

BID PROPOSAL  
**OSSINING PUBLIC LIBRARY – BOILER PLANT AND HVAC UPGRADES  
OSSINING, NEW YORK**

**TO:**  
The Library Board  
Ossining Public Library  
53 Croton Ave  
Ossining, NY 10662  
Attn: Karen LaRocca-Fels  
Library Director

**Bid Submitted By:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone No.)

\_\_\_\_\_  
(Federal ID Number)

1. I/We do hereby declare that I/we have carefully examined the Instructions to Bidders, the Plans, Profiles and other drawings and the Specifications relating to the above entitled matter and the work, and have also examined the site.
2. I/We do hereby offer and agree to furnish all materials, to fully and faithfully construct, perform and execute all work in the above titled matter in accordance with the Plans, Drawings, and Specifications relating thereto, and to furnish all labor, tools, implements, models, forms, transportation and materials necessary and proper for the purpose for the price/prices as given on the bid forms.
3. I/We do hereby declare that the prices so stated cover all expenses of every kind incidental to the completion of said work, and the contract therefore, including all claims that may arise through damages or any other cause whatsoever.
4. 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 Plans and Specifications therefore within fifteen (15) business days after the award of the contract, and if I/we fail to execute said contract within said period of time, that the Library Board shall have the power to rescind said award and also that the said Board shall retain the proceeds of the certified check, or require the payment of the sum of the bid bond. The Contract execution will serve as the official notification to commence work.
5. I/We do also declare and agree I/we will commence the work within five (5) days after the contract execution and will complete the work fully and in every respect on or before the time specified in said contract and do authorize the said Board, in case of failure to complete the work within such specified time, to employ such men, equipment and materials as may be necessary for the proper completion of said work and to deduct the cost thereof from the amount due under the contract. I/we further agree that the Owner may deduct for liquidated damages the sums set forth in the General Conditions if I/we fail to complete the work within the time limits specified.
6. I/We hereby affirm that 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 the penalty of perjury, that to the best of knowledge and belief;

- (a) 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; and
  - (b) 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
  - (c) 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; and
  - (d) No member of the Library Board or any officer or employee of the Owner, shall be or become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise, in this bid, or in the performance of the Contract, or in the supplies, materials or equipment and work or labor to which it relates, or in any portion of the profits thereof.
7. I/We hereby further agree that this proposal is a firm bid and shall remain in effect for a period of at least sixty (60) calendar days from the date of the opening bids, and that within said period of sixty (60) days, the Library Board will accept or reject this proposal, or this time period may be extended by mutual agreement.
8. I/We do hereby declare that, if this is a corporate bid, I have been duly authorized to act as the signator on this proposal in behalf of this corporation.
9. I/We hereby affirm that I/we will adhere to the requirements of the attached "Affirmative Action Certification."
10. I/We hereby affirm, under penalty of perjury, the truth of all statements in this proposal.
11. I/We will accept, in full payment for the completed work, the following unit prices as my/our base bid.
12. I/We hereby agree that I/we shall make no claim on account of any variation of the approximate estimate in the quantities of work to be done, whether the actual quantities are greater, smaller or completely deleted. A change in the quantity of any item shall not be regarded as sufficient grounds for a change in unit price of that item.

**CERTIFICATIONS AND BASE BID**

Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by the Engineer and, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

1. \_\_\_\_\_ Dollars  
 (\$\_\_\_\_\_).

\_\_\_\_\_  
 Amount in Words

Cost Breakdown: Proposals shall be delineated as follows.

a. General Conditions, Overhead and Profit	\$
b. Division 1 – General Requirements	\$
c. Division 3 – Concrete Work	\$
d. Divisions 6,7,9 – General Interior Construction	\$
e. Division 22 – Plumbing Work	\$
f. Division 23 – Mechanical Work	\$
g. Division 23 – DDC Controls Work	\$
h. Division 26, 28 – Electrical Work	\$
<b>TOTAL BID</b>	<b>\$</b>

\_\_\_\_\_  
 (Legal Name of Bidder)

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

\_\_\_\_\_  
 (Authorized Signature)

\_\_\_\_\_  
 \_\_\_\_\_

**Corporate Seal (if incorporated)**

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Bidder acknowledges receipt of Addenda as follows:

_____	_____ (Signature)
_____	_____ (Signature)
_____	_____ (Signature)

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**STATEMENT OF QUALIFICATIONS**

The following is a list of places where we have performed work of similar character and magnitude, together with references:

LOCATION	DESCRIPTION OF WORK	APPROXIMATE COST	NAME & PHONE OF ENGINEER/OWNER

The full name and places of residence of all persons and parties interested as principals in the foregoing proposal are as follows:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**AFFIRMATIVE ACTION CERTIFICATION**

A bidder will not be eligible for award of a contract under this Invitation for Bids unless such a bidder has submitted as part of its bid the following certification, which will be deemed a part of the resulting contract:

**BIDDERS' CERTIFICATION**

\_\_\_\_\_ certifies that:  
(Bidder)

1. They intend to use the following listed construction trades in the work under the contract\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ; and

2. a. As to those trades set forth in the preceding paragraph one hereof for which it is eligible under Part 1 of these Bid Conditions for participation in the Westchester County Plan, it will comply with the Westchester County area within the scope of coverage of the Plan, those trades being:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ and/or

b. as those trades for which it is required by these Bid Conditions to comply with Part II of these Bid Conditions, it adopts, the minimum minority manpower utilization goals and the specific affirmative actions steps contained in said Part II, for all construction work (both state and non-state) in the Westchester County area subject to these Bid conditions, those trades being:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ and/or

3. They will obtain from each of their subcontractors and submit to the contracting or administering agency prior to the award of any subcontract under this contract the subcontractor certification required by these Bid Conditions.

**NON-COLLUSIVE BIDDING CERTIFICATION**

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

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 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.

I hereby affirm under the penalties of perjury that the foregoing statement is true.

\_\_\_\_\_  
Company

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

**INDIVIDUAL ACKNOWLEDGMENT**

STATE OF NEW YORK            )  
  ) SS:  
COUNTY OF WESTCHESTER )

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year 20 \_\_\_\_, before  
me personally came \_\_\_\_\_ to be  
known and known to me to be the person described in and who executed the foregoing instrument,  
and he acknowledged to me that he executed the same.

Notary Public \_\_\_\_\_

**PARTNERSHIP ACKNOWLEDGMENT**

STATE OF NEW YORK            )  
  ) SS:  
COUNTY OF WESTCHESTER )

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year 20 \_\_\_\_, before  
me personally came \_\_\_\_\_,  
a member of the co-partnership of \_\_\_\_\_,  
to me known and known to me to be the person described in and who executed the foregoing  
instrument, and he acknowledged to me that he executed the same as and for the act and deed of  
the said co-partnership.

Notary Public \_\_\_\_\_

**CORPORATION ACKNOWLEDGMENT**

STATE OF NEW YORK            )  
  ) SS:  
COUNTY OF WESTCHESTER )

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year 20 \_\_\_\_, before  
me personally came \_\_\_\_\_ to me known, who, being by me  
duly sworn, did depose and say that he resides in/at \_\_\_\_\_

\_\_\_\_\_

that he is the \_\_\_\_\_ of the \_\_\_\_\_  
the corporation described in and which executed the foregoing instrument, that he knows the  
corporate seal of the said corporation, that the seal affixed to the said instrument is such corporate  
seal; and that it was so affixed by order of the Board of Directors of the said corporation, and that he  
signed his name thereto by like order.

Notary Public \_\_\_\_\_