



Village of Schuylerville, 35 Spring Street, Schuylerville, NY 12871

Request for Bids

Curb Installation Services

I. Background Information

Situated along the Hudson River approximately 35 miles from Albany, the Village of Schuylerville is a desirable residential community for families and individuals working in the Capital District and surrounding areas. An excellent school system and new businesses contribute to the overall quality of life in the village.

The Village is seeking estimates for curb installation in spring or summer 2024. The construction area is on the east side of Church Street from 31 Church Street (intersection of Ferry Street and Church) to 26 Church Street, a distance of 620 feet. Minority and Women Owned Business Enterprises are encouraged to submit bids.

II. Scope of Work, Specifications and Requirements of Bidders

- A. Installation of “L” curbing on the east side of Church Street from 31 church street (intersection of Ferry Street and Church) to 16 Church Street, a distance of _____ feet.

Proper permitting must be obtained before construction begins.

All work must meet guidelines for municipal curbing.

All materials must be from an approved NYSDOT source. Quantities may vary due to variations in materials. Plant batch tickets shall be provided upon request by the Village Building Inspector. If approved equal mixes are being proposed, prior approval shall be obtained from the Village Building Inspector. Submittals for approved equal mixes shall be provided with test results from at least three (3) previous jobs.

Concrete shall have a minimum compressive strength of 4000 P.S.I. at 28 days and shall conform to the NYSDOT 2002 Specifications as listed in Section 501-2 for Class “A” mix (or approved equal)

All slip-form concrete curbing shall conform to the requirements for a Class J concrete mixture (or approved equal)

The ADA toolkit is available at the following link:

<https://www.ada.gov/pcatoolkit/chap6toolkit.htm>

Any clarifications, revisions, or modifications thereto shall only be made subject to approval of the Village Building Inspector.



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Under New York State Labor Law, contractors and subcontractors must pay the prevailing rate of wage and supplements (fringe benefits) to all workers under a public work contract. Employers must pay the prevailing wage rate set for the locality where the work is performed. This applies to all laborers, workers or mechanics employed under a public work contract. A Prevailing Wage Schedule for this job is attached to this RFP. Certified Payroll will be collected prior to the disbursement of any funds.

Qualified Service-Disabled Veteran-Owned SDVOB) and Minority/Woman Owned Business Enterprises (M/WOB) are encouraged to bid.

See Addendum D for additional specifications drawings.

III. Form of Proposal

Respondents must provide a brief description of the firm, emphasizing areas of expertise or focus of practice. Please include a list of recent projects that emphasize familiarity with municipal sidewalk construction.

Respondents must also describe the type of materials used and the proposed construction process.

Estimates should be broken down into construction, materials costs, and construction supervision/inspection in the attached form “Addendum A: Cost Worksheet.”

IV. Criteria for Bid Award

Bids will be awarded according to the methodology prescribed by Section 103 of the General Municipal Law. Selection of the Contractor will be on a non-discriminatory basis without regard to race, color, national origin, gender, sexual orientation, or age.

Guidelines for Section 103 of General Municipal Law describing the process for municipal procurement can be viewed at:

<https://www.nysenate.gov/legislation/laws/GMU/103>

The selection criteria is as follows:

1. References, past performance, reliability
2. Ability to meet schedule
3. Quality of Work



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4. Cost

V. Anticipated Schedule

Bid Schedule:

Bid Release: Tuesday March 5, 2024

Bids Due: Monday March 26th 2024 at 5 pm

Bid Opening and selection Monday April 1st, 2024, at Schuylerville Village Hall 5:45 pm

Construction Schedule:

To be completed by September 1, 2024

VI. Detailed Requirements / Specifications

To facilitate the comparison of Bids for the financial component of the overall scoring, fees and expenses must be presented on the enclosed Cost Worksheet (attached Addendum A) and sealed separately for subsequent review. Bids that do not include a fully completed Cost Worksheet, or that alter the form, may be disqualified.

Bids shall remain in effect for a minimum of 90 days following the proposal due date.

The Village reserves the right to:

- reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award;
- request clarification of bid details following submission of bids;
- select all or part of the bid
- withdraw this Request for Bids without awarding a contract.

VII. Submission Requirements

Bids should be sent to:

Mayor Daniel P. Carpenter



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Village of Schuylerville

Mailing Address (USPS) (FedEx and UPS) and Physical Address

35 Spring Street, Schuylerville, NY 12871

OR

By email to office@villageofschuylerville.org

All questions concerning this solicitation must be sent to Rob Decker at robdecker@villageofschuylerville.org

Bids (three copies) must be in a sealed envelope marked: "Curb Installation Project" and received no later than Monday March 26th at 5pm.

Additional Requirements

- A. Non-Collusive Bidding: All bids must be accompanied by the attached Non-Collusive Bidding Certification (Addendum B, Attached).
- B. Procurement Lobbying Law: All bids must be accompanied by the attached Affirmation of Understanding and Agreement (Addendum C, attached)
- C. Equal Employment Opportunity Policy (EEO): All responses must include a statement that the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability, or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force if awarded all or part of this contract.
- D. Insurance: Contractor shall maintain and provide the following insurance: Commercial General Liability insurance of \$1 million per occurrence and \$2 million in the aggregate; Commercial Automobile Liability with a limit of \$1 million for both bodily injury and property damage, and evidence of Workers Compensation/Employers' Liability insurance providing statutory NYS coverage. Policies must add the Village of Schuylerville, State of New York, and Village of Schuylerville DPW as additionally insured.
- E. Prevailing Wage: This project is subject to Article 8 of the New York State Labor Law and the Prevailing Wage Rates are applicable. Certified Payroll will be collected.



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- F. Minority and Woman Owned Business Utilization: The Village Board will utilize the best value methodology, which includes consideration of small, minority, and woman owned businesses. NYS Certified Minority and Woman Owned Business Enterprises are encouraged to respond.



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Addendum A: Cost Worksheet

Scope of Services	Description	Cost
Curb Construction	Construction	
	Material Cost	
	Construction Supervision/Inspection	

Note To Bidder:

Is this cost worksheet completed strictly in accordance with the specifications as noted herein?

_____ Yes _____ No

If "No" attach a letter explaining in detail the deviation.

Sign the Bid:

By signing this bid you indicate your express authority to sign on behalf of yourself, your company or other entity and fully acknowledge acceptance of this Bid Proposal.

Signature _____

Company/Firm Name _____

Date _____



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Addendum B: Non-Collusive Bidding Certification

The following website has all information regarding New York State's Guidelines and Frequently Asked Questions on Procurement Lobbying Law:

<https://www3.ogs.state.ny.us/legal/lobbyinglawfaq/default.asp>

All Bidders must sign the Non-Collusive Bidding Certification:

Non-Collusive Bidding Certification Required by Section 2878 of the Public Authorities Law

By submission of this bid, bidder and each person signing on behalf of bidder certifies, and in the case of joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

[1] The prices in this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes 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.

A BID SHALL NOT BE CONSIDERED FOR AWARD NOR SHALL ANY AWARD BE MADE WHERE [1], [2], [3] ABOVE HAVE NOT BEEN COMPLIED WITH; PROVIDED HOWEVER, THAT IF IN ANY CASE THE BIDDER(S) CANNOT MAKE THE FORGOING CERTIFICATION, THE BIDDER SHALL SO STATE AND SHALL FURNISH BELOW A SIGNED STATEMENT WHICH SETS FORTH IN DETAIL THE REASONS THEREFORE:

[AFFIX ADDENDUM TO THIS PAGE IF SPACE IS REQUIRED FOR STATEMENT]



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Subscribed to under penalty of perjury under the laws of the State of New York, this _____ day of _____, 23__ as the act and deed of said corporation of partnership:

IF BIDDER(S) (ARE) A PARTNERSHIP, COMPLETE THE FOLLOWING:

NAMES OF PARTNERS OR PRINCIPALS LEGAL RESIDENCE

_____	_____
_____	_____
_____	_____

IF BIDDER(S) (ARE) A CORPORATION, COMPLETE THE FOLLOWING:

NAMES LEGAL RESIDENCE

_____	_____
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President

_____	_____
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Secretary

_____	_____
-------	-------

Treasurer

_____	_____
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President

_____	_____
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Secretary

_____	_____
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Treasurer



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Identifying Data:

Potential Consultant: _____

Street Address: _____

City, Town, etc. _____

Telephone: _____ **Title:** _____

If applicable, Responsible Corporate Officer Name

Title

Signature

Joint or combined bids by companies or firms must be certified on behalf of each participant:

Legal name of person, firm or corporation Legal name of person, firm or corporation

By _____ By _____

(Name)

(Name)

Title

Title

Street Address

Street Address

City and State

City and State



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Addendum C: Procurement Lobbying Law, Affirmation of Understanding and Agreement

The following website has all information regarding New York State's Guidelines and Frequently Asked Questions on Procurement Lobbying Law:

<https://www3.ogs.state.ny.us/legal/lobbyinglawfaq/default.asp>

All bidders must sign the following certification:

AFFIRMATION OF UNDERSTANDING AND AGREEMENT

[Pursuant to State Finance Law (SFL) §139-j (3) and §139-j (6) (b) and Procurement and Contract Guidelines ("Guidelines")

The proposer affirms that it understands and agrees to comply with the procedures of the state relative to permissible Lobbying Contacts as required by SFL §139-j (3) and §139-j (6) (b).

By: _____ Date: _____

Signature of Authorized Individual the Proposer

Name: _____

Name of Authorized Individual for Proposer (please print name)

Title: _____

Title of Authorized Individual for Proposer (please print)

Contractor or Vendor Name: _____

Contractor or Vendor Address: _____



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