

**SECTION 004003**

**BID FORM FOR  
CONTRACT NO. 1H – HEATING-VENTILATING & AIR CONDITIONING**

NAME OF CONTRACTOR SUBMITTING BID:

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(PLEASE PRINT)

**PART 1 – GENERAL**

The undersigned declares that the Bid is made without any collusion with any other persons, firms, or corporations; that the Bidder has carefully examined all Bid Documents as prepared by Lothrop Associates LLP, Architects, 333 Westchester Ave., White Plains, NY 10604 and dated March 19, 2021; that the Bidder has informed itself fully regarding all conditions pertaining to the Work and the place where it is to be performed; that the undersigned has full authority to submit this Bid from the entity on behalf of which he or she is signing; and that with these representations, the undersigned makes this Bid. These prices shall cover all expenses incurred in performing the Work set forth in the Bid Documents and Contract. If a contract is awarded and fully executed, the Bid Documents and Bid Form shall become a part of the Contract.

All Bids shall remain open for forty-five (45) calendar days, after the actual date of the opening of the Bids.

The premiums for all Bonds and/or insurance required shall be paid by Contractor.

The undersigned further agrees that the Bid Security accompanying this Bid shall be forfeited to Owner if the Bidder fails to execute the contract and deliver proof of insurance and bonds in the manner and timeframe stated in the Bid Documents. **Award is conditional upon receipt of such documents in the stated timeframe and Owner reserves the right, but not the obligation, to declare a Bidder who does not comply with the timeframe nonresponsive, rescind the conditional award and proceed to the next Lowest Responsive and Responsible Bidder.**

The undersigned hereby agrees to all obligations and terms contained in the Bid Documents, shall commence on the date specified in the Contract and agrees that the **Substantial Completion Date shall be no later than 270 calendar days after Notice to Proceed and Final Completion Date shall be no later than 60 calendar days after Substantial completion** in accordance with the terms as stated in such Contract. The undersigned agrees to pay Owner liquidated damages in accordance with the provisions for such stated in the Contract Documents, for each day beyond Substantial Completion and/or Final Completion.

**PART 2 – ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned acknowledges the receipt of addenda. The Empire State Purchasing Group website (“BidNet”) uses numbers to label addenda and the County uses letters on the actual posted addenda:

Addendum 1/A: \_\_\_\_\_  
(date received) (Signature of Individual or Officer Signing this Bid)

Addendum 2/B: \_\_\_\_\_  
(date received) (Signature of Individual or Officer Signing this Bid)

Addendum 3/C (For purposes of clarification, Addendum No. 3 on BidNet was a Table of Contents and this file was labeled RFB-OC095-21A Addendum A Revised 000200 Table of Contents.pdf):

\_\_\_\_\_  
(date received) (Signature of Individual or Officer Signing this Bid)

Addendum 4/D: \_\_\_\_\_  
(date received) (Signature of Individual or Officer Signing this Bid)

Addendum 5/E: \_\_\_\_\_  
(date received) (Signature of Individual or Officer Signing this Bid)

Addendum 6/F: \_\_\_\_\_  
(date received) (Signature of Individual or Officer Signing this Bid)

Addendum 7/G: \_\_\_\_\_  
(date received) (Signature of Individual or Officer Signing this Bid)

Addendum 8/H: \_\_\_\_\_  
(date received) (Signature of Individual or Officer Signing this Bid)

Addendum 9/I: \_\_\_\_\_  
(date received) (Signature of Individual or Officer Signing this Bid)

Addendum 10/J: \_\_\_\_\_  
(date received) (Signature of Individual or Officer Signing this Bid)

Addendum 11/K: \_\_\_\_\_  
(date received) (Signature of Individual or Officer Signing this Bid)

Addendum 12/L: \_\_\_\_\_  
(date received) (Signature of Individual or Officer Signing this Bid)

Addendum 13/M: \_\_\_\_\_  
(date received) (Signature of Individual or Officer Signing this Bid)

Addendum 14/N: \_\_\_\_\_  
(date received) (Signature of Individual or Officer Signing this Bid)

**PART 3 – UNIT PRICES - NOT APPLICABLE**

**PART 4 – ALLOWANCES**

- A. In addition to the other requirements of this RFB, the undersigned proposes to perform the Work, furnish all materials, and complete the Work in its entirety in the manner and under the conditions required in the Contract Documents, for Allowances listed in Section 012100.

**PART 5 – TOTAL BID PRICE**

**In accordance with the above understanding, the undersigned proposes to perform the Work, furnish all materials and complete the Work in its entirety in the manner and under the conditions required in the Bid Documents at the prices listed as below. BY SUBMITTING THIS BID THE UNDERSIGNED ACKNOWLEDGES AND AGREES ON BEHALF OF THE BIDDER THAT, as per the Contract Documents for Contingency based Work, costs of overhead and profit and related administration, bond, coordination, insurance and superintendence shall be included in the Lump Sum(s) indicated on this Bid Form. Markups and costs for such items shall not be allowed or included in calculating change orders funded out of the Contingency.**

1. **Base Bid Price:** Lump Sum price for all of the work shown and specified in the Contract Documents and described in Division 00, 01 (except the MAW Allowance – see Contingency below) and 23, and inclusive of any related work in the Drawings, and/or Specifications that require HVAC Work.

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

2. **Contingency:** For required changes in the Work to be used at the discretion of the Owner (MAW Allowance – see Section 012100)

(Amount) **\$10,000.00**

3. **TOTAL BID PRICE = SUM OF ITEMS 1 AND 2** (Amount) \$ \_\_\_\_\_

**TOTAL BID PRICE IN WORDS** \_\_\_\_\_

Amount shall be shown in both words and figures where indicated. In case of discrepancy, the amount shown in words shall govern.

**The Award will be made to the Lowest Responsive and Responsible Bidder based upon Item #3, TOTAL BID PRICE.**

**PART 6 – CERTIFICATION**

The complete Bid shall include the following completed documents:

- a. Bid Form – Section 00 3000
- b. Bid Bond – Section 00 4100
- c. Stockholder & Partnership Affidavit – Section 00 4300
- d. Non-Collusion Affidavit – Section 00 4800
- e. Qualifications Statement – Section 00 4900
- f. Disclosure of Prior Non-Responsibility Determinations – Section 00 4950
- g. Iran Divestment Act Certification – Section 00 4951
- h. Disclosure of Contractor-Subcontractor and Substantially Owned-Affiliated Entity Relationships – Section 004952
- i. Proof of authorization to do business in New York State (this may be a certificate filed with the Department of State or County Clerk, as applicable to the business entity type)
- j. Corporate Resolution and Seal, as applicable to the business entity type

The undersigned agrees that extra work or omitted work, if any, shall be performed as directed and will be paid for, in accordance with the Contract Documents.

The individual submitting this Bid on behalf of the business entity noted above, certifies under the penalties of perjury by his or her signature below that:

- that this Bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section, the work “person” shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity;
- he or she is able to furnish labor that can work in harmony with all elements of labor employed or to be employed on the work;
- he or she has read and understood the full Request for Bid;
- he or she is duly authorized to submit the Bid on behalf of the business entity;
- he or she understands and has complied with the requirements of State Finance Law Sections 139-j and 139-k and will continue to do so throughout the Restricted Period; and
- that the business entity submitting this bid, and in the case of a joint bid each party as to its own organization, has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the New York State Labor Law.

\_\_\_\_\_  
(Signature of Individual or Corporate Name)

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

\_\_\_\_\_  
(Signature of Corporate Officer – if applicable)

ALTERATIONS TO BUILDING #51  
EMERGENCY HOUSING SHELTER  
38 SEWARD AVENUE  
MIDDLETOWN, NY 10940

1802-01  
RFB-OC095-21D

**PART 7 – NOTICE**

Notices regarding this Bid should be mailed or delivered to:

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(Name)

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(Title)

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(Business Name)

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(Business Address)

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(City and State)

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(Email Address)

**END OF SECTION 004003**