

**Town of Washington  
Bathroom Improvements Project  
Washington Town Park**

The Town of Washington Town Board (Town of Washington, NY), hereinafter called the Owner, is soliciting bids from qualified contractors to complete the Bathroom Improvements Project at the Town of Washington Park, 3744 Route 44 Millbrook, NY 12545.

**The Bidding Documents** are available at the Empire State Purchasing Group. **Bids are due on Wednesday, February 26, 2020, at 2:00 pm.**

**Pre-Bid Meeting:** It is strongly recommended that Bidders attend a Pre-Bid Meeting on **Tuesday, February 11, 2020 at 10 am**, snow date is Wednesday, February 12, at 10 am, at the Washington Town Park, 3744 Route 44, Millbrook, NY 12545.

**Bidding Documents:**

The construction documents consist of:

- T-1
- A – 1, A – 2, A – 3,
- PE-1
- Specifications

Other documents include:

- Supplementary Conditions of the Contract for Construction
- Federal Labor Standards Provisions
- Federal Prevailing Wage Schedule
- New York State Prevailing Wage Rates

Complete sets of bidding documents must be used in preparing bids. Neither the owner nor the architect assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding documents.

It is the responsibility of each bidder before submitting a bid:

1. To examine the Contract Documents and other related data;
2. To visit the site to become familiar with and ensure bidder is knowledgeable of the site conditions that may affect cost, progress, performance or furnishing of the work;
3. To consider federal, state and local laws and regulations that may affect cost, progress, performance or furnishing of the work;
4. To review and abide by the Federal Labor Standards Provisions;
5. To comply with the Federal Prevailing Wage Schedule and the New York State Prevailing Wage Schedule
6. To promptly notify Architect of all conflicts, errors, ambiguities or discrepancies which Bidder has discovered in or between Contract Documents and other related documents.

**Qualifications of Bidders:** To demonstrate qualification to perform the Work, each Bidder must be prepared to submit within five days after Bid opening upon the Owner's request detailed written evidence such as financial data, previous experience, present commitments and other such data that may be called for.

**Interpretations and Addenda:** All technical questions are to be directed by email to the Project Architect: Edmond G. Loedy, Architect PC, Millbrook, NY, Email: [Ed@edloedyarchitect.com](mailto:Ed@edloedyarchitect.com).

Interpretation or clarification considered necessary by the Architect in response to such questions will be issued by Addenda to all parties recorded by the Town as having received the Bidding Documents via Empire State Purchasing Group /Bidnet.

Questions received less than seven days (7) days prior to the date for the bid opening may not be answered.

Only questions answered by formal written Addenda will be binding.

Addenda may also be issued to modify the Bidding Documents as deemed advisable by Owner or Architect.

**Bid Security:** Each bid must be accompanied by a Bid Bond made payable to the Town of Washington in an amount of five percent (5)% of the Bidder's maximum bid price (a combination of the base price, plus Add Alternates # 1,2,3 and the allowances as stated) and in the form of a certified bank check or Bid Bond. Bid Bond issued with a Consent of Surety from a recognized Bonding Company.

Checks shall be made payable to the Town of Washington, and are to be held by the Town as a guarantee for the proper execution and delivery of the contract and required security for the faithful performance thereof.

In default of such execution and delivery of Contract and required security, the amount of the deposit represented by the security shall be forfeited to and retained by the Town of Washington as liquidated damages.

**Contract Times:** The Town Board is expected to review the bids at a special Town Board meeting on February 26, 2020.

A Notice of Award will be sent via email to the successful bidder within two business days of the award.

The contract and bonds should be returned to the Owner within seven business days.

A Notice to Proceed will be sent to the contractor after all documents have been furnished and accepted by the Town.

The anticipated construction start date is March 23 ,2020. The work shall be conducted in one single phase. Construction should be substantially completed by May 15, 2020. Final completion is scheduled for May 22, 2020. **The Town Park opens on May 23<sup>rd</sup>. Work is expected to be completed prior to the park opening.**

If an extension of the project completion is requested by April 24, 2020, a reasonable explanation of the reason for the extension, as well as a reasonable completion time frame must be indicated. The extension must be approved by the County of Dutchess, as well as the Town of Washington.

If the contractor does not submit an extension or does not complete the project by the date indicated, the contractor will be charged \$500.00 per day for each date the project extends past May 22, 2020 or the negotiated extension date.

The contractor will coordinate the construction schedule with the Recreation Director and the Architect.

**Town Park Access:** The Recreation Director will provide access to the Town Park. The contractor shall keep all pathways, driveways and entrances free and clear of any obstacles that would inhibit public access.

**Receipt of Bids:** Separate sealed bids will be received by Town Clerk Mary Alex, 10 Reservoir Drive, P O Box 667, Millbrook, NY 12545 until 2:00 PM EST, on February 26, 2020. All bids must be made upon and in accordance with the Bid Form prepared by the Town, and shall be submitted in sealed envelopes marked "Town Park Improvement Project".

**Opening of Bids:** Bids shall be opened and read aloud at the Office of the Town Clerk, 10 Reservoir Dr., Millbrook, NY 12545 at 2:00 PM on February 26, 2020.

**STATEMENT OF NON-COLLUSION:** Bidders are required to execute the non-collusive bidding certificate presented within the Bid Documents, pursuant to Section 103d of the General Municipal law of the State of New York.

**OWNER'S RIGHT RESERVED:** The owner reserves the right to reject any or all bids and to waive any formality or technicality in any Bid in the interest of the Owner.

**BID PROPOSAL**  
**Town of Washington**  
**Bathroom Improvements Project**

**Bid Submitted by:**

Contact Person:	
Company Name:	
Mailing Address:	
Street Address:	
Phone Number:	
Email Address:	

1. I/We do hereby declare that I/We have carefully examined the Invitation to Bidders, the Plans, and the Specifications relating to the above entitled project, and have also examined the site.
2. I/We do hereby offer and agree to furnish all materials, labor, tools, implements, and transportation to construct, perform and execute all work in the above titled matter in accordance with the Plans, Drawings, and Specifications relating thereto.
3. 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 Drawings and Specifications therefore, within seven (7) business days after the award of the contract.
4. I/We do also declare and agree I/We will commence the work within seven (7) days after the Contract execution and Notice to Proceed has been delivered, and will complete the work fully and in every respect on or before the time specified in said Contract.
5. I/We agree to carry the following insurances for the duration of the project, and will name the Town of Washington as an additional insured, providing proof to the Town, prior to beginning any work:

- Builder's Risk Completed Building Limit \$1,000,000.00
- General Liability Limit \$1,000,000.00/per occurrence  
\$2,000,000.00/aggregate
- Automobile Liability Combined Single Limit \$1,000,000.00
- Commercial Umbrella Limit \$1,000,000.00
- Workman's Compensation As mandated by New York State

6. The project must include prevailing wage rates.

7. All bidders are required to post a bid bond or certified check in the amount of 5% of their bid.

8. The successful bidder will be required to post a 100% Performance Bond or required security in an amount equal to the Construction Contract.

9. I/We agree that the Town of Washington 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.

10. **GENERAL CONSTRUCTION (BASE BID):**

Total Bid for all labor, equipment, materials and installation, including the Allowances listed below. (Drawings T-1, A-1, A-2, A-3, and A - 4 dated 09/04/2019.)

Price in words \$ \_\_\_\_\_

Price in figures \$ \_\_\_\_\_

11. **ADD ALTERNATE #1:**

New Blacktop at Shaded Area on Local Site Plan

Price in words \$ \_\_\_\_\_

Price in figures \$ \_\_\_\_\_

12. **ADD ALTERNATE #2:**

Remove existing fencing posts and concrete bases, provide and install vinyl coated steel, chain link fence fabric model 01875 including concrete bases, provide and place topsoil, seed and mulch in affected areas.

Price in words \$ \_\_\_\_\_

Price in figures \$ \_\_\_\_\_

13. **ADD ALTERNATE #3:**

Remove existing privacy fencing, install new posts to 3' below grade and 6 ft x 6 ft cedar tone molded wood fence panels by UFP or approved equal.

Price in words \$ \_\_\_\_\_

Price in figures \$ \_\_\_\_\_

14. **DEDUCT ALTERNATE # 1:**

Items Removed by Owner

Price in words \$ \_\_\_\_\_

Price in figures \$ \_\_\_\_\_

*(Note: In case of any discrepancy between the price in words and that in figures, the price in words will be considered the price bid.)*

18. **ALLOWANCES:**

- Allow Five Thousand (\$5,000.00) Dollars for Miscellaneous Electrical Work
- Allow Fifteen Hundred (1,500.00) Dollars for the purchase and installation of three (3) benches in the shower area.

19. I/We hereby further agree that this proposal is a firm Bid and shall remain in effect for a period of thirty (30) days from the date of the submittal of Bids, and that the Town of Washington will accept or reject this proposal, or this period may be extended by mutual agreement.

**CONTRACTOR/COMPANY:** \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
(Legal Name of Bidder, Partner or Corporate Officer)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Corporate Seal (if incorporated)

**Bid Submitted to:**

Mary Alex, Town Clerk  
Town of Washington  
10 Reservoir Drive  
P O Box 667  
Millbrook, NY 12545

All bids shall be submitted in sealed envelopes marked "Bathroom Improvements Project".  
Bids are due by 2:00 PM on Wednesday, February 26, 2020.