INVITATION TO BID

Project:
Cornwall Public Library
Entry Improvements

Owner: Cornwall Public Library
395 Hudson Street
Cornwall, NY 12518

Architect: Butler Rowland Mays Architects, LLP
57 West High Street
Ballston Spa, NY 12020

Date: October 1, 2019

Qualified firms are invited to submit a prime bid contract offer under seal to the Library for Entry Improvements at the above address. The Library will receive Bids at the Library Circulation Desk at 395 Hudson Street, Cornwall, NY until October 17, 2019 at 2:00 pm for the following project:

Description:
The project includes the removal of two pairs of existing entry swing doors with sidelights and transoms and the installation of two new sliding door units with sidelights and transoms within the existing opening of the Lobby interior and exterior walls. The successful contractor will be expected to provide all work for a complete installation.

Coordination:
The work of the successful bidder must be coordinated with the Owner who will be occupying the building throughout this project.

Bids will be opened and publicly read aloud at 2:05 pm in the Library.
The project is tax exempt, a Tax-Exempt Certificate will be provided to the successful bidder.
The Owner reserves the right to accept or reject any or all Bids.

Prospective bidders are encouraged to visit the library during regular operating hours to review existing conditions.

Any questions should be directed to Meghan Brennen at Butler Rowland Mays Architects, LLP (518.885.1255).
NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that separate sealed bids will be received by the Cornwall Public Library, Orange County, New York for the following project:

CORNWALL PUBLIC LIBRARY
ENTRY IMPROVEMENTS

As more particularly described in the Bid Documents and Bid Proposal Form, all bids may be mailed in or hand delivered to the Library Director, Cornwall Public Library, 395 Hudson Street, Cornwall, New York 12518. Bids will be due by 2pm, and opened and read in public at 2:05 pm at the Cornwall Public Library on October 17, 2019. No bids will be received after the specified date and time.

Bids must be made on the standard bid proposal form(s) in the manner designated therein and must be enclosed in a sealed envelope bearing the name and address of the bidder and labeled “Cornwall Public Library Entry Improvements”. All envelopes shall be addressed to the Library Director, Cornwall Public Library.

THE CORNWALL PUBLIC LIBRARY RESERVES THE RIGHT TO WAIVE ANY INFORMALITY IN BIDDING AND THE RIGHT TO REJECT ANY OR ALL BIDS IF DEEMED TO BE IN THE BEST INTEREST OF THE LIBRARY TO DO SO, and reserves the right to hold the bids and proposal guarantees of the three (3) lowest regular bidders for forty-five (45) days before making an award of contract and each bidder agrees that he will not withdraw his bid for that period of time. Questions on bid specifications may be directed to Meghan Brennen at Butler Rowland Mays Architects, LLP (518.885.1255).
Bid Proposal

Pursuant to, and in compliance with the Advertisement for Bids and Information for Bidders relating hereto, the undersigned hereby offers to furnish materials, all labor, supplies, equipment, and other facilities and things necessary, or proper for, or incidental to, the Cornwall Public Library Entry Improvements as described herein. The undersigned hereby agrees to complete said improvements for the Cornwall Public Library, in accordance with the documents attached hereto and made a part hereof and submits the following bid therefore:

Base Price Bid

I, ________________________________, bid for the Cornwall Public Library Entry Improvements completed as specified for

______________________________________________________________ dollars and

________________________________ cents ($ ________________).

If written notice of the acceptance of this bid is mailed, telegraphed, faxed, emailed, or delivered to the undersigned within 45 days after the original date of opening of the bids, or at any time thereafter before this bid is withdrawn, the undersigned will, within five (5) days after the date of such mailing, telegraphing, faxed, emailing or delivering of such notice, execute and deliver a contract as prepared by the Architect (AIA A105 Owner Contractor Agreement for Small Commercial Projects).

The undersigned hereby designates as his office to which such notice of acceptance may be mailed, faxed, emailed or delivered.

______________________________________________________________
(street and/or mailing address, fax number or email address)

The undersigned further agrees to comply with the requirements as to conditions of employment and hours of labor set forth in the form of the contract, if applicable.

This bid may be withdrawn at any time prior to the scheduled time for the opening of the bids or any authorized postponement thereof.
1. The undersigned further certifies that the following information is a complete list of the names and addresses of all stockholders in the corporation who own ten percent (10%) or more of its stock of any class. (Or in the event that the undersigned bidder is a partnership, those partners who own ten percent (10%) or greater interest therein:)

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(If additional space is needed for inclusion of other stockholders or partners, type or print names and addresses of the same on a separate sheet of paper and attach the same to this bid proposal.)

Contractor

______________________________
(Business name)

By: __________________________ Title: __________________________

Signature: __________________________

Business address

______________________________
______________________________

Telephone number: __________________________

Date: __________________________
Scope of Work

Except as specified within this document, the contractor shall provide all materials, all labor, supplies, tools, equipment, fuels, insurances, permits, and other facilities and things necessary, or proper for, or incidental to, the work in completing the Cornwall Public Library Entry Improvements in a safe, legal, and sanitary manner, as further described in the contractor’s work list as follows:

The scope of this project includes the removal of two pairs of existing entry swing doors with sidelights and transoms and the installation of two new sliding door units with sidelights and transoms within the existing opening of the Lobby interior and exterior walls. The successful contractor will be expected to provide all work for a complete installation.

1) Implementation of this project shall commence as soon as possible and reach substantial completion no later than November 15, 2019.
2) The Contractor shall procure and maintain Comprehensive General Liability insurance in the following amounts:
   a. $1,000,000 each occurrence bodily injury and property damage
   b. $2,000,000 general aggregate
   c. $2,000,000 products/completed operations-to be maintained for one year after final payment
   d. Include the following as additional insureds on a primary and non-contributory basis:
      1. Cornwall Public Library
      2. Cornwall Central School District
      3. Butler, Rowland, Mays Architects, LLP

Contractor shall also provide Workers Compensation insurance. Any and all proprietors, partners, executive officers and members must be covered.

Automobile Liability insurance in an amount of $1 million to cover all owned, hired, and non-owned autos of the contractor.

Certificates of Insurance shall be filed with the Owner or Architect prior to commencement of the work. All companies shall be licensed to do business in the State of New York.

3) A coordination meeting with the Contractor, Library Director and Architect will be scheduled at least one week prior to the start of work to coordinate schedule details.

4) The Library will be occupied by the staff and patrons during the entire course of work. Contractor operations shall be sequenced to provide minimal interfere with access to or egress through and from the building. Work should be scheduled with the Library Director for best days and hours to maximize efficiency, and minimize interruption to Library services. Regular hours of Library operation are 9 am to 8 pm Monday through Thursday, 9 am to 6 pm, and on weekends.

5) The Contractor may utilize the existing public rest rooms provided that they are kept clean.

6) Protect all furnishing, lighting fixtures, and other objects or adjacent materials and surfaces within work area that are not scheduled to have work completed.

Cornwall Public Library
Entry Improvements

Scope of Work
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7) Contractor shall remove and legally dispose of all waste products produced during construction. Contractor shall include all required clean up dumpsters for work, coordinate location with Owner.

8) Premises to be cleaned up daily, patrons and staff shall occupy building during construction operations. Contractor shall maintain safe passageways for staff and public. Shared spaces must be vacuumed, cleaned, and all contractor materials, tools, debris, etc. must be removed each day.

9) Any deviations from the materials list where allowable, must be specifically noted and meet the standard and quality level of original materials listed as per the contract documents, and be approved by the Architect prior to installation. Architect shall be sole judge of whether an item is equivalent or superior using listed products to establish a quality performance and aesthetic standard which must be met.

10) The Library will not provide space for contractor storage of materials, tools, etc within the building. Contractor may locate a storage trailer in the Library’s parking lot, coordinate location with Owner. However, the Owner takes no responsibility for security and maintenance of contractor materials, equipment, etc.

11) Prior to use of any adhesives, chemicals, sealers, sealants, or other construction products which might produce noxious gases, fumes or odors, provide Owner and Architect with at least three days written notice and copies of appropriate MSDS sheets, even if product is previously approved for usage on this project.

DEMOLITION NOTES:

12) Disconnect and remove existing automatic door openers; temporarily terminate existing wiring in preparation for new 120v wiring for new door units.

13) Remove and dispose of existing pair of exterior 3'-0'' x 7'-0'' aluminum storefront doors and associated sidelights and transom back to 144'' wide x 120'' tall existing masonry/rough opening.

14) Remove and dispose of existing pair of interior 3'-0'' x 7'-0'' aluminum storefront doors and associated sidelights back to 144'' wide x 88'' tall existing rough opening.

15) Prepare existing walls, floor finishes for new work. Verify existing rough/masonry opening dimensions and verify suitable blocking or anchorage is in place for new door system installations.

16) Protect or remove existing electronic people counter at interior side of door opening; reinstall when work is complete.

NEW WORK NOTES:

17) Provide and install new exterior, six panel, bi-parting, telescopic aluminum door and frame unit with transom and fixed sidelights to fit into existing rough/masonry opening.

18) Provide and install new interior, six panel, bi-parting, telescopic aluminum door and frame unit with fixed sidelights to fit into existing rough opening.

19) See attached product specification for full description of telescopic door systems.

20) Provide all necessary electrical work to complete installation.
21) Test and adjust doors for smooth operation. Coordinate locking hardware with Owner’s existing key system to assure compatibility and proper keying of new locking cylinders.

22) Patch and repair all wall surfaces and finish paint remainder of wall to the nearest corner.