



INVITATION TO BID

Project: **Daycare Renovation**
Owner: **Ti-Alliance**
PO Box 247
Ticonderoga, NY 12883

Ti-Alliance will receive Bids until **5:00 pm, March 22, 2024**. Bids may be submitted as follows:

- Electronically: Donna Wotton, donna@ticonderoga-alliance.org
- Hand delivered: Donna Wotton, Ti-Alliance, 174 Lake George Avenue, Suite A, Ticonderoga, NY 12883
- By mail: Donna Wotton, Ti-Alliance, PO Box 247, Ticonderoga, NY 12883

Bids will be opened and read privately; bidders may not be present. Bids not received by the indicated time will not be opened.

The project will be bid and awarded as one (1) Prime Contract for General Construction.

The project generally includes minor renovations within (5) classrooms, including casework modifications, miscellaneous plumbing, min-split heat pumps, and associated electrical work. The project also includes construction of a new playground area with site grading, fencing and walkways.

Ti-Alliance requires the project to be substantially completed on or before **June 1, 2024**, and final completion on or before **June 30, 2024**.

A Pre-Bid walkthrough has been scheduled for **March 8, 2024, at 10:00 am**, at the project site located at 64 Amherst Avenue, Ticonderoga, NY 12883. Additional walkthrough appointments are available upon request by contacting Donna Wotton at donna@ticonderoga-alliance.org.

Bidding Documents may be obtained from the architect/engineer's website www.aesnorttheast.com.

Bids shall be submitted on the provided form in accordance with the Instructions to Bidders. Each Bid must be accompanied by a security deposit in the amount of 5% of the Bid and subject to the conditions provided in the Instruction to Bidders.

The successful Bidder shall be required to furnish a 100% Performance Bond, a 100% Payment Bond, and Certificate of Insurance subject to the conditions provided in the Instructions to Bidders.

Contractor's bids are irrevocable for a period of 45 days after submission.

Ti-Alliance is tax exempt.

Ti-Alliance reserves the right to accept or reject any or all Bids.

END OF DOCUMENT



INSTRUCTIONS TO BIDDERS

1.1 SUMMARY

- A. Document Includes:
 - 1. Bid Submission.
 - 2. Bid Opening.
 - 3. Intent.
 - 4. Work Identified in Contract Documents.
 - 5. Contract Time.
 - 6. Availability of Documents.
 - 7. Inquiries and Addenda.
 - 8. Site Examination.
 - 9. Subcontractors.
 - 10. Bid Ineligibility.
 - 11. Bid Form Requirements.
 - 12. Fees for Changes in the Work.
 - 13. Duration of Offer.
 - 14. Acceptance of Offer.
 - 15. Wage Rate Requirements.
 - 16. Performance and Payment Bond Requirements.
 - 17. Insurance Requirements.

1.2 BID SUBMISSION

- A. Bids will be received by Ticonderoga Revitalization Alliance until **5:00 pm, March 22, 2024.**
- B. Bids submitted after the above time will not be opened.
- C. Amendments to submitted Bids will be permitted when received in writing within 72 hours of Bid closing and when endorsed by the same party or parties who signed the Bid.
- D. Bidders may withdraw their Bid by written request before March 22, 2024 at 5:00 pm.

1.3 BID OPENING

- A. Bids will be opened and read privately; bidders may not be present.

1.4 INTENT

- A. The intent of this Bid request is to obtain an offer to perform the following work: Minor renovations within (5) classrooms, including casework modifications, miscellaneous plumbing, mini-split heat pumps, and associated electrical and plumbing work. The project also includes construction of a new playground area with site grading, fencing and walkways.



1.5 WORK IDENTIFIED IN CONTRACT DOCUMENTS

- A. Location: 64 Amherst Avenue, Ticonderoga, NY 12883.

1.6 CONTRACT TIME

- A. Complete the Work on or before **June30, 2024**. Bidder, in submitting an offer, accepts Contract Time period stated for performing the Work.

1.7 AVAILABILITY OF DOCUMENTS

- A. Bidding Documents may be obtained from the architect/engineer's website www.aesnortheast.com.

1.8 INQUIRIES AND ADDENDA

- A. Direct questions in writing to the Ticonderoga Revitalization Alliance by email to Donna Wotton at donna@ticonderoga-alliance.org.
- B. Verbal answers are not binding on any party.
- C. Submit questions not less than 10 calendar days before date set for receipt of Bids. Replies will be made by Addenda, which may be issued during Bidding period. Addenda will be sent to known Bidders and all who are known to have received a complete set of Bidding Documents. Addenda become part of Contract Documents. Include resultant costs in the Bid Sum. Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

1.9 SITE EXAMINATION

- A. A Pre-Bid walkthrough has been scheduled for **March 8, 2024, at 10:00 am**, at the project site located at 64 Amherst Avenue, Ticonderoga, NY 12883.

1.10 SUBCONTRACTORS

- A. Ti-Alliance reserves the right to reject a proposed Subcontractor for reasonable cause.
- B. This project is partially funded by federal funds. As such priority *may* be given to bids that include minority, veteran, and woman-owned businesses.

1.11 BID INELIGIBILITY

- A. Bids that are unsigned, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may be declared unacceptable at Ti-Alliance's discretion.
- B. Bid Forms and enclosures that are improperly prepared may be declared unacceptable at Ti-Alliance's discretion.



1.12 BID FORM REQUIREMENTS

- A. Complete requested information on the Bid Form provided.
- B. Provide the following documents with your Bid:
 - 1. 5% Bid Bond
 - 2. Non-Collusion Bidding Certification
 - 3. Resolution
 - 4. Bid Form Supplements – Exhibit A – Cost Breakdown

1.13 FEES FOR CHANGES IN THE WORK

- A. Include in the Bid Form the overhead and profit fees on Bidder's own Work and Work by Subcontractors, applicable for changes in the Work, whether additions to or deductions from the Work on which the Bid Sum is based.

1.14 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of 45 after Bid closing date.

1.15 ACCEPTANCE OF OFFER

- A. Ti-Alliance reserves the right to waive irregularities and to accept or reject any or all offers.
- B. After acceptance by Ti-Alliance, the Ti-Alliance will issue to the accepted Bidder a written letter of Contract Award.
- C. Notwithstanding delay in the preparation and execution of the Agreement, accepted Bidder shall be prepared, upon written Notice to Proceed, to commence work within 30 days following receipt of official written order of Ti-Alliance to proceed, or on date stipulated in such order.
- D. The accepted Bidder shall assist and cooperate with Ti-Alliance to prepare Agreement and shall execute Agreement and return it to Ti-Alliance within 7 days following its presentation. The Ti-Alliance intends to award the contract immediately.

1.16 WAGE RATE REQUIREMENTS

- A. Prevailing wage rates of the State of New York **do not** apply to this contract.

1.17 PERFORMANCE AND PAYMENT BOND REQUIREMENTS

- A. The successful bidder shall be required to furnish a 100% Performance Bond and a 100% Payment Bond.



1.18 INSURANCE REQUIREMENTS

- A. The successful bidder shall be required to furnish the following insurance coverage:
1. \$1 Million Commercial General Liability;
 2. \$ 1Million Umbrella Liability; and
 3. Workman's Compensation coverage

END OF DOCUMENT



BID FORM - STIPULATED SUM

To: Ti-Alliance
Project: Daycare Renovation
Date: _____
Submitted by: _____
(Name of Firm)
Address: _____

1.1 OFFER

Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work as follows:

BASE BID:

_____dollars

(\$ _____), in lawful money of the United States of America.

All applicable federal taxes and State of New York taxes are included in the Bid Sum.

1.2 ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for 45 days from the bid closing date.

If this bid is accepted by the Owner within the time period stated above, we will:

- Execute the Agreement within 15 days of receipt of Notice to Proceed.
- Furnish the required bonds and certificates of insurance within 7 days of receipt of Notice to Proceed.
- Commence work after written Notice to Proceed.

If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required bonds, the security deposit shall be forfeited as damages to the Owner by reason of our failure.

In the event our bid is not accepted within the time stated above, the required security deposit will be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.



1.3 CONTRACT TIME

If this Bid is accepted, we will substantially complete the Work on or before **June 1, 2024**, and final completion of the Work by **June 30, 2024**. Bidder, in submitting an offer, accepts Contract Time period stated for performing the Work.

1.4 ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum # _____ Dated _____
Addendum # _____ Dated _____
Addendum # _____ Dated _____

1.5 APPENDICES

The following documents are attached to and made a condition of the Bid:

- 5% Bid Bond
- Non-Collusion Bidding Certification
- Resolution
- Bid Form Supplements – Exhibit A – Cost Breakdown

BID FORM SIGNATURES

By: (Signature)

Name and Title of Authorized Signing Officer

Telephone Number

E-Mail Address

Employer Identification No. (EIN)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF DOCUMENT



BID FORM SUPPLEMENTS

To: Ti-Alliance

Project: Daycare Renovation

Date: _____

Submitted by: _____
(Name of Firm)

Address: _____

In accordance with the Bid Form, we include the supplements to Bid Form listed below. The information provided shall be considered an integral part of the Bid Form.

The following Appendices are attached to this document:

Exhibit A - Cost Breakdown

BID FORM SUPPLEMENTS SIGNATURES

By: (Signature)

Name and Title of Authorized Signing Officer



EXHIBIT A

COST BREAKDOWN

The following is a Cost Breakdown referenced in the Bid and which is an integral part of the Bid Form.

1.	General Construction (A and S Drawings)	\$ _____
2.	HVAC	\$ _____
3.	Electrical	\$ _____
4.	Plumbing	\$ _____
4.	Walkways & Playground Fencing	\$ _____
5.	Grading & Playground Construction	\$ _____
	TOTAL BID	\$ _____

END OF SECTION

NON-COLLUSION BIDDING CERTIFICATION

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 with any other competitor; and
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 the opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made by the bidder or will be made to induce any other persons, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

SIGNATURE

BY: NAME AND TITLE

NAME OF FIRM/CO./CORP.

TELEPHONE NO.

STREET ADDRESS

CITY/STATE/ZIP CODE

DATE

RESOLUTION
FOR CORPORATE BIDDERS

Resolved that _____
be (Individual) authorized to sign and submit the bid or proposal of this corporation for the
following project _____
and to include in such bid or proposal the certificate as to 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 _____
Corporation at a meeting of its Board of Directors held on the _____ day of _____
_____, 20__ and is still in force and effect on this _____ day of _____, 20__.

By:

RESOLUTION
FOR LLC BIDDERS

Resolved that _____
be (Individual) authorized to sign and submit the bid or proposal of this LLC for the following
project _____
and to include in such bid or proposal the certificate as to non- collusion required by Section 103-
D of the General Municipal Law as the act and deed of such LLC and for any inaccuracies or
misstatements in such certificate this bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by _____
LLC at a meeting of its Members held on the _____ day of _____, 20____, and is
still in force and effect on this ____ day of _____, 20__.

Secretary