

**WESTCHESTER COUNTY
DEPARTMENT OF PLANNING
DIVISION OF HOUSING
AND COMMUNITY DEVELOPMENT**

BID PACKAGE

Rehabilitation of Property for:

Ms. Dalva Murawa

510 Midland Avenue, #3A

Yonkers, NY 10704

Telephone No. (914) 969-1987

Dated: JANUARY 28, 2010

Prepared by: M. KEVIN SCHRADER
PROGRAM ADMINISTRATOR- BUILDING REHABILITATION SERVICES

Funded by: WESTCHESTER COUNTY DEPARTMENT OF PLANNING
DIVISION OF HOUSING AND COMMUNITY DEVELOPMENT
MICHAELIAN OFFICE BUILDING, ROOM 414
148 MARTINE AVENUE
WHITE PLAINS, NY 10601

INSTRUCTIONS TO CONTRACTORS FOR BID PROPOSALS

Bid proposals must be made in accordance with the following instructions in order to be entitled for consideration:

- A. The Bidder's legal name shall be fully stated. The bids shall be stated both in writing and in figures. In the case of a discrepancy between the price written in words and those written in figures, the written word shall govern. The form shall be completed in ink or typed and shall be without erasures, interlineations or alterations.
- B. All bids shall be signed correctly in ink in the space provided as follows:
 - 1. If the bid is made by an individual, his/her name and address shall be given.
 - 2. If the bid is made by a firm, partnership or corporation, it shall be signed by a person having such legal authority from the said firm, partnership or corporation and the person so signing the bid shall give his/her name and title, if any, in addition to the name and address of the firm, partnership or corporation.
- C. Before submitting a proposal, bidders shall visit the site of the work, fully inform themselves as to all existing conditions and limitations and shall include in the bid a sum to cover the cost of all items listed in the Specifications/Scope of Work.
- D. Bids shall be based on the work called for in the Specifications/Scope of Work and will be included in the contract. However, contractors and subcontractors shall assume certain related responsibilities regarding adjustment to surrounding work involved in the rehabilitation work.
- E. Cost Breakdown: The contractors bidding on jobs are required to itemize the cost of each repair or improvement on his/her official stationery.
- F. Contractors must be licensed by Westchester County to do home improvement work. For licensing information contact:

John Gaccione, Licensing Division
Westchester County Division of Consumer Affairs
(914) 995-2215

THE CONTRACTOR MUST SEND A COPY OF THE BID PROPOSAL TO:

WESTCHESTER COUNTY DEPARTMENT OF PLANNING
DIVISION OF HOUSING AND COMMUNITY DEVELOPMENT
MICHAELIAN OFFICE BUILDING, ROOM 414
148 MARTINE AVENUE
WHITE PLAINS, NEW YORK 10601

ATTENTION: M. KEVIN SCHRADER
PROGRAM ADMINISTRATOR- BUILDING REHABILITATION SERVICES

For more information call: (914) 995-2430

PROJECT INFORMATION

- | | |
|--------------------------------|--------|
| 1. No. of units in project: | 1 Unit |
| 2. No. of Bedrooms per Unit: | One |
| 3. Locally Significant: | No |
| 4. National Register Listed: | No |
| 5. National Register Eligible: | No |

Narrative: This single family home is in need of some rehabilitation work as outlined in the attached specifications. Work is to include the following:

1. Install lever entrance door lock complete with deadbolt on the apartment entrance door.
2. Install automatic door opener on the apartment entrance door complete with necessary electrical modifications. This automatic door opener needs to be compatible with the newly installed entry door lock.
3. Install bathroom vent fan, complete with all necessary electricity and switches. Fan needs to be ducted to exterior.
4. Remove and replace the bathroom sink faucet with an ADA accessible lever action faucet.
5. Install an air purifier in the apartment.
6. Remove the kitchen table and install a portable island approximately 48" long x 33" deep or as close as possible to that size.

INVITATION FOR BIDS

You are invited to submit an itemized bid and proposal for work to be accomplished on the residence of:

Ms. Dalva Murawa

510 Midland Avenue, #3A

Yonkers, NY 10704

Your itemized bid and proposal must be received on or before: **Tuesday, Feb. 16, 2010, 4pm.**

Bid proposals must be made in accordance with the following instructions in order to be considered:

A. The Bidder's legal name shall be fully stated. The bids shall be stated both in writing and in figures. In the case of a discrepancy between the written costs and those provided in figures, the written word shall govern. The form shall be completed in ink or typed and shall be without erasures, interlineations or alterations.

B. All bids shall be signed correctly in ink in the space provided as follows:

1. If the bid is made by an individual, his/her signature, name (printed or typed) and address shall be provided.
2. If the bid is made by a firm, partnership or corporation, it shall be signed by a person having such legal authority from the said firm, partnership or corporation and the person so signing the bid shall give his/her own name and title, if any, in addition to the name and address of the firm, partnership or corporation.

C. Before submitting a proposal, bidders shall visit the site of the work, fully inform themselves as to all existing conditions and limitations and shall provide a bid sum sufficient to cover the cost of all items included in the Specifications.

D. Bids shall be based on the work called for in the Specifications and will be included in the contract.

The following forms, included in this package, must be completed and submitted:

- Bid and Proposal -	Page 15
- Trade Payment Breakdown -	Page 14
- Progress Payment Schedule -	Page 17
- Non-Collusion Bidding Certification-	Page 16
- List of References-	Page 18

E. Bidding contractors are required to itemize the costs of repairs or improvements on official stationery.

F. Contractors must be licensed by Westchester County to do home improvement work. For licensing information, contact:

John Gaccione, Licensing Division
Westchester County Division of Consumer Affairs
(914) 995-2215

**THE CONTRACTOR MUST SEND A COPY OF THE BID PROPOSAL AND
ACCOMPANYING FORMS AND DOCUMENTS TO:**

Westchester County Department of Planning
Division of Housing and Community Development
Michaelian Office Building, Room 414
148 Martine Avenue
White Plains, New York 10601

ATTENTION: M. Kevin Schrader
Program Administrator- Building Rehabilitation Services

For more information call: (914) 995-2430

SPECIFICATIONS FOR WORK

Address of Site: **510 Midland Avenue, #3A**
Yonkers, NY 10704

I. Division 0 - Conditions of the Contract

Section 00000 - Instructions to Bidders

Section 00001 - General Conditions (including conditions concerning Historic Preservation, where applicable)

II. Division 1 - General Requirements

III. Division 2 - Technical Specifications

A. Site Work

Section 02110 -

B. Concrete

Section 03300 - GENERAL WORK WRITE-UP

C. Masonry

Section 04200 -

D. Metals

Section 05500 -

E. Carpentry

Section 06100 -

F. Thermal and Moisture Protection

Section 07100 -

G. Doors, Windows and Glass

Section 08100 -

SPECIFICATIONS FOR WORK (Cont.)

H. Finishes

Section 09100-

I. Specialties

Section 10100-

J. Equipment

Section 11000 -

K. Mechanical

Section 15100 -

L. Electrical

Section 16100 -

M. Lead-Based Paint-

N. Asbestos Removal-

SECTION 00003
GENERAL WORK WRITE-UP

GENERAL

The Contractor shall supply all labor, materials, and equipment necessary to complete the work listed below.

MATERIALS AND EXECUTION

- Install lever entrance door lock complete with deadbolt on the apartment entrance door.
- Install automatic door opener on the apartment entrance door complete with necessary electrical modifications. This automatic door opener needs to be compatible with the newly installed entry door lock.
- Install bathroom vent fan, complete with all necessary electricity and switches. Fan needs to be ducted to exterior.
- Remove and replace the bathroom sink faucet with an ADA accessible lever action faucet.
- Install an air purifier in the apartment.
- Remove the kitchen table and install a portable island approximately 48" long x 33" deep or as close as possible to that size.

All items shall be discussed with the homeowner prior to finalizing the bid proposal.

All debris associated with the above installations shall be removed from the premises when complete

End of Section 00003

CONTRACTOR'S INSURANCE REQUIREMENTS

1. General Liability Insurance:

THE COUNTY OF WESTCHESTER AND THE PROPERTY OWNER MUST BE NAMED AS AN ADDITIONAL INSURED

General Liability Insurance with minimum limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury is required.

2. Worker's Compensation Insurance Certificate

3. Disability Benefits Insurance

4. Automobile Liability Insurance covering owned, non-owned and hired vehicles.

PLEASE INSTRUCT YOUR AGENT TO FORWARD CERTIFICATION OF THE REQUIRED INSURANCE WITH THE FOLLOWING AS CERTIFICATE HOLDER TO:

WESTCHESTER COUNTY DEPARTMENT OF PLANNING
DIVISION OF HOUSING AND COMMUNITY DEVELOPMENT
MICHAELIAN OFFICE BUILDING, ROOM 414
148 MARTINE AVENUE
WHITE PLAINS, NEW YORK 10601

Attention: MS. CARLA PRIOLEAU
CONTRACT COORDINATOR

Any questions, please call her at (914) 995-2406.

CHECKLIST OF FORMS AND DOCUMENTS TO BE SUBMITTED

- | | | |
|----|-------------------------------------|-------|
| 1. | Bid and Proposal Form | _____ |
| 2. | Trade Payment Breakdown | _____ |
| 3. | Non-Collusive Bidding Certification | _____ |
| 4. | Payment Schedule (sample attached) | _____ |
| 5. | List of References | _____ |
| 6. | Northern Ireland Certification | _____ |

PROJECT ESTIMATE

To the Contractor: Please complete this form and submit with your bid proposal.

Property Owner: **Ms. Dalva Murawa**
Property Address: **510 Midland Avenue, #3A**
Yonkers, NY 10704

Name of Contractor: _____
Address: _____

Telephone No: _____
Fax No: _____

Soc. Sec. No: _____
or
Federal ID No: _____

ITEM NO.	DESCRIPTION	UNIT	QUAN.	PRICE
00003	Entry Door lock and Deadbolt			
	Automatic door opener			
	Bath Exhaust fan			
	Bathroom sink faucet			
	Air Purifier			
	Kitchen Island			
		BID TOTAL		

Submit to: M. Kevin Schrader
Westchester County Department of Planning
Division of Housing and Community Development
148 Martine Avenue, Room 414
White Plains, New York 10601

Contractor's Signature

(print name above)

BID AND PROPOSAL FORM

Date _____

Name of Person Preparing Bid _____

Name of Firm _____

Name of Contractor if Different from Above _____

Address of Contractor _____

Submitted To: _____
(Owner of Property)

I, the undersigned contractor, having inspected the above-referenced property on
_____ and familiarized myself with the project information and specifications,
(date)
understand the extent and character of the work to be done.

I propose to meet all conditions, furnish all labor, material and equipment necessary to
accomplish all of the work required by specifications for the rehabilitation of the property at

(address)

with the following exceptions: _____

(attach additional sheet if necessary; if no exceptions, so state.)

for the sum of _____ Dollars(\$ _____).
(written amount)

I will commence the work within _____ consecutive calendar days from the date of award of the
contract and will complete the work within _____ calendar days after starting the work.

(Contractor's Signature)

(Typed/Printed Name, Address of Contractor)

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this Bid, the Bidder and each person signing on behalf of the 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 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.

Signed: _____

Title: _____

Firm: _____

Date: _____

SAMPLE PAYMENT SCHEDULE (TO BE SUBMITTED WITH BID)

The Contractor will supply a Progress Payment Schedule with his bid for the project. The Payment Schedule will become part of the Contract for the loan recipient and reimbursements will be paid out on completed items only. The Contractor is not given start-up money upon the signing of a contract; therefore, if a contractor needs money for materials, he should try to complete any labor-intensive jobs first so he may get reimbursed for this completed item. The Contractors Pay Schedule should reflect this as shown in the sample below. Please bear in mind that it takes approximately 2-3 weeks to receive a check from the Division.

SCHEDULE OF VALUES / REQUISITION DRAW DOWN SCHEDULE:

ITEM:	DRAW VALUE:	TOTAL VALUE:
1. Roofing:		
Completion of Demolition-	\$10,000	
Completion of Roof-	\$10,000	\$20,000
2. Demolition / Container:		
Completion of Apt. 1A-	\$ 1,750	
Completion of Apt, 1B-	\$ 1,500	\$ 3,250
3. Stucco (Dryvit):		
Completion of Insulation-	\$10,000	
Completion of Base Coat-	\$ 7,500	
Completion of Finish Coat-	\$ 7,500	\$25,000
4. Exterior Windows:		
Completion of Purchase-	\$ 5,000	
Completion of Installation-	\$ 5,000	\$10,000
5. Heating System:		
Completion of Item-	\$ 5,750	\$ 5,750
6. Electrical System:		
Completion of New Service-	\$ 3,675	
Completion of Roughing/Apt.1A-	\$ 1,500	
Completion of Finish/Apt.1A-	\$ 750	
Completion of Roughing/Apt.1B-	\$ 1,500	
Completion of Finish/Apt.1B-	\$ 750	<u>\$ 8,175</u>
	TOTAL-	\$72,175

LIST OF REFERENCES - COMPLETED REHABILITATION WORK

1. Name of Property Owner: _____
Telephone: _____
Address of Project Completed: _____
Date Project Completed: _____
Description of Project: _____

2. Name of Property Owner: _____
Telephone: _____
Address of Project Completed: _____
Date Project Completed: _____
Description of Project: _____

3. Name of Property Owner: _____
Telephone: _____
Address of Project Completed: _____
Date Project Completed: _____
Description of Project: _____

**CERTIFICATION REGARDING BUSINESS DEALINGS
WITH NORTHERN IRELAND**

- A. The Contractor and any individual or legal entity in which the Contractor hold a ten percent (10%) or greater ownership interest and any individual or legal entity that holds a ten percent (10%) or greater ownership interest in the Contractor (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Principles.
- B. For purposes of this Certification, “MacBride Principles” shall mean those principles relating to Nondiscrimination in employment and freedom of workplace opportunity, which require employers doing business in Northern Ireland to:
- 1) Increase the representation of individuals from underrepresented religious groups in the Work force, including managerial, supervisory, administrative, clerical and technical jobs;
 - 2) Take steps to promote adequate security for the protection of employees from Underrepresented religious groups both at the workplace and while traveling to and from work;
 - 3) Ban provocative religious or political emblems from the workplace;
 - 4) Publicly advertise all job openings and make special recruitment efforts to attract Applicants from underrepresented religious groups;
 - 5) Establish layoff, recall and termination procedures which do not in practice favor a Particular religious group;
 - 6) Abolish all job reservations, apprenticeship restrictions and differential employment Criteria, which discriminate on the basis of religion;
 - 7) Develop training programs that will prepare substantial numbers of current employees from underrepresented religious groups for skilled jobs, including the expansion of existing programs and the creation of new programs to train, upgrade and improve the skills of workers from underrepresented religious groups;
 - 8) Establish procedures to assess, identify and actively recruit employees from underrepresented religious groups with potential for further advancement;
 - 9) Appoint a senior management staff member to oversee affirmative action efforts and develop a timetable to ensure their full implementation.
- C. For the purposes of this Certification, “Northern Ireland” shall be understood to be the six counties partitioned from the Irish Province of Ulster, and administered from London and/or from Stormont.
- D. The Contractor agrees that the warranties and representation in paragraph “A” are material conditions of this Agreement. If the County receives information that the Contractor is in violation of paragraph “A”, the County shall review such information and give the Contractor opportunity to respond. If the County finds that such a violation has occurred, the County may declare the Contractor in default, and/or terminate this Agreement. In the event of any such termination, the County may procure the supplies, services or work from another source in accordance with applicable law. The Contractor shall pay to the County the difference between the contract price for the uncompleted portion of this Agreement and the cost to the County of completing performance of this Agreement either by itself or by engaging another contractor. If this is a contract other than a construction contract, the Contractor shall be liable for the difference in price if the cost of procurement from another source is greater than what the County would have paid the Contractor plus any reasonable costs the County incurs in any new procurement and if this is a construction contract, the County shall also have the right to hold the Contractor in partial or total default in accordance with the default

provisions of this Agreement. In addition, the Contractor may be declared not to be a responsible bidder or proposer for up to three (3) years, following written notice to the Contractor, giving the Contractor the opportunity for a hearing at which the Contractor may be represented by Counsel. The rights and remedies of the County hereunder shall be in addition to, and not in lieu of, any rights and remedies the County has pursuant to this Agreement or by operation of law or in equity.

Name of Contractor

By

(Authorized Representative)

Title

Date
