

## SECTION 004116.2 – BID FORM CONTRACT NO. 02 – MECHANICAL CONSTRUCTION (MC)

BIDDER INFORMATION

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

FACSIMILE: (\_\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

BID TO (Owner):

Cornwall Public Library  
395 Hudson Street  
Cornwall, New York 12518  
Attention: Charlotte Dunaief, Director

PROJECT TITLE:

Cornwall Public Library HVAC Replacement Project  
SED# 44-03-01-06-6-009-006

1. Addenda: The Bidder acknowledges receipt of the following Bid Addenda:

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

2. Bid Security: Attached hereto is Bid Security in the form of (circle correct form) Bid Bond, Certified Check, Cash in the amount of five (5%) percent of the written Base Bid amount.
3. Representations: By making this Bid, the Bidder represents that they have examined and fully understands the requirements and intent of the Bidding and Contract Documents, including Drawings, Project Manual, and Addenda; and proposes to provide all labor, material, and equipment necessary to complete the Work on, or before, the dates specified in the Agreement.

4. Base Bid: \_\_\_\_\_ \$ \_\_\_\_\_  
(Words\*) (Figures)

*\*In case of discrepancy, written word governs.*

5. Time of Commencement and Completion: The Bidder agrees to commence Work on the stipulated starting date(s) and will substantially complete the Work in accordance with the project schedule stipulated in specification Section 011100 Milestone Schedule and supplemental inclusions.
6. Rejection of Bids: The Bidder acknowledges that the Owner reserves the right to waive any informality in submitted bids, reject any or all bids, and to award contracts on its determination of the lowest responsible bidder.
7. Execution of Contract: If notice of the acceptance of this Bid is mailed, telegraphed, or otherwise delivered to the undersigned within forty-five (45) days after the date of the Bid Opening, or any time thereafter, the undersigned will, within ten (10) working days after the receipt of the form of Agreement, execute and deliver the Contract.
8. Signature:

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*(Signature)*

*(Date)*

9. Attachments: As itemized in the "Instructions to Bidders" for a complete Bid include the following:
  - a. Bid Form
  - b. Non-Collusive Bid Certification
  - c. Iran Divestment Act Certification
  - d. Corporate Resolution
  - e. Bid Security
10. Supplementary Bid Information: If apparent lowest Bidder upon Bid Opening, submit in accordance with the "Instruction to Bidders" within 3 business days the following:
  - a. Draft Schedule of Values (cost breakdown)
  - b. Proposed Subcontractor List
  - c. Proposed Substitution List
  - d. Proposed Project Manager & Superintendent Resumes
  - e. Itemized list of Work to be self-performed
  - f. Contractor's Qualification Statement – AIA Document A305, 1986 edition

END OF SECTION 004116.2

## SECTION 004116.3 – BID FORM CONTRACT NO. 03 – ELECTRICAL CONSTRUCTION (EC)

BIDDER INFORMATION

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_

TELEPHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

FACSIMILE: ( \_\_\_\_\_ ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

BID TO (Owner):

Cornwall Public Library  
395 Hudson Street  
Cornwall, New York 12518  
Attention: Charlotte Dunaief, Director

PROJECT TITLE:

Cornwall Public Library HVAC Replacement Project  
SED# 44-03-01-06-6-009-006

1. Addenda: The Bidder acknowledges receipt of the following Bid Addenda:

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

2. Bid Security: Attached hereto is Bid Security in the form of (circle correct form) Bid Bond, Certified Check, Cash in the amount of five (5%) percent of the written Base Bid amount.
3. Representations: By making this Bid, the Bidder represents that they have examined and fully understands the requirements and intent of the Bidding and Contract Documents, including Drawings, Project Manual, and Addenda; and proposes to provide all labor, material, and equipment necessary to complete the Work on, or before, the dates specified in the Agreement.

4. Base Bid: \_\_\_\_\_ \$ \_\_\_\_\_  
(Words\*) (Figures)

*\*In case of discrepancy, written word governs.*

## 5. Alternates:

ADD Alternate EC-01: Renovate the Women's Toilet Room, Men's Toilet Room and Custodial Closet as indicated on the drawings. The scope includes temporary relocation of L-1 panel and lighting controls panel as well as power to new plumbing fixtures and water heater. All other work in this area related to the replacement of the existing HVAC system and the ceilings is not part of this alternate and should be included in the base bid.

ADD to the base bid, the sum of:

\_\_\_\_\_ (\$ \_\_\_\_\_)

6. Time of Commencement and Completion: The Bidder agrees to commence Work on the stipulated starting date(s) and will substantially complete the Work in accordance with the project schedule stipulated in specification Section 011100 Milestone Schedule, and supplemental inclusions.
7. Rejection of Bids: The Bidder acknowledges that the Owner reserves the right to waive any informality in submitted bids, reject any or all bids, and to award contracts on its determination of the lowest responsible bidder.
8. Execution of Contract: If notice of the acceptance of this Bid is mailed, telegraphed, or otherwise delivered to the undersigned within forty-five (45) days after the date of the Bid Opening, or any time thereafter, the undersigned will, within ten (10) working days after the receipt of the form of Agreement, execute and deliver the Contract.
9. Signature:

\_\_\_\_\_  
(Signature) (Date)

10. Attachments: As itemized in the "Instructions to Bidders" for a complete Bid include the following:
- a. Bid Form
  - b. Non-Collusive Bid Certification
  - c. Iran Divestment Act Certification
  - d. Corporate Resolution
  - e. Bid Security
11. Supplementary Bid Information: If apparent lowest Bidder upon Bid Opening, submit in accordance with the "Instruction to Bidders" within 3 business days the following:
- a. Draft Schedule of Values (cost breakdown)
  - b. Proposed Subcontractor List
  - c. Proposed Substitution List
  - d. Proposed Project Manager & Superintendent Resumes
  - e. Itemized list of Work to be self-performed
  - f. Contractor's Qualification Statement – AIA Document A305, 1986 edition

END OF SECTION 004116.3

## SECTION 004116.4 – BID FORM CONTRACT NO. 04 – PLUMBING CONSTRUCTION (PC)

BIDDER INFORMATION

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

FACSIMILE: (\_\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

BID TO (Owner):

Cornwall Public Library  
395 Hudson Street  
Cornwall, New York 12518  
Attention: Charlotte Dunaief, Director

PROJECT TITLE:

Cornwall Public Library HVAC Replacement Project  
SED# 44-03-01-06-6-009-006

1. Addenda: The Bidder acknowledges receipt of the following Bid Addenda:

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

2. Bid Security: Attached hereto is Bid Security in the form of (circle correct form) Bid Bond, Certified Check, Cash in the amount of five (5%) percent of the written Base Bid amount.
3. Representations: By making this Bid, the Bidder represents that they have examined and fully understands the requirements and intent of the Bidding and Contract Documents, including Drawings, Project Manual, and Addenda; and proposes to provide all labor, material, and equipment necessary to complete the Work on, or before, the dates specified in the Agreement.

4. Base Bid: \_\_\_\_\_ \$ \_\_\_\_\_  
(Words\*) (Figures)

*\*In case of discrepancy, written word governs.*

## 5. Alternates:

ADD Alternate PC-01: Renovate the Women's Toilet Room, Men's Toilet Room and Custodial Closet as indicated on the drawings. The scope includes but is not limited to the replacement of lavatories, water closets, urinal, water heater and mop sink. All other work in this area related to the replacement of the existing HVAC system is not part of this alternate and should be included in the base bid.

ADD to the base bid, the sum of:

\_\_\_\_\_ (\$ \_\_\_\_\_)

6. Time of Commencement and Completion: The Bidder agrees to commence Work on the stipulated starting date(s) and will substantially complete the Work in accordance with the project schedule stipulated in specification Section 011100 Milestone Schedule, and supplemental inclusions.
7. Rejection of Bids: The Bidder acknowledges that the Owner reserves the right to waive any informality in submitted bids, reject any or all bids, and to award contracts on its determination of the lowest responsible bidder.
8. Execution of Contract: If notice of the acceptance of this Bid is mailed, telegraphed, or otherwise delivered to the undersigned within forty-five (45) days after the date of the Bid Opening, or any time thereafter, the undersigned will, within ten (10) working days after the receipt of the form of Agreement, execute and deliver the Contract.
9. Signature:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

10. Attachments: As itemized in the "Instructions to Bidders" for a complete Bid include the following:
- a. Bid Form
  - b. Non-Collusive Bid Certification
  - c. Iran Divestment Act Certification
  - d. Corporate Resolution
  - e. Bid Security
11. Supplementary Bid Information: If apparent lowest Bidder upon Bid Opening, submit in accordance with the "Instruction to Bidders" within 3 business days the following:
- a. Draft Schedule of Values (cost breakdown)
  - b. Proposed Subcontractor List
  - c. Proposed Substitution List
  - d. Proposed Project Manager & Superintendent Resumes
  - e. Itemized list of Work to be self-performed
  - f. Contractor's Qualification Statement – AIA Document A305, 1986 edition

END OF SECTION 004116.4

SECTION 004116.5 – BID FORM CONTRACT NO. 05 – GENERAL CONSTRUCTION - STAFF ROOM RENOVATIONS (SRR)

BIDDER INFORMATION

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_

TELEPHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

FACSIMILE: ( \_\_\_\_\_ ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

BID TO (Owner):

Cornwall Public Library  
395 Hudson Street  
Cornwall, New York 12518  
Attention: Charlotte Dunaief, Director

PROJECT TITLE:

Cornwall Public Library HVAC Replacement Project  
SED# 44-03-01-06-6-009-006

1. Addenda: The Bidder acknowledges receipt of the following Bid Addenda:

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

2. Bid Security: Attached hereto is Bid Security in the form of (circle correct form) Bid Bond, Certified Check, Cash in the amount of five (5%) percent of the written Base Bid amount.
3. Representations: By making this Bid, the Bidder represents that they have examined and fully understands the requirements and intent of the Bidding and Contract Documents, including Drawings, Project Manual, and Addenda; and proposes to provide all labor, material, and equipment necessary to complete the Work on, or before, the dates specified in the Agreement.

4. Base Bid: \_\_\_\_\_ \$ \_\_\_\_\_  
(Words\*) (Figures)  
*\*In case of discrepancy, written word governs.*

5. Alternates:

ADD Alternate SRR-01: Replace existing kitchenette including all millwork, countertop and sink as shown on the drawings and specifications. Include all associated plumbing and electrical work to complete the construction.

ADD to the base bid, the sum of:

\_\_\_\_\_ (\$ \_\_\_\_\_)

ADD Alternate SRR-02: Replace existing flooring in Staff Break Room with resinous flooring system. Refer to drawings and specifications for additional information. Contract 5 – General Construction – Staff Room Renovation (SRR).

ADD to the base bid, the sum of:

\_\_\_\_\_ (\$ \_\_\_\_\_)

6. Time of Commencement and Completion: The Bidder agrees to commence Work on the stipulated starting date(s) and will substantially complete the Work in accordance with the project schedule stipulated in specification Section 011100 Milestone Schedule, and supplemental inclusions.
7. Rejection of Bids: The Bidder acknowledges that the Owner reserves the right to waive any informality in submitted bids, reject any or all bids, and to award contracts on its determination of the lowest responsible bidder.
8. Execution of Contract: If notice of the acceptance of this Bid is mailed, telegraphed, or otherwise delivered to the undersigned within forty-five (45) days after the date of the Bid Opening, or any time thereafter, the undersigned will, within ten (10) working days after the receipt of the form of Agreement, execute and deliver the Contract.
9. Signature:

\_\_\_\_\_  
(Signature) (Date)

10. Attachments: As itemized in the “Instructions to Bidders” for a complete Bid include the following:
- a. Bid Form
  - b. Non-Collusive Bid Certification
  - c. Iran Divestment Act Certification
  - d. Corporate Resolution
  - e. Bid Security



11. Supplementary Bid Information: If apparent lowest Bidder upon Bid Opening, submit in accordance with the "Instruction to Bidders" within 3 business days the following:

- a. Draft Schedule of Values (cost breakdown)
- b. Proposed Subcontractor List
- c. Proposed Substitution List
- d. Proposed Project Manager & Superintendent Resumes
- e. Itemized list of Work to be self-performed
- f. Contractor's Qualification Statement – AIA Document A305, 1986 edition

END OF SECTION 004116.5

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## SECTION 004519 – NON-COLLUSION AFFIDAVIT

The following provisions of the New York State General Municipal Law form a part of the Bidding Requirements:

## NON-COLLUSIVE BIDDING CERTIFICATION

- A. 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 his or her 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 to submit a bid for the purpose of restricting competition.
- B. A Bid shall not be considered for award nor shall any award be made where (A) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the Bidder cannot make the foregoing certification, the Bidder shall so state and shall so furnish with the Bid, a signed statement which sets forth in detail the reasons therefore. Where (A) (1), (2) and (3) above have not been complied with, the Bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the Bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.
- The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph (A).
- C. Any bid hereafter made to any political subdivision of the State or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.
- D. The person signing this Bid or Proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the Bidder as well to the person signing in his behalf.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_ Federal ID No.: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

END OF SECTION 004519

## SECTION 004520 – IRAN DIVESTMENT ACT AFFIDAVIT

The following provisions of the New York State General Municipal Law form a part of the Bidding Requirements:

## IRAN DIVESTMENT ACT CERTIFICATION

- A. 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 his or her knowledge and belief:
1. That the Bidder is not on the list created pursuant to Paragraph (b) of Subdivision 3 of Section 165-a of the New York State finance law.
  2. By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder / Contractor (or any assignee) certifies that once the prohibited entities list is posted on the Office of General Services (OGS) website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list; and
  3. Additionally, Bidder / Contractor is advised that once the list is posted on the OGS website, any Contractor seeking to renew or extend a Contract or assume the responsibility of a contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.
- B. A bid shall not be considered for award nor shall any award be made where the condition set forth in paragraph a of this subdivision has not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. A political subdivision may award a bid to a bidder who cannot make the certification pursuant to paragraph
1. The investment activities in Iran were made before the effective date of this section, the investment activities in Iran have not been expanded or renewed after the effective date of this section, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
  2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.
- C. Any bid hereafter made to any political subdivision of the State or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-engagement in investment activities in Iran as the act and deed of the corporation.

- D. The person signing this Bid or Proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the Bidder as well to the person signing in his behalf.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_ Federal ID No.: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

END OF SECTION 004520

SECTION 004543 – CORPORATE RESOLUTIONS

**INCLUDE WITH BID FORM(S) IF BIDDER IS AN INDIVIDUAL:**

BY:

---

(Signature)

---

(Print or type individual's name and title)

---

(Business Address)

---

Business Phone

Facsimile

**INCLUDE WITH BID FORM(S) IF BIDDER IS A PARTNERSHIP:**

---

(Print or type name of firm)

BY:

---

(Signature of general partner)

---

(Print or type general partner's name and title)

---

(Business Address)

---

Business Phone

Facsimile



**INCLUDE WITH BID FORM(S) IF BIDDER IS A CORPORATION:**

---

(Print or type name of corporation)

---

(State of incorporation)

BY:

---

(Signature of president or vice-president)

---

(Print or type individual's name and title)

---

(Business Address)

---

Business Phone

Facsimile

ATTEST:

---

(By corporate secretary or assistant secretary)

---

(Print name and title)

Corporate Seal

END OF SECTION 004543

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