masonry			
	040511: Mortar and Masonry Grout			
	042000: Unit Masonry			
4	Steel and Metals			
	053100: Steel Decking			
	055000: Metal Fabrications			
	055100: Metal Stairs			
	055133: Metal Ladders			
5	Carpentry			
	062000: Finish Carpentry			
	072100: Thermal Insulation			
	072500: Air and Vapor Retarders			
	079200: Joint Sealants			
	081113: Hollow Metal Doors and Frames – Install Only			
	087100: Door Hardware – Install Only			
	092116: Gypsum Board Assemblies			
	095100: Acoustical ceilings			
	101400: Signage –Install Only			
	102800: Toilet & Bath Accessories – Install Only			
	104400: Fire Protection Specialties – Install Only			

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BID PACKAGE	DESCRIPTION OF WORK	LABOR	MATERIAL	TOTAL
6	Doors Frames and Hardware			
	081113: Hollow Metal Doors and Frames – Furnish Only			
	087100: Door Hardware – Furnish Only			
7	Glass and Aluminum			
	084313: Aluminum Framed Storefronts			
	087100: Door Hardware			
	088000: Glazing			
8	Concrete Sealer			
	096119: Concrete Sealer			
9	Painting and Finishing			
	099123: Interior Painting			
10	Awnings and Canopies - 107320			
11	Specialties			
	101400: Signage – Furnish Only			
	104400: Fire Protection Specialties – Furnish Only			
12	Storage Unit Partitions - 133028			
13	Pre-Engineered Steel Building - 133421			
14	Elevator – 140400			
15	Fire Suppression – 210000			
<i>Add/Alt</i>	To furnish and install a Fire Pump in the new building including all appurtenances and accessories as required			
<i>Unit Price</i>	<i>Cost per Wet Sprinkler Head (EA)</i>			
<i>Unit Price</i>	<i>Cost per Dry Sprinkler Head (EA)</i>			
				<i>Continued on next page</i>

BID PACKAGE	DESCRIPTION OF WORK	LABOR	MATERIAL	TOTAL
16	Plumbing			
	221113: Facility Water Distribution Piping			
	221319: Sanitary Waste Piping Specialties			
	231123: Facility Natural-Gas Piping			
17	Heating, Ventilating and Air Conditioning – 230000			
18	Electrical, Fire Alarm, Low Voltage, Security, Telephone/Data			
	260000: Electrical			
	260543: Underground Ducts and Raceways for Electrical Systems			
	280000: Fire Alarm			
	281300: Access Control			
	282300: Video Surveillance			
19	Fences and Gates – 321300			
20	Asphalt Paving - 321216			
21	Landscaping - 329300			
ADD/ALT	Temporary Watering of plants/Irrigation System			

B. The undersigned hereby declare(s) that (he is) (they are) the only (person) (firm) interested in this bid; that it is made without connection with any other person or firm submitting a bid for the same contract; that the bid is in all respects fair and without collusion or fraud.

C. The undersigned also declares (he has) (the firm has) carefully examined the Contract Documents in their entirety, has visited the site, and are prepared to perform the work of the specific package.

1.02 Additional Pricing

A. Bond – A 100% payment performance bond *may* be required. Please indicate the additional cost to provide this bond:

ADD _____ dollars

\$ _____

B. Insurance –We will meet the stated insurance requirements (Check one of the following):

- (1) ___ at no additional cost to the lump sum stated above
(2) ___ for the following additional cost to the lump sum stated above.
(This must be completed for consideration of bid.)

ADD _____ dollars

\$ _____

C. Tax – At this time, this project shall be considered capital improvement. Because this project may become taxable, provide the cost of tax on material (per New York State Capital Improvement guidelines).

ADD _____ dollars

\$ _____

1.03 Time of Completion

- A. It is agreed by the undersigned that upon receipt of a Notice to Proceed, he/she will start work immediately and fully complete all work as required by the Contract within the time frame indicated in the Construction Schedule. This work will be substantially complete within 30 calendar days (*at a minimum, subject to change per trade contract*) of a notice to proceed.
- B. 10% Retainage will be held on all payments until entire project is 95% complete, at which time, subject to the approval of the Owner, Architect and Construction Lender, retainage on all subsequent payments may be lowered. 5.0% Retainage will be held on all subcontracts until completion of job and all closeout documentation, as-builts and warranties are properly submitted and approved.

1.04 Insurance

A. In addition to your COI, please provide the following information:

Subcontractor: _____

Trade: _____

- ☐ I am covered for the specific trade(s) that I have provided a proposal for.
☐ I am covered in the following Counties.
☐ Ulster
☐ Rockland
☐ Orange
☐ Dutchess
☐ Putnam
☐ Westchester
☐ Bronx
☐ New York
☐ Queens
☐ Kings
☐ Richmond

- ☐ Nassau
- ☐ Suffolk
- ☐ Other: _____

- ☐ I am not covered and it will cost \$_____ for the project in the county of _____.
- ☐ I have a _____ million-dollar Umbrella policy.
- ☐ I am aware and I am willing to provide the following documents if awarded the job.
 - ☐ Additional Insured Endorsement Forms CG2010 & CG2037 or its equivalent.
 - ☐ Policy Documents- Declaration Page, Forms List Page, Schedule Page & Endorsement Pages.
- ☐ Policy exclusions, include:
 - ☐ Third party action over
 - ☐ Designated operation
 - ☐ Height restriction
 - ☐ Other _____

If awarded the job, I acknowledge that if my policy documents change any of the information listed above it will be at my cost.

Name (Please print) _____
Signature _____
Date _____

1.05 Change Orders

- A. We propose and agree that the lump sum base bid shall be adjusted for changes in the Contract Work by addition of the following costs:
1. 10% - Profit and overhead (combined) for all work performed by the Contractors' own forces.
 2. 5% - Profit and overhead allowed to the Contractor for work done by their Subcontractors.

1.06 Acceptance

- A. Upon acceptance of this Proposal, the undersigned agrees to enter into a Contract with the Construction Manager/General Contractor as provided in *The Zenith Group, LLC Standard Form of Subcontract Agreement*.

1.07 Affirmation

- A. The undersigned affirms and agrees that this Proposal is a firm Proposal which remains in effect and will be irrevocable for a period of forty-five (45) days after opening of Bids.

1.08 Type of Business

- A. The undersigned hereby represents that it is a _____ (Corporation, Partnership, or an Individual). If a Corporation, then the undersigned further represents that it is duly qualified as a Corporation under the laws of New York State and it is authorized to do business in this State.

1.09 Execution of Contract

- A. When written Notice of Acceptance of the Proposal is mailed or delivered to the undersigned within forty-five (45) days after the opening of Bids, or anytime thereafter should the Proposal not be withdrawn, the undersigned, within ten (10) days, will execute the Form of Agreement with the Construction Manager. The Form of Agreement shall be *The Zenith Group, LLC's Standard Form of Agreement*, made a part of the Contract Documents by reference Attachment D.

1.10 Addenda

- A. Any addenda issued by the Architect and/or Construction Manager faxed, mailed or delivered to the undersigned prior to the Bid opening date shall become part of the Contract Documents.
The Bidder shall enter on this list any addenda issued after this Form of Proposal has been received and shall fill in the addenda number and date.

Addendum # _____	Date: _____
Addendum # _____	Date: _____
Addendum # _____	Date: _____
Addendum # _____	Date: _____
Addendum # _____	Date: _____

1.11 Bid Breakdowns

- A. Bidders are required to provide a detailed bid breakdown with the submission of this proposal. Please be prepared to provide additional detailed breakdowns as requested by The Zenith Group, LLC during a post bid descope meeting.

1.12 Labor and Equipment Rates

- A. The following hourly rates are provided for extra work. These rates are inclusive of labor, all fringe benefits, payroll tax and insurances and overhead and profit amounts. If utilized, no additional charges surcharges or percentages will be allowed in connection with labor.

All rates must be submitted prior to award of contract and be made part of the contract

Trade

Hourly Rate

1.13 Subcontractors

- A. We are furnishing the following information relative to subcontractors that are to be utilized in the performance of this work scope. The dollar values shown are *included* in the base bid and any breakdown which may be included in this Form of Proposal.

Subcontractor

Description of Work

Dollar Value

Dated: _____

Legal Name of Person, Partnership or Corporation

Signature: _____

By: _____

Title: _____

END OF SECTION