

REQUEST FOR PROPOSALS

FOR

ELECTRICIAN SERVICES

AT THE

BATTERY PARKING GARAGE

56-80 GREENWICH STREET, NEW YORK, NY

Solicited By:
LAZ Parking
New York & New Jersey, LLC
333 West 39th Street Suite 602
New York, NY 10018

Table of Contents

Section One:	Introduction
Section Two:	Request for Proposals - Rules & Regulations
Section Three:	Type of Insurance Required by the Successful Bidder
Section Four:	Contractor's Qualification Statement
Section Five:	Scope of Services to Provide Electrician Services for Battery Parking Garage
Section Six:	Payment

Section One: Introduction

**LAZ Parking New York/New Jersey LLC
333 West 39th Street, Suite 602
New York, NY 10018**

LAZ Parking is now accepting proposals for Electrician Services for the Battery Parking Garage at 56-80 Greenwich Street, NY, NY 10006.

LAZ offers opportunities for firms through a public solicitation known as a "Request for Proposals" (RFP). LAZ's objective in issuing an RFP is to publicly offer and promote specified competitive bids or proposals. The goal of the RFP process is to attract strong and viable proposals.

LAZ's selection criteria include the financial strength, demonstrated management expertise, business plan and track record of the Contractor, as well as the bid or offer. The RFP, therefore, requires the completion of an extensive application.

The *Contractor's Qualification Statement* (CQS) must be filled out completely; incomplete CQS forms will be returned and may disqualify a proposal.

Section Two: Request for Proposals-Rules & Regulations

The Property: This RFP booklet is accompanied by the *Scope of Services* to be performed at the Battery Parking Garage –
56-80 Greenwich Street, New York, NY 10006

Due Date: Each proposal must contain three (3) copies of all Submission requirement listed on the next page. The proposal must be delivered in a sealed envelope to LAZ's New York office on or before May 21st at 3 PM, (the "Deadline") at which time they shall be opened in the presence of a MTA representative or another authorized designee. Envelopes must be addressed as follows:

LAZ Parking NY/NJ LLC
Attn: Salik Syed
Electrician Services for the Battery Parking Garage
333 West 39th Street Suite 602
New York, NY 10018

**Submission
Requirements:**

Proposals must include the following:

1. A complete *Contractor's Qualification Statement*.
 2. A proposed Contract.
 3. A description of the method and schedule to Provide Electrician Services for Battery Parking Garage.
 4. A proposal of the cost of the work.
-

Proposal Bid: If the Contractor selected for an award fails to execute a signed contract based on the terms submitted in the proposal, LAZ can cancel or withdraw the notice of award without further obligation.

Withdrawal Of Proposals:

After the deadline, proposals shall be considered an offer and may not be withdrawn until at least 90 days after the deadline as specified.

Site Visit:

April 30th at 1 PM. Meet in the lobby of the Battery Parking Garage at 70 Greenwich Street in lower Manhattan. Final questions are due no later than May 7th at 3 PM. Questions submitted after this deadline will not be accepted.

After the deadline, proposals shall be considered an offer and may not be withdrawn until at least 90 days after the deadline as specified.

Selection Criteria:

LAZ shall consider the following criteria in evaluating proposals:

1. **Business Experience:** Appropriateness will be evaluated on the basis of length of experience and areas and levels or responsibilities.
 2. **Financial Qualifications:** The creditworthiness of the Contractor will be evaluated to assure LAZ that the Contractor can handle the scope of services in a timely manner.
 3. **Cost of Providing Electrician Services for the Battery Parking Garage.** All escalation costs shall be included in the proposal.
 4. **Term of contract to be 5 years, non-renewable.**
-

Conditions:

1. A confidentiality agreement will be required for receipt of all plans which shall remain the exclusive property of MTA/MTA Bridges and Tunnels.
 2. Once submitted, a proposal becomes the property of LAZ and constitutes an offer by the Contractor that may not be revoked until the 90th day after the deadline, and thereafter only in writing. No proposal shall be deemed granted and no rights whatsoever shall accrue to the Contractor or any other person against LAZ or any affiliate or subsidiary thereof, nor shall there be deemed to be an executed contract for any project unless and until a fully executed contract is delivered to the Contractor.
 3. **Insurance:** Please see the section of this booklet entitled "Type of Insurance Required by the Successful Bidder" for all insurance requirements.
 4. **Termination:** LAZ reserves the right to terminate the Contract at any time for any reason or for no reason.
-

Non-Discrimination:

LAZ will not discriminate against any person based on race, creed, color, national origin, sex, age, handicap or marital status in accepting, reviewing, and evaluating proposals.

Section Three: Type of Insurance Required by the Successful Bidder

- I. **Insurance:** Contractor shall maintain, at its sole expense:
- A. Workers' Compensation Insurance including Employer's Liability. Such insurance shall fully comply with the Worker's Compensation law(s) of the state(s) in which operations or work related to this Agreement is to be performed.
 - B. Commercial General Liability Insurance including Products/Completed Operations coverage and Contractual Liability coverage, with a Combined Single Limit of at least \$2,000,000 per Occurrence for Bodily Injury and Property Damage. Such insurance shall (1) be underwritten by insurers acceptable to LAZ; (2) name LAZ Parking New York/New Jersey LLC., Metropolitan Transportation Authority, Metropolitan Transportation Authority Bridges And Tunnels, City and State of New York and their subsidiaries and their officers, directors and employees as additional insureds (the "Insured's") for the full policy limit; (3) provide for a waiver of subrogation with respect to any additional insured's; (4) specifically state the indemnification agreement of this contract is insured as a contractual obligation for the insurer; and (5) provide that the insurer shall give LAZ at least sixty (60) days advance written notice, by certified mail, return receipt requested, of any adverse change, or any cancellation or non-renewal of such insurance and that any adverse change, cancellation or non-renewal shall not apply to the interest of the additional insured for sixty (60) days following receipt of such notice.
 - C. Automobile Liability Insurance with a Combined Single Limit of at least \$1,000,000 per occurrence for bodily Injury and Property Damage. Such insurance shall be (1) underwritten by insurers acceptable to LAZ; (2) name the Insured; (3) apply to any automobile; and (4) provide that the insurer will provide LAZ with at least sixty (60) days advance written notice, by certified mail, return receipt requested, of any cancellation or non-renewal of such insurance. Such notice to be given by certified mail, return receipt requested to the address herein below set forth.

The Contractor will provide LAZ with a Certificate of Insurance evidencing the maintenance of the insurance required above. The Certificate of Insurance shall (1) show the total limit of liability of all policies; (2) reference this contract on the Certificate of Insurance; and (3) be signed by an authorized representative of the insurance carrier.

NOTIFICATION LIST OF CERTIFICATE OF INSURANCE POLICY

II. Notice: Any notice to be served pursuant to this contract shall be delivered by either (i) personal delivery or (ii) U.S. Certified Mail, Return Receipt Requested, postage pre-paid, addressed as follows:

If to LAZ Parking:

LAZ Parking New York/New Jersey LLC.
One Financial Plaza, 14TH Floor
Hartford, CT 06103
Attn: Insurance Director

With a copy to:

LAZ Parking LLC.
One Financial Plaza, 14TH Floor
Hartford, CT 06103
Attn: Insurance Compliance and Contract Administrator

And:

Metropolitan Transportation Authority
2 Broadway, 16th Floor
New York, NY10004
Attention: Director, Risk Management

Section Four: Contractor's Qualification Statement

SUBMITTED TO:

SUBMITTED BY:

Firm: _____

Address: _____

City: _____

State: _____

PROJECT: _____

Zip: _____

Phone: _____

HAS FIRM EVER WORKED FOR THIS OWNER ON OTHER PROJECTS? Yes No

TYPE OF FIRM:

- Corporation Partnership Individual Other (provide explanation)
 Closed Shop Open Shop Minority Business Enterprise
 Woman Owned Business Enterprise

Type of MBE/WBE certification: _____

If your organization is a corporation, answer the following:

Date of incorporation: _____

State of incorporation: _____

President's name: _____

Vice-president's name(s): _____

Secretary's name: _____

Treasurer's name: _____

If your organization is a partnership, answer the following:

Date of organization: _____

Type of partnership (if applicable): _____

Name(s) of general partner(s): _____

If your organization is individually owned, answer the following:

Date of organization: _____

Name of Owner: _____

Years in business as Contractor under present firm name: _____

Under what other or former names has your organization operated?

Number of Employees: _____ Office: _____ Field: _____

TYPE OF WORK:

Specialty Doors

General Construction

Electrical

Other

(Please specify)

PROJECT MANAGERS, FIELD SUPERINTENDENTS AND CONSTRUCTION EXPERIENCE:

Name:

Title

Yrs w/ Firm

Yrs Experience

(use explanations section for additional space if needed)

OFFICERS, PARTNERS OR OWNERS AND CONSTRUCTION EXPERIENCE:

Name:

Title

Yrs w/ Firm

Yrs Experience

FIVE LARGEST CONTRACTS COMPLETED WITHIN THE LAST FIVE YEARS:

Project

Owner's Representative & Phone Number

Contract Amount

		\$
		\$
		\$
		\$
		\$

FIVE LARGEST PROJECTS COMPLETED IN LAST FIVE YEARS:

Project

Owner's Representative & Phone Number

Contract Amount

		\$
		\$
		\$
		\$
		\$

Average annual billing for last five years:

\$

--	--

Last year's billing: \$

MAJOR PROJECTS UNDER CONTRACT:

Project	% Complete & Completion Date	Arch/Engr	Contract Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total projects under contract: (including those not listed above)			\$

CURRENT CONTRACTS ON WHICH FIRM IS A CANDIDATE FOR CONTRACT AWARD:

HAS FIRM EVER FAILED TO COMPLETE A CONTRACT? Yes No

HAS ANY OFFICER, PARTNER OR OWNER OF FIRM EVER BEEN AN OFFICER, PARTNER OR OWNER OF ANOTHER FIRM WHEN IT FAILED TO COMPLETE A CONTRACT? Yes No

HAS FIRM HAD ANY SUB-CONTRACTOR FAIL TO COMPLETE A CONTRACT IN LAST FIVE YEARS? Yes No

ARE THERE ANY JUDGMENTS, CLAIMS, ARBITRATION PROCEEDING OR SUITS PENDING OR OUTSTANDING AGAINST FIRM OR ITS OFFICERS? Yes No

HAS FIRM BEEN A PARTY TO ANY LAWSUITS IN LAST FIVE YEARS? Yes No

(if answer to any of above questions is yes, provide explanation)

REFERENCES:

Banks: _____ Account Numbers: _____

Agent Phone Number

Insurance Company: _____

Bonding Company: _____

Suppliers: _____

Other: _____

FINANCIAL STATEMENT:

C.P.A. Firm: _____

Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items: assets, debts, and unencumbered net worth.

Is the attached financial statement for the identical organization named on page one? Yes No

If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

THE ANSWERS TO THE FOREGOING QUESTIONS AND ALL STATEMENTS HEREIN CONTAINED ARE TRUE AND CORRECT

Firm: _____

By: _____

Title: _____

Signature: _____

Date: _____

(corporate seal)

Attest: _____

EXPLANATIONS: _____

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Bidder's Qualifications.

State of _____ County of _____

_____ Being duly sworn deposes and says that he is
of _____ and that the answers to the foregoing questions and all statements therein are
true and correct.

Subscribed and sworn to before me this _____ day of _____, 20_____.

(Notary Public)

My commission expires: _____

Section Five: Scope of Services to Provide Electrician Services for Battery Parking Garage

I. Introduction and Overview

LAZ Parking ("LAZ") is pleased to invite you to submit a proposal in response to this Request for Proposals ("RFP") for Electrician Services for the Battery Parking Garage located at the primary addresses of 56-80 Greenwich Street, New York, NY 10006. The scope of work may include any task requiring the expertise of a qualified, licensed electrician, encompassing troubleshooting, repairs, upgrades, and new installations of electrical units necessary for the efficient operation of the garage's infrastructure. The Contractor must be available for regular repair and maintenance calls as well as emergency service calls for a duration of five years.

II. Facilities

The Battery Parking Garage comprises the Original Garage and the Garage Addition, situated at the primary addresses of 56-80 Greenwich Street, New York, NY 10006. Additionally, other entrances and exits are located at or near the following addresses:

- 20 Morris Street, New York, NY 10006
- 81 Washington Street, New York, NY 10006

III. Scope of Services

LAZ Parking invites proposals for Electrician Services for the Battery Parking Garage at 56-80 Greenwich Street, NY, NY 10006. The comprehensive scope of work encompasses the following:

1. Electrical Maintenance:

- Routine inspection and upkeep of all electrical circuits and systems within the garage.
- Testing and maintenance of electrical components to ensure optimal performance.
- Regular cleaning and servicing of electrical equipment to prevent malfunctions.
- The electrician services also include maintaining the neon light sign located at the entrance of 70 Greenwich Street, to ensure the proper functioning and appearance of the sign. Typical tasks are as follows:
 1. Routine Inspection: Regularly inspect the neon light sign for any signs of damage, malfunction, or deterioration. This shall include checking for broken or damaged tubes, loose connections, or flickering lights.
 2. Servicing: Perform servicing as needed, such as replacing worn-out or broken neon tubes, transformers, ballasts, or support mounts. Ensure all components are in good condition and securely in place.
 3. Cleaning: Keep the sign clean from dirt, dust, and other debris that can accumulate on the surface. Cleaning may involve wiping down the sign with a soft cloth or using gentle cleaning solutions to remove stubborn stains.
 4. Replacement of Components: Replace any faulty components promptly to maintain the sign's functionality and appearance. This may include replacing damaged tubes, transformers, or other electrical components.
 5. Compliance: Ensure that the neon light sign complies with safety standards and regulations, including proper installation, electrical wiring, and signage requirements. The neon light sign is located at 70 Greenwich Street, NY, NY 10006.

2. Repairs:

- Prompt diagnosis and troubleshooting of electrical issues.
- Repair of electrical systems, fixtures, and wiring as needed.
- Replacement of faulty components to restore functionality.

3. Installations:

- Installation of new electrical units, fixtures, and lighting systems, meeting safety and efficiency standards.
- Integration of energy-efficient solutions to reduce power consumption.

4. Emergency Services:

- Immediate response to emergency electrical issues, including power outages and equipment failures.
- Rapid deployment of repair teams to address critical electrical failures.
- 24/7 availability for emergency service calls to minimize disruptions to garage operations.
- The cost of emergency service calls shall be paid at the hourly labor rate(s) applicable to the actual time during which the work was performed. Time shall be billed based on actual time spent performing the required repairs.
- There is no additional or separate compensation for travel time or expenses related to travel. As indicated above, this cost should be included in your loaded hourly rates.

5. Compliance and Safety:

- All work shall conform to the best industry practices, the requirements stated herein, and shall comply with all codes, rules and regulations of the Standard Rules of the American Institute of Electrical Engineers, the National Electric Code, the National Manufacturer's Association, the National Electrical Safety Code, and the New York City Fire Code (Local Law 5/73). Where one or more of these standards are inconsistent, the more stringent standard shall apply.
- The Contractor shall be responsible for compliance with applicable laws, codes, rules, regulations, and standards in accordance with OSHA and New York State Labor with respect to safety and health.
- Documentation of all work performed, including inspections, repairs, and installations, to ensure compliance and accountability.

6. Attachments

- Exhibit 1 – One Line Diagram - Original Garage SLD
- Exhibit 2 – One Line Diagram - Garage Addition SLD

The Electrician Services provided will play a crucial role in maintaining the functionality and safety of the Battery Parking Garage's electrical infrastructure, to ensure uninterrupted operation and optimal performance.

IV. Licensing and Insurance Requirements

In addition to the specifications outlined in Section Three – “Type of Insurance Required by the

Successful Bidder”, the selected electrician or electrical service provider must meet the following criteria:

1. Hold a valid Electrical license issued by the State of New York.
 - Carry adequate insurance coverage, including general liability insurance and workers' compensation insurance, to protect against any liabilities or damages that may arise during performance of contract work.

V. Additional Requirements

- Upon completion of work, the Contractor shall clean up the work area and remove all debris generated during the performance of the work.
- Before leaving the site, the contractor must submit a service ticket detailing the work performed, parts used, labor hours, and any identified unresolved issues. The signed work ticket by the facilities manager is to be submitted with the invoice.
- The Contractor shall respond to emergency calls and/or emails within (2) hours on regular business days and within (3) hours on weekends and holidays.
- The Contractor shall check in with the LAZ manager who assigned the work within (2) hours of the initial call or notification of the need for service and provide an estimated time of arrival.
- The Contractor shall practice acceptable safety precautions to avoid harming any persons or property while performing services under this RFP or any resulting contract.
- All work must be coordinated and scheduled in advance with the LAZ facility manager.

VI. Record Keeping

The Contractor shall maintain a work record showing: actual work/tasks performed, arrival and departure times of employees and equipment for each task, equipment hours, work, and equipment hours used on each task, description of the work performed, the location of the work performed, and any other information required by the Garage Manager.

VII. Special Instructions

- Contractor shall provide a cost proposal for all work assigned and obtain Laz’s approval before commencing any work and/or exceeding the approved estimated cost without prior approval will be grounds for rejecting payment request.
- All cost proposals shall include labor, materials, and incidentals to complete the task assigned.
- LAZ reserves the right to use alternate sources for completion of the work and to obtain competitive prices on any repair.
- Assignability of Contract: LAZ Parking reserves the right to assign the contract to Metropolitan Transportation Authority, Triborough Bridge and Tunnel Authority, or a successor operator to LAZ Parking. The Contractor shall have no right to assign the contract without the express written consent of LAZ Parking.

Section Six: Payment

1. Work under this contract shall be paid on a time and material basis.
2. Work shall include all labor, material, equipment, and incidentals to complete task.
3. Payment for travel time shall not be submitted as a line item, therefore it shall be included in the contract price bid.