

SECTION C

**BID PROPOSAL FOR
RESTROOM ALTERATIONS
NORTH CASTLE PUBLIC LIBRARY
19 WHIPPOORWILL ROAD EAST, ARMONK, NEW YORK 10504**

To:

TOWN CLERK
TOWN OF NORTH CASTLE
15 BEDFORD ROAD
ARMONK, NEW YORK 10504

Bid Submitted By:

(Name)

(Address)

(Telephone Number)

(email address)

1. I/We do hereby declare that I/We have carefully examined the Notice to Bidder, the Drawings, the Requirements, and the Specifications relating to the above entitled matter and the work, and have also examined the sites.
2. I/We do hereby offer and agree to furnish all materials, to fully and faithfully construct, perform and execute all work in the above titled matter in accordance with the Requirements and Specifications relating thereto, and to furnish all labor, tools, implements, models, forms, transportation and materials necessary and proper for the purpose for the price/prices as given on the bid forms.
3. I/We do hereby declare that the prices so stated cover all expenses of every kind incidental to the completion of said work, and the contract therefore, including all claims that may arise through damages or any other cause whatsoever.
4. I/We do hereby agree that I/We will execute a contract therefore, containing all the terms, conditions, provisions and covenants necessary to complete the work according to the Requirements and Specifications therefore within **thirty (30) business days** after the award of the contract and if I/We fail to execute said Contract within said period of time, that the Town Board shall have the power to rescind said award and also that the said Board shall retain the proceeds of the certified check, or require the payment of the sum of the bid bond.
5. I/We do declare and agree I/We will commence the work within the specified amount of time after the contract execution and will complete the work fully and in every respect including approval by the Town of North Castle on or before the time specified in said contract and do authorize the said

Board, in case of failure to complete the work within such specified time to employ such men, equipment and materials as may be necessary for the proper completion of said work and to deduct the cost thereof from the amount due under the contract. The Contract execution will serve as the official notification to commence work.

6. I/We agree that the Town of North Castle reserves the right to select any one, combination of, or all the Bid items in this proposal for the Contractor to complete without affecting any of the Bid prices.
7. I/We hereby affirm that 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 the penalty of perjury, that to the best of their knowledge and belief:
 - (a) 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;
 - (b) 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
 - (c) 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.
 - (d) No member of the Town Board or any officer or employee of the Town of North Castle, New York, or person whose salary is payable in whole or in part from the said Town treasury is, shall be or become interested, directly, as a contracting party, partner, stockholder, surety or otherwise, in this bid, or in the performance of the contract, or in the supplies, materials or equipment and work of labor to which it relates, or in any portion of the profits thereof.
8. I/We do hereby further agree that this proposal is a firm bid and shall remain in effect for a period of at least **sixty (60) calendar days** from the date of the opening of bids, and that with said period of sixty (60) calendar days, the Town will accept or reject this proposal, or this period may be extended by mutual agreement.
9. I/We do hereby declare that, if this is a corporate bid, I have been duly authorized to act as the signatory on this proposal in behalf of this corporation.
10. I/We hereby affirm, under penalty of perjury, the truth of all statements in this proposal.
11. I/We hereby agree that I/We accept the unit prices on the following pages, for the various items of work, should this contract require unit prices.
12. I/We hereby agree that I/We shall make no claim on account of any variation of the estimated quantities of work to be done, whether the actual quantities are greater, smaller or completely deleted. A change in the quantity of any item shall not be regarded as sufficient ground for a change in the price of that item.

(Legal Name of Bidder, Partner or Corporate Officer)

By: _____
(Authorized Signature)

Date: _____

Corporate Seal (if incorporated)

Bidder acknowledges receipt of Addenda as follows:

Signature

Date: _____

Signature

Date: _____

Signature

Date: _____

BID

I _____, _____
Individual Office Held
Of
_____, _____
Company Name Address

Submit herewith the total costs for:

RESTROOM ALTERATIONS

The contractor shall supply all necessary labor, material, equipment, etc. for the **RESTROOM ALTERATIONS** in accordance with the plans and specifications prepared by Arcari + Iovino Architects, P.C., sheets G.001, A.101 and A.102 dated September 3, 2021.

1) The total cost for the described base scope services as follows:

\$ _____ (\$ _____)
Written in words

In case of a discrepancy between the price in words and the price in numbers, the price in words shall govern.

The following is a list of locations where we have performed work of similar character and magnitude, together with references (beginning with the most recent):

Name of Client	Scope of Work	Period of Contract	References & Telephone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The full names and places of residence of all persons and parties interested as principals in the foregoing proposal are as follows:

Name	Title	Address

Signature of Bidder: _____

FEIN: _____

Business Address: _____

Place of Residence: _____

Date: _____

BIDDER BY

(Printed Name of Partner or Corporate Officer)

(Corporate Seal)

Signature

Date

Secretary of Corporate Bidder

STATEMENT OF BIDDER'S QUALIFICATIONS

It is the intent of the Town to execute an agreement with a duly licensed and qualified Contractor that can provide reliable and uninterrupted quality services. The Contractor must possess the licenses, financial resources, experience, technical and management qualifications, equipment, vehicles, and manpower and facilities necessary to assure that the requirements of the Town will be met throughout the term of this Agreement.

The Contractor is, therefore, required to provide the following information with regard to its company and organization. Sufficient information should be provided to the Town to adequately evaluate the Contractor's ability to service the Town. Should sufficient space be available to fully address each request, additional information should be included by attachment herein.

COMPANY INFORMATION

Bidder: _____

Address: _____

Telephone: _____ email: _____

Contact: _____ Type of Organization: _____

Name of Parent Company, if applicable: _____

Name of Affiliate Companies, if applicable: _____

Identity of Joint Venture Partners, if any: _____

Brief history of Bidder(s) involved in the Proposal (attach additional sheets if necessary):

Has Bidder ever failed to complete any contract awarded to it? : _____

If so, state name of owner, reason therefore and bonding company: _____

Has any officer of partner of Bidder ever failed to complete a contract handled in his/her name?

If so, state name of individual, name of owner, reason therefore, and bonding company:

Has any facility that you operated been the subject of administrative or judicial action for alleged violation of environmental or public health laws or regulations? If so, state the details and disposition:

FINANCIAL & LEGAL INFORMATION

Financial Statement:

Bidders shall attach a complete financial statement for the most recently completed fiscal year. Statement must be prepared by a Certified Public Accountant according to accepted accounting principles.

Bank References:

Bank	Address	Name & Telephone Number of Contact Person
------	---------	---

Has your organization ever failed to complete any work awarded? Yes ____ No ____

If yes, where and why: _____

Has your organization ever been party to a civil, criminal, or administrative proceeding or is your organization currently in litigation of any kind? Yes ____ No ____

If yes, provide details: _____

Has your organization or any officer or partner of your organization or person listed in previous sections ever been convicted of any criminal conduct or been found in violation of any environmental law or regulation administered by New York, other states, the United States or another country?

Yes ____ No ____

If yes, provide details: _____

Is your organization, or any officer or partner of your organization, a party to any ongoing court proceeding, administrative consent agreement negotiation, or similar ongoing administrative enforcement action not already disclosed in this section. Yes ____ No ____

If yes, provide details: _____

Surety:

Bidder shall provide the name, address, telephone number and contact person for the surety firm provided guarantees under this Contract:

Financial References:

STATEMENT OF NON-COLLUSION

(To be completed by Each Bidder)

In accordance with Section 103(d) General Municipal Law, effective September 1, 1966, every bid or proposal hereafter made to a political subdivision of the State or any public department, agency, or official thereof or to a fire district or any agency or official thereof for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed to by the bidder and affirmed by such bidder as true under the penalties of perjury; 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 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 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.
 - (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. The person signing this bid or proposal certifies that they have fully informed themselves regarding the accuracy of the statements contained in this certification, and under 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 as the person signing in its behalf.
- C. That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signator of this bid or proposal in behalf of the corporate bidder.

RESOLUTION

Resolved that _____
(Name of Corporation)

be authorized to sign and submit the bid or proposal of this Corporation for the **RESTROOM ALTERATIONS**, located at the North Castle Public Library, 19 Whipoorwill Road East, Armonk, New York 10504.

and to include in such bid or proposal the STATEMENT OF NON COLLUSION required by SECTION 103(d) of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by the

Corporation at a meeting of the Board of Directors held on the _____

day of _____, 2021.

(SEAL OF THE CORPORATION)

Secretary

STATEMENT OF IRAN DIVESTMENT ACT

No contract may be awarded to any persons determined to be engaged in investment activities in Iran as indicated by New York State Office of General Services.

Every written offer made to the Town of North Castle must contain the following statement subscribed and affirmed by the offeror as true under penalties of perjury:

By the submission of this offer, each offeror and each person signing on behalf of any offeror certifies, and in case of joint offer each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each offeror is not on the list created pursuant to State Financial Law §165-a(3)(b).

The Town of North Castle may award an offer to an offeror who cannot make the statement of non-investment on a case-by-case basis if:

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

The Town of North Castle makes the determination that the goods or services are necessary for the Town to perform its functions and that, absent such an exemption, the Town 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.

Company Title/Name: _____

Name: _____ Date: _____

Signature: _____

STATEMENT OF SEXUAL HARASSMENT POLICY

Every written offer made to the Town of North Castle must contain the following statement subscribed and affirmed by the offeror as true under penalties of perjury:

By the submission of this offer, each offeror and each person signing on behalf of any offeror certifies, and in case of joint offer each party thereto certifies as to its own organization, under penalty of perjury, that to the bidder has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment training to all employees pursuant to State Finance Law § 139-L.

Company Title/Name: _____

Name: _____ Date: _____

Signature: _____

OFFER OF SURETY

(To be completed by Each Bidder)

In the event the above Proposal is accepted and the undersigned is awarded the Contract for the work, the undersigned offers as surety for faithful performance, bond and/or bonds to protect labor and materials, the following surety:

SURETY COMPANY

Signed _____

(Bidder)

CERTIFICATE OF SURETY is to be signed by a duly authorized official, agent or attorney of the Surety Company.

In the event that the above Proposal is accepted and the contract for the work is awarded to

said _____

(Bidder's Name)

the _____

(Surety)

(Company)

will execute the Surety Bonds as herein before provided.

Signed: _____

(Authorized Official, Attorney or Agent)

Date: _____

Important: This page must be filled out when certified check is submitted in lieu of bid bond, or bid may be rejected.