



**St. Thomas Aquinas College
Hallel Building Gymnasium Alteration Project
125 Route 340
Sparkill, NY 10976**

Date: 09/21/23

We hereby request a proposal from your firm for the work associated with your trade for the above-referenced project.

Submit your bid proposal no later than time and date as requested per the original Building Connected Invitation. All Proposals must be submitted by the timeframe provided with the Building Connected Invitation. Proposals submitted late, without the proposal letter attached or not through Building Connected will not be accepted.

Proposals shall respond to all the requirements of the documents and shall not deviate from any of these requirements. Proposal, which contains exceptions, qualifications, exclusions or other deviations from the enclosed requirements, may be rejected as non-responsive. If a Bid Breakdown is solicited with this bid, Pavarini North East Construction Co., LLC reserves the right to award this project in pieces or as a whole in accordance with the Bid Amounts as scheduled on the Bid Form. Proposals shall be complete and include all requested data including Alternate Prices, Unit Prices, Separate Prices, Schedules, Certifications, Hourly Rates, and similar information.

It is intended that this procurement will result in a complete and finished installation of the work of this Trade. If any items included under the work of this trade are not mentioned in the Documents, such items as necessary and proper for complete installation shall be included in your Proposal and this item(s) so noted in your proposal.

The Request for Proposal Documents contains forms, certifications, and similar materials, which must be included in this subcontractor's proposal and if requested must be completed and returned with your proposal.

Proposals submitted without all the items will be deemed incomplete. It is the responsibility of the Subcontractor to thoroughly review the Request for Proposal Documents and to ascertain and submit all required items.

The attached Request for Proposal Package contains the documents listed below which, together with this Request for Proposal, are the Proposal Documents. These Documents will form a part of the Contract, which will subsequently be awarded by Pavarini North East Construction Co., LLC.

Contract award is conditional on receipt of satisfactory, responsive Proposals and the best interests of the Project.



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BID PACKAGE INDEX OF DOCUMENTS

- **Request for Proposal/Instructions to Bidders**
- **Bid Documents contained on Building Connected Document Folder**
- **Sample Pavarini North East Construction Co., LLC Subcontract (No Modifications)**
- **Pavarini North East Construction Co., LLC Insurance Requirements**
- **Connecticut Out of State Contractors (Applies only for CT Jobs)**
- **Pavarini North East Construction Co., LLC COVID-19 Document (any COVID-19 related expense must be listed as a separate cost)**

Pavarini North East Construction Co., LLC is committed to providing equal access to our business opportunities and strives to ensure that the organizations with which we do business reflect the diversity of our customers and the communities where we live and work. Pavarini North East Construction Co., LLC seeks opportunities to work with diverse partners whenever possible. If your company meets any of the diverse business classifications, please attach a copy of all certifications to your RFP response. If you are in the process of becoming certified, please attach a copy of the application to your RFP response.

Additionally, Pavarini North East Construction Co., LLC encourages the diverse business participation through second-tier subcontractors and suppliers. If your proposal includes this level of involvement, please indicate the percentage in your RFP response.

Please provide an add Alternate price for a Payment & Performance Bond if the value of your proposal exceeds \$1M dollars of work. Pavarini North East Construction Co., LLC has the right to add this amount to the agreed-upon base contract and execute a bond.

Please review the contents of the Request for Proposal Package to confirm that you have received all documents listed herein and notify Pavarini North East Construction Co., LLC immediately should any omissions be discovered. Submission of a Proposal shall indicate your receipt and acceptance of all documents listed herein or in the Indexes.

Very truly yours,
PAVARINI NORTH EAST CONSTRUCTION CO., LLC

Peter Smith