

# PROPOSAL SUMMARY FORM

Name of Firm: \_\_\_\_\_

| PROJECT   | TOTAL PROPOSED COST              |
|---|----------------------------------|
| <b>GRAND AVENUE PHASE<br/>6 RECONSTRUCTION-<br/>HARRISON STREET TO<br/>BALDWIN STREET-<br/>JOHNSON CITY, NY 13790<br/>BID TOTAL</b> | \$ _____<br>(written in words)   |
|   | \$ _____<br>(written in figures) |

The Undersigned, having carefully examined the existing conditions of the Project Area affecting the cost of the work, and with the Contract Documents, hereby proposes to furnish all supervision, technical personnel, labor, materials, machines, tools, equipment, and services and to perform and complete the specific work in strict accordance with the plans and specifications.

In submitting this Bid, the Bidder understands that the right is reserved by the town to reject any and all Bids. If written notice of the acceptance of this Bid is mailed or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before the Bid is withdrawn, the undersigned agrees to execute and deliver an Agreement within five (5) days after the agreement is presented to him for signature.

The substantial completion date for this project will be **July 16<sup>th</sup>, 2023**. The final completion date for this project will be **July 25<sup>th</sup>, 2023**.

Signature of Bidder \_\_\_\_\_

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



## ITEMIZED PROPOSAL

Note: All Unit Prices and Totals Must be Written or Typed in Black Ink

Grand Avenue Reconstruction Phase 6 - Harrison Street to Baldwin Street - CDBG FFY 2022

| ITEM NO.     | BASE BID DESCRIPTION   | QTY   | UNITS       | UNIT PRICE | TOTAL |
|--------------|--|-------|-------------|------------|-------|
| 26.1         | SANITARY SEWER CLEANOUTS   | 12    | Each        |            |       |
| 26.2         | SANITARY SEWER LATERALS  | 260   | Feet        |            |       |
| 27.1         | POLYVINYL CHLORIDE SANITARY SEWER (8 INCH)                                       | 340   | Feet        |            |       |
| 27.2         | SANITARY SEWER COMPRESSION COUPLING (8 INCH)                                     | 2     | Each        |            |       |
| 203.02       | UNCLASSIFIED EXCAVATION AND DISPOSAL   | 1000  | Cubic Yard  |            |       |
| 203.06       | SELECT FILL  | 960   | Cubic Yard  |            |       |
| 206.01       | STRUCTURE EXCAVATION   | 20    | Cubic Yard  |            |       |
| 206.0201     | TRENCH AND CULVERT EXCAVATION  | 1030  | Cubic Yard  |            |       |
| 207.20       | GEOTEXTILE BEDDING   | 1550  | Square Yard |            |       |
| 304.14       | SUBBASE COURSE, TYPE 4   | 630   | Cubic Yards |            |       |
| 402.098204   | 9.5 F2 TOP COURSE HMA, 80 SERIES COMPACTION                                      | 150   | Ton         |            |       |
| 402.198904   | 19 F9 BINDER COURSE HMA SERIES 80 COMPACTION                                     | 240   | Ton         |            |       |
| 407.0103     | STRAIGHT TACK COAT   | 65    | Gallon      |            |       |
| 418.7603     | ASPHALT PAVEMENT JOINT ADHESIVE  | 1450  | Feet        |            |       |
| 520.0900001  | SAW CUTTING ASPHALT CONCRETE   | 135   | Feet        |            |       |
| 552.17       | SHIELDS AND SHORING  | 16000 | Squre Foot  |            |       |
| 608.0101     | CONCRETE SIDEWALKS AND DRIVEWAYS   | 80    | Cubic Yard  |            |       |
| 608.21       | EMBEDDED DETECTABLE WARNING UNITS  | 10    | Square Yard |            |       |
| 609.04       | CAST-IN-PLACE CONCRETE CURB (AS DETAILED)  | 680   | Feet        |            |       |
| 610.1403     | TOPSOIL- LAWNS   | 14    | Cubic Yard  |            |       |
| 610.15       | PREPARATION OF SUBSOIL FOR TURF ESTABLISHMENT                                    | 70    | Square Yard |            |       |
| 610.1602     | TURF ESTABLISHMENT- LAWNS  | 70    | Square Yard |            |       |
| 614.060204   | TREE REMOVAL OVER 6 INCHES TO 12 INCHES DIAMETER BRESTHEIGHT - STUMPS GRUBBED    | 1     | Each        |            |       |
| 619.01       | BASIC WORK ZONE TRAFFIC CONTROL  | 1     | Lump Sum    |            |       |
| 619.0101     | BASIC WORK ZONE TRAFFIC CONTROL (DAILY OPERATIONS)                               | 1     | Lump Sum    |            |       |
| 620.0802     | BEDDING MATERIAL, TYPE 2   | 135   | Cubic Yard  |            |       |
| 625.01       | SURVEY OPERATIONS  | 1     | Lump Sum    |            |       |
| 647.41       | REMOVE AND STORE SIGN PANEL, SIGN PANEL ASSEMBLY - SIZE I (UNDER 30 SQUARE FEET) | 13    | Each        |            |       |
| 655.05020010 | FRAMES AND COVERS FOR SANITARY SEWER MANHOLES                                    | 1     | Each        |            |       |
| 655.1003     | WELDED FRAME AND GRATE   | 2     | Each        |            |       |
| 655.16000011 | REMOVE AND DISPOSE OF FRAME AND GRATES   | 3     | Each        |            |       |
| 663.0408     | PLASTIC WATER PIPE (8 INCH)  | 140   | Feet        |            |       |
| 663.0412     | PLASTIC WATER PIPE (12 INCH)   | 340   | Feet        |            |       |
| 663.0603     | 3/4" COPPER WATER SERVICE  | 160   | Feet        |            |       |
| 663.1008     | VALVE AND VALVE BOX (8 INCH)   | 3     | Each        |            |       |
| 663.1012     | VALVE AND VALVE BOX (12 INCH)  | 3     | Each        |            |       |
| 663.1301     | HYDRANT ASSEMBLY   | 1     | Each        |            |       |
| 663.2001     | IRON WATER MAIN FITTINGS 3" - 8"   | 500   | Lbs.        |            |       |
| 663.2002     | IRON WATER MAIN FITTINGS 10" - 16"   | 1020  | Lbs.        |            |       |
| 663.40       | DISCONNECT AND CAP EXISTING WATER MAIN   | 2     | Each        |            |       |
| 663.4106     | REMOVE AND DISPOSE OF EXISTING WATER MAIN (6 INCH)                               | 10    | Feet        |            |       |
| 663.42       | REMOVE AND DISPOSE OF EXISTING WATER VALVE & VALVE BOX                           | 5     | Each        |            |       |
| 663.43       | REMOVE AND DISPOSE OF EXISTING HYDRANT   | 1     | Each        |            |       |



## ITEMIZED PROPOSAL

Note: All Unit Prices and Totals Must be Written or Typed in Black Ink

Grand Avenue Reconstruction Phase 6 - Harrison Street to Baldwin Street - CDBG FFY 2022

| ITEM NO.            | BASE BID DESCRIPTION                                 | QTY  | UNITS       | UNIT PRICE | TOTAL |
|---------------------|--|------|-------------|------------|-------|
| 664.40480006        | PRECAST SANITARY SEWER MANHOLE (48 INCH DIA.)        | 8    | Linear Feet |            |       |
| 680.520203          | CONDUIT, 1 NPS FLEXIBLE LIQUID TIGHT STEEL           | 50   | Linear Feet |            |       |
| 680.54              | INDUCTANCE LOOP INSTALLATION                         | 700  | Linear Feet |            |       |
| 680.72              | INDUCTANCE LOOP WIRE                                 | 1900 | Linear Feet |            |       |
| 685.01              | WHITE EPOXY REFLECTORIZED PAVEMENT STRIPES, 15 MILS  | 1200 | Linear Feet |            |       |
| 685.02              | YELLOW EPOXY REFLECTORIZED PAVEMENT STRIPES, 15 MILS | 340  | Linear Feet |            |       |
| 685.04              | WHITE EPOXY REFLECTORIZED PAVEMENT SYMBOLS, 15 MILS  | 4    | Each        |            |       |
| 699.040001          | MOBILIZATION   | 1    | Lump Sum    |            |       |
| <b>GRAND TOTAL:</b> |  |      |             |            |       |



## NON-COLLUSIVE CERTIFICATION

In accordance with Section 103-d of the New York State General Municipal Law, by submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in any 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:

a. The prices in this bid have been arrived at independently, without collusion, consultation, communication or agreement for the purpose of restricting competition to any matter relating to such prices with any other bidder or with any competitor:

b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the other bidder, and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, or any other bidder or to any other 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 a bid for the purpose of restricting competition.

Name of Firm: \_\_\_\_\_

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

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

# **INSTRUCTIONS TO BIDDERS**

## **1. USE OF SEPARATE BID FORMS**

These Contract Documents include a complete set of bidding and Contract forms which are for the convenience of Bidders and are not to be detached from the Contract Documents or filled out, or executed. Separate copies of Bid forms are furnished for that purpose.

## **2. STATEMENT OF WORK**

The Contractor shall furnish all supervision, labor, materials, machinery, tools, equipment, and services and complete work in an efficient and workmanlike manner.

## **3. INTERPRETATIONS OR ADDENDA**

No oral interpretation will be made to any Bidder as to the meaning of the Contract Documents or any part thereof. Every request for such an interpretation shall be made in writing to the Owner. Any inquiry received prior to the date fixed for the opening of Bids will be given consideration. Every interpretation made to a Bidder will be in the form of an Addendum to the Contract Documents and when issued will be mailed to each person holding Contract Documents, but it shall be the Bidder's responsibility to make inquiry as to the Addenda issued. All such Addenda shall become part of the Contract Documents and all Bidders shall be bound by such Addenda, whether or not received by the Bidders.

Each bidder must inform himself fully of the conditions relating to the labor under which the work is now being or will be performed. Failure to do so will not relieve a successful Bidder of his obligations to furnish all material and labor necessary to carry out the provisions set forth in his Bid. Insofar as possible, the Contractor in the carrying out of his work, must employ such methods or means as will not cause any interruption or interference with the work of any other Contractor. The Contractor shall schedule his work in cooperation with other Contractors and their schedules so that efficient and coordinated progress of all work occurs.

## **4. INSPECTION OF SITE**

It is understood and agreed that the Contractor has, by careful examination, satisfied himself as to the nature and location of the work, the conformation of the ground, the character, quality and quantity of the materials to be encountered, the character of equipment and facilities needed preliminary to and during the prosecution of the work, the general and local conditions, and all other matters which can in any way affect the work under this Contract, including unfavorable conditions that may be encountered in the work, whether apparent upon surface inspection or disclosed only in the process of progressing the work. The Owner makes no representation as to the soil conditions to be encountered. No verbal agreement or conversation with any officer, agent or employee of the Owner, either before or after the execution of this Contract, shall affect or modify any of the terms or obligations herein contained.



**5. AGREEMENT**

The agreement is only to be signed by the winning bidder. The winning bidder will be notified of the award and will be given a separate copy of the agreement to sign and return. Once returned town officials will inspect and sign the agreement upon which the notice to proceed will be given.

**6. ALTERNATIVE BIDS**

No alternative Bids will be considered unless specifically requested.

**7. BIDS**

a. All bids must be submitted on forms contained herein and shall be subject to all requirements of the Contract Documents including the INSTRUCTIONS TO BIDDERS. All Bids must be regular in every respect and no interlineations, excisions or special conditions shall be made or included in the Proposal Form by the Bidder.

b. Bid Documents including the Bid, the Bid Guaranty (if required), the Non-Collusion Affidavit and the Statement of Bidder's Qualifications (if requested) shall be enclosed in envelopes (outer and inner) both of which shall be sealed and clearly labeled with the project name, name of Bidder, and date and time of bid opening in order to guard against premature opening of the bid.

c. Any Bid on which there is an alteration of or departure from the Bid form hereto attached may be considered irregular and as such may be rejected as informal.

d. If the Contract is awarded it will be awarded to the Bidder on the basis of the Bid most favorable to the Owner. In most cases the Contract shall be awarded based upon the lowest bid. The Contract will require the completion of work according to the Contract Documents.

e. Each Bidder shall include in his Bid, in the appropriate spaces therefore, the estimated cost of performing the work including all items of overhead, and without credit for salvaged materials.

**8. BID GUARANTY**

a. The bid for each project shall be accompanied by a Bid Guaranty which shall not be less than five per cent (5%) of the total estimated cost of the work including all items of overhead. At the option of the Bidder, the guaranty may be a certified check, bank draft, or a Bid bond approved by the Town Clerk. No Bid will be considered unless it is accompanied by the required guaranty. Certified checks or bank drafts must be payable to the order of the Town of Union. Cash deposits will not be accepted. The Bid guaranty shall insure the execution of the Agreement and the furnishing of the surety bond or bonds by the successful Bidder, all as required by the Contract Documents.

b. Revised Bids submitted before the opening of Bids, whether forwarded by overnight or special delivery, if representing an increase in excess of two per cent (2%) of the original Bid, must have the Bid guaranty adjusted accordingly, otherwise the Bid will not be considered.

c. Certified checks or bank drafts, or the amount thereof, and Bid bonds, of unsuccessful Bidders will be returned as soon as practicable after the opening of Bids.

## **9. COLLUSIVE AGREEMENTS**

a. Each bidder submitting a bid for any portion of the work contemplated by the documents on which bidding is based shall execute and attach thereto, an affidavit substantially in the form herein provided, to the effect that he has not colluded with any other person, firm, or corporation in regard to any bid submitted.

b. Before executing any subcontract, the successful bidder shall submit the name of any proposed subcontractor and an affidavit for prior approval.

## **10. STATEMENT OF BIDDER'S QUALIFICATIONS**

Each Bidder shall upon request of the Owner submit on the form furnished for that purpose, a copy of which is included in the Contract Documents, a statement of the Bidder's qualifications, his construction experience, and his organization and equipment available for the work contemplated; and when specifically requested by the Owner, a detailed financial statement. The Owner shall have the right to take such steps as it deems necessary to determine the ability of the Bidder to perform his obligations under the Contract, and the Bidder shall furnish the Owner all such information and data for this purpose as he may request. The right is reserved to reject any Bid where an investigation of the available evidence or information does not satisfy the Owner that the Bidder is qualified to carry out properly the terms of the Contract.

## **11. CORRECTIONS**

Erasures or other changes in the Bid must be explained or noted over the signature of the Bidder.

## **12. TIME FOR RECEIVING BIDS**

a. Bids received prior to the time of opening will be securely kept unopened. The officer whose duty it is to open them will decide when the specified time has arrived, and no Bid received thereafter will be considered; except that when a Bid arrives by mail after the time fixed for opening, but before the reading of other bids is completed, and it is shown to the satisfaction of the Owner that the non-arrival on time was due solely to delay in the mails for which the Bidder was not responsible, such Bid will be received and considered.

b. Bidders are cautioned that, while telegraphic modifications of Bids may be received as provided above, such modifications, if not explicit and if in any sense subject to misinterpretation, shall make the Bid so modified or amended, subject to rejection.

**13. OPENING OF BIDS**

At the time and place fixed for the opening of Bids, the Owner will cause to be opened and publicly read aloud every Bid received within the time set for receiving Bids, irrespective of any irregularities therein. Bidders and other persons properly interested may be present, in person or by representative.

**14. WITHDRAWAL OF BIDS**

Bids may be withdrawn on written or telegraphic request dispatched by the Bidder in time for delivery in the normal course of business prior to the time fixed for opening; provided, that written confirmation or any telegraphic withdrawal over the signature of the Bidder is placed in the mail and postmarked prior to the time set for Bid. The Bid guaranty of any Bidder withdrawing his Bid in accordance with the foregoing conditions will be returned promptly.

**15. AWARD OF CONTRACTS: REJECTION OF BIDS**

a. The Contract will be awarded to the responsible Bidder complying with the conditions of the INVITATION FOR BIDS provided such Bid is reasonable and it is to the best interest of the Owner. The Owner, however, reserves the right to reject any and all Bids and to waive any informality in Bids received whenever such rejection or waiver is in its interest. The Bidder to whom the award is made will be notified at the earliest possible date.

b. The Owner reserves the right to consider unqualified to perform the Contract any Bidder who does not habitually perform with his own forces the major portions of his work.

c. The owner intends to award the contract within 30 days of the bid opening. Bidders have the right to withdraw their bids and receive the full amounts of their bid bonds if the owner does not award the bid within 30 days.

**16. EXECUTION OF AGREEMENT; PERFORMANCE AND PAYMENT BOND**

a. Subsequent to the award within ten days after the prescribed forms are presented for signature, the successful Bidder shall sign, notarize, and return three (3) copies of the Agreement to the Owner.

b. Having satisfied all conditions of award as set forth elsewhere in these documents, the successful Bidder shall, within the period specified in Paragraph "a" above, furnish a surety bond in a penal sum of not less than the amount of estimated cost of the work including all items of overhead, as set out in the accepted proposal as security for the faithful performance of the Contract, and for the payment of all persons, firms, or corporations to whom the Contractor may become legally indebted for labor, materials, tools, equipment, services of any nature, employed

or used by him performing the work. Such bond shall be in the same form as that included in the Contract Documents and shall bear the same date as, or date subsequent to, the date of the Agreement. The current power of attorney for the person who signs for any surety company shall be attached to such bond. This bond shall be signed by a guaranty or surety company approved by the Owner's attorney.

c. The failure of the successful Bidder to execute such Agreement and to supply the required bond or bonds within seven days after the prescribed form are presented for signature, or within such a period as the Owner may grant, based upon reasons, determined sufficient by the Owner, shall constitute a default, and the Owner may either award the Contract to the lowest responsible Bidder or re-advertise for Bids, and may charge against the Bidder the difference between the amount for which a Contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the Bid Bond. If a favorable Bid is received by re-advertising, the defaulting Bidder shall have no claim for a refund.

## **17. WAGES AND SALARIES**

a. Attention of Bidders is particularly called to the requirements concerning the payment of not less than the prevailing wage and salary rates specified in the Contract Documents and the condition of employment with respect to certain categories and classifications of employees.

b. The rates of pay set forth under New York State Prevailing Wage are the minimum to be paid during the life of the Contract. It is, therefore, the responsibility of Bidders to inform themselves as to the local labor conditions such as the length of the work day and work week, overtime compensation, health and welfare contributions, labor supply and prospective changes or adjustment of rates.

## **18. SEXUAL HARASSMENT**

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 the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all its employees. Such policy shall, at minimum, meet the requirements of section two hundred one-g of the labor law.

## **19. EXEMPTIONS FROM SALES AND USE TAXES**

The Municipality is exempt from paying State or local sales taxes on any materials, which it purchases. In computing their bids, Bidders shall not include the sales and compensating use taxes of the State of New York or County in the State of New York for any supplies or materials to be used by the Contractor for and on behalf of the Owner which are exempt from such taxes.

## **20. EQUAL EMPLOYMENT OPPORTUNITY**

a. Attention of Bidders is particularly called to the requirement for ensuring that employees and applicants for employment are not discriminated against because of their race, creed, color, or natural origin.

b. Special attention is directed to the Affirmative Action requirements presented in this Contract, which shall apply, to the Contractor and any Subcontractor under the terms of this Contract. The Contractor will be required to make a good faith effort in awarding work to minority-owned and women owned business enterprises.

## **21. APPROXIMATE ESTIMATE OF QUANTITIES**

The approximate estimates will be used as a basis in determining the lowest Bidder. They are based upon an approximate estimate of the quantities of work to be performed, stated with as much accuracy as is possible in advance and must be understood as being approximate only; and the Contractor must not, at any time, after the execution of this Contract, dispute the accuracy of the estimate, or make any claims whatever against the Owner, its agents, or representatives based upon their alleged accuracy, or claim any misunderstanding in regard to the nature of the conditions, or the amount of work to be done, or the quantities of materials to be furnished under this Contract.

## **22. PREPARATION OF PROPOSAL**

The Bidder shall state in the space allotted for the same on the proposal the gross sum in the manner hereafter described for which he proposes to furnish all material, labor and plant necessary for the completion of the work set forth in the drawings and specifications, together with a unit price for each of the separate items as called for.

Such gross sum shall be the sum of the products obtained by multiplying the quantities shown in the approximate estimates by the respective unit prices bid.

The unit prices and gross sum bid shall be indicated in words and by figures. In the case that the words and figures do not agree, the written words shall govern and the figures shall be disregarded.

The Bidder shall note that this proposal includes a "Non-collusive Bidding Certificate". This form must be properly filled out and submitted with the sealed bid. No proposal will be considered unless accompanied by this certificate.

## **23. FEDERAL REQUIREMENTS**

The Bidder shall also complete the following federal requirements as part of the Bidding Documents:

1. Certification of Lobbying
2. Certification of Non-Debarment
3. Fair Trade Certification
4. Prevailing Wage Certification
5. Contracting Opportunities for Minority and Women Owned Businesses
6. Section 3 Compliance
7. Affirmative Action Plan
8. OSHA Requirements
9. W-9 Request for Taxpayer Identification Number and Certification
10. MWBE Form

24. **OTHER REQUIREMENTS**

**MANDATORY LAW CHANGE (Senate Bill S.6756 and Assembly Bill 9985)**

On November 5, 2018, New York State Governor Andrew Cuomo signed Senate Bill S.6756 and Assembly Bill 9985 into Law with the intent to greatly reduce the number of excavation related accidents thereby providing greater public safety and protection. The amendment to NYS Code Rule 753 will require any municipality or operator that engages in excavation work to require its excavators to complete a training and education program from their local One Call Notification Center.

Excavators must be trained by May 4, 2019 in order to perform work in the Town of Union. A copy of the excavators training certificate shall be placed on file with the Department of Public Works BEFORE any work begins.

The prime contractor shall provide the following information: Name and business address of firm, federal identification number, certifications of personnel doing the work, and Certificate of Insurance meeting the Town of Union coverage limits. The Contractor shall complete the Certification regarding Equal Employment Opportunity.

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_  
 \_\_\_\_\_

Federal Identification #: \_\_\_\_\_

DUNS #: \_\_\_\_\_



# COMPANY INFO AND QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. If necessary, the questions may be answered on separate attached sheets. The bidder may submit any additional information (he/she) desires.

COMPANY NAME: \_\_\_\_\_

DATE OF INCORPORATION: \_\_\_\_\_ WHERE INCORPORATED: \_\_\_\_\_

COMPANY HEAD/TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT FOR THE APPLIED BID: \_\_\_\_\_

CONTACT PHONE OR EXTENSION: \_\_\_\_\_ CONTACT EMAIL: \_\_\_\_\_

FEDERAL EMPLOYER ID #: \_\_\_\_\_ DUNN & BRADSTREET (DUNS) NUMBER: \_\_\_\_\_

(NOTE: If you do not have a DUNS number, you will need to apply for a number and provide it to the Town before the first payment can be processed.)

Would you like to be contacted for future bids?  Yes  No

Please list the types of projects your company would be interested in bidding on:

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Years in Construction (under current name): \_\_\_\_\_





## COMPANY INFO AND QUALIFICATIONS (cont.)

| CONTRACTS ON HAND: | GROSS AMOUNT: | ESTIMATED COMPLETION DATE: |
|--------------------|---------------|----------------------------|
|                    |               |                            |
|                    |               |                            |
|                    |               |                            |

| UNCOMPLETED WORK (IF ANY): | WHERE? | WHY? |
|----------------------------|--------|------|
|                            |        |      |
|                            |        |      |
|                            |        |      |

| DEFAULTED CONTRACTS (IF ANY): | WHERE? | WHY? |
|-------------------------------|--------|------|
|                               |        |      |
|                               |        |      |
|                               |        |      |

| RECENT IMPORTANT CONTRACTS COMPLETED: | GROSS AMOUNT: | COMPLETION DATE: |
|---------------------------------------|---------------|------------------|
|                                       |               |                  |
|                                       |               |                  |
|                                       |               |                  |

| MAJOR EQUIPMENT AVAILABLE FOR CONTRACT: |
|---|
|   |

| MOST RECENT EXPERIENCE SIMILAR TO THIS BID: |
|---|
|   |

| PRINCIPALS AND OFFICERS OF THE COMPANY: |                        |        |
|---|------------------------|--------|
| NAME:                                   | BACKGROUND/EXPERIENCE: | TITLE: |
|   |                        |        |
|   |                        |        |
|   |                        |        |

BANK REFERENCE: \_\_\_\_\_

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Town of Union or the Village in verification of the recitals comprising this Statement of Bidder's Qualifications. The undersigned will also, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Town of Union.

Signature of Bidder: \_\_\_\_\_ Date: \_\_\_\_\_



# CERTIFICATION OF BIDDER REGARDING EQUAL EMPLOYMENT OPPORTUNITY

In accordance with Executive Order 11246 (30 C.F.12319) as amended by Executive Order 11275, and the implementing rules and regulations thereof, and orders of the Secretary of Labor, Certificate regarding Equal Employment Opportunity is required of the contractor or prospective contractor and their proposed subcontractors prior to the award of contractor or subcontracts.

## CERTIFICATION OF CONTRACTOR

Contractor's Name: \_\_\_\_\_

1. Participation in previous contract or subcontract:

a. Contractor has participated in previous contract or subcontract subject to the Equal Opportunity Clause.     Yes                       No

b. Compliance reports were required to be filed in connection with such contract or subcontract.     Yes                       No

2. Dollar Amount of Bid: \_\_\_\_\_                      3. Anticipated Performance Period (in days) \_\_\_\_\_

4. Expected total number of employees who will perform the proposed work: \_\_\_\_\_

5. In the event of the Bidder's non-compliance with non-discrimination clauses of this contract or with any such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the BIDDERS MAY be declared ineligible for further Government contracts in accordance with procedures, authorized in Executive Order 11246 of September 24, 1965, or by BIDDER rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

6. The BIDDER shall include the provisions of this paragraph entitled "EQUAL EMPLOYMENT OPPORTUNITY" unless exempted by rules, regulations or orders from the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The BIDDER will take such action with respect to any subcontract or purchase order as the property owner may direct as a means of enforcing such provisions including sanctions for non-compliance, provided however, that in the event the BIDDER becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the property owner, the BIDDER may request the United States to enter into such litigation to protect the interests of the United States.

Remarks:

**Certification - The information is true and complete to the best of my knowledge and belief:**

Name and Title of Signer: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY  
RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, U.S.C. 10.**



## CERTIFICATION OF LOBBYING

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or an officer or an employee of Congress, or employees of a Member of Congress, in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant loan, or cooperative agreement.
  
2. If any funds other than Federal appropriated funds have been paid or will be paid the person for influencing or attempting to influence on officer or employee of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.
  
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
  
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352 Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

The information above is true and complete to the best of my knowledge and belief.

Name and Title of Signer: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**TOWN OF UNION DEPARTMENT OF PLANNING  
CERTIFICATION OF NON-DEBARMENT**

|                       |  |
|-----------------------|--|
| COMPANY NAME:         |  |
| PRINCIPAL(S) NAME(S): |  |
| COMPANY ADDRESS:      |  |

I hereby certify by signature below that neither myself, nor any other company principals, are debarred, suspended, voluntarily excluded, or otherwise ineligible from participation in Federally Funded projects.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT  
CERTIFICATION MAY RENDER THE MAKER SUBJECT TO  
PROSECUTION UNDER TITLE 18, U.S.C. 10.**





# FAIR TRADE CERTIFICATION

I, \_\_\_\_\_ being a principal of \_\_\_\_\_

herein after known as the "Offeror" certify by signature below that:

- 1.) The Offeror has read and understands the Notice to Bidders entitled "Fair Trade Practice."
- 2.) The Offeror is not a contractor of a foreign country included on the list of countries that discriminate against U.S. firms as published by the U.S. Trade Representative (USTR);
- 3.) The Offeror has not or will not enter into any subcontract with a subcontractor or a foreign country included on the USTR list;
- 4.) The Offeror will not provide any product of a country included on the USTR list;
- 5.) An Offeror unable to certify in accordance with paragraphs 1, 2, 3, and 4 above shall submit with its offer a written explanation fully describing the reasons for its inability to make the certification; and
- 6.) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time before the contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, U.S.C. 10.**



## PREVAILING WAGE CERTIFICATION

PRINCIPAL NAME:

PRINCIPAL TITLE:

COMPANY NAME:

I hereby certify by signature that I understand and will comply with the Federal Labor Standard Provisions and agree to pay the current Federal and State prevailing wage rates and agree to follow all appropriate labor regulations for work to be performed.

I also agree to submit Certified Payroll to the Town of Union in a timely manner as determined by the New York State Department of Labor.

For any questions regarding specific labor practices, please contact the Bureau of Public Works at:

State Office Bldg  
44 Hawley St - Rm. 908  
Binghamton, NY 13901  
Tel. (607) 721-8005 / Fax (607) 721-8004

This project is funded in whole or in part with Federal Community Development Block Grant Funds.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, U.S.C. 10.**



**CONTRACTING OPPORTUNITIES FOR MINORITY AND WOMEN OWNED  
BUSINESSES**

|               |  |
|---------------|--|
| COMPANY NAME: |  |
|---------------|--|

PERIOD OF CONSTRUCTION: FROM: \_\_\_\_\_ MONTH/YEAR  
TO: \_\_\_\_\_ MONTH/YEAR

IS YOUR COMPANY FEMALE OWNED?  YES  NO

RACE DESIGNATION OF BIDDER. PLEASE CHECK ALL APPROPRIATE BOXES:

- AMERICAN INDIAN/ALASKA NATIVE
- ASIAN
- BLACK/AFRICAN AMERICAN
- HAWAIIAN/PACIFIC ISLANDER
- WHITE

ETHNICITY OF BIDDER. PLEASE CHECK THE APPROPRIATE BOX:

- HISPANIC OR LATINO
- NOT HISPANIC OR LATINO

PRINCIPAL NAME, TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
PRINCIPAL NAME, TITLE



# AFFIRMATIVE ACTION PLAN

The objective of the Affirmative Action Plan of the above designated contractor to provide maximum job opportunities for minority residents in the Town of Union area and other areas in which the company is engaged in substantial work activity. The company will estimate the total number of minority and /or low-income persons it plans to employ in each job category and will develop and maintain a labor force by job categories, which reflects the minority and/or low-income residential labor force characteristic of the Town of Union, Broome County, New York. Furthermore, it is proposed that the company formulate a proportioned percentage of apprentices and/or trainees employed on each project. These objectives shall remain uniform throughout the year. It is further agreed that these objectives will not be met by transfers within the company for such transfers would violate the intent of the program.

To assist in implementation of this plan, the above organization has designated that:

\_\_\_\_\_ act as the company's Equal Employment Officer.

All managerial personnel of the above-designated contractor are aware of its Equal Opportunity Policy and its objectives. In addition, all employees in the organization have been given a verbal explanation of the policy. Special meetings for discussion of problems relative to the Affirmative Action procedures and its implementation are initiated as needed.

An estimate of peak manpower needs for the submitted project is as follows:

|                     |       |
|---------------------|-------|
| Equipment Operators | _____ |
| Truck Drivers       | _____ |
| Laborers            | _____ |
| Other               | _____ |

The above mentioned labor force will be drawn from employees currently working for the above designated contractor and no new hiring is anticipated for the above project.

At this time, the above-designated contractor does not have a minority deficiency, nor does it plan on hiring additional workers in the immediate future. However, should a deficiency develop or should there be a labor shortage, the following steps will be taken to insure Equal Employment Opportunity hiring.

- (1) All job openings will be listed with the New York State Employment Service for inclusion in the job bank.
- (2) All jobs will be listed in the local press, indicating all relevant details associated with the job.
- (3) Notification will be sent to all local agencies concerned with Equal Employment Opportunity.

In the Implementation of the three items above, it will be made clear that \_\_\_\_\_  
is an Equal Opportunity Employer.

\_\_\_\_\_  
Executive Officer Signature





# TOWN OF UNION DEPARTMENT OF PLANNING OSHA REQUIREMENTS FOR CAPITAL PROJECTS

\_\_\_\_\_, agrees to adhere to the guidelines of the Occupational Safety and Health Act, in particular Part 1926 of the Safety and Health Regulations, for construction of this project.

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

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

\_\_\_\_\_  
Signature



**IMPORTANT PLEASE READ**  
**PURPOSE OF THE SECTION 3 PLAN**

This plan exists in order to ensure that, to the greatest extent feasible, a good faith effort will be made to:

- 1.) Provide an opportunity for training and employment to low-moderate income residents of the project area.
- 2.) Provide businesses located in the project area with the opportunity to become sub-contractors and/or vendors.

In order to accomplish the above, *all* potential contractors must sign the Contractor's Compliance Form contained in this section. In addition, *all* potential contractors must complete the Contractor's Section 3 Plan. This plan indicates what actions, if any, are proposed for hiring project area residents and for sub-contracting with project area businesses. A list of organizations concerned with the employment of project area residents is included in this Section in order to assist you when filling out the Contractor's Section 3 Plan.

Also included in this Section is a Trainee Utilization Plan and a Skilled Employee Utilization Plan. The successful bidder must complete these two forms.

***PLEASE NOTE:*** The Successful bidder is the one with the lowest responsible bid. Each bidder, however, must sign the Contractor's Compliance Form and complete the Contractor's Section 3 Plan.



# STATEMENT OF COMPLIANCE

## TRAINING, EMPLOYMENT, AND CONTRACTING OPPORTUNITIES FOR BUSINESSES AND LOWER INCOME PERSONS

A.) The project assisted under this agreement is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part, by persons residing in the area of the project.

B.) Notwithstanding any other provision of this agreement, the Company shall carry out the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary set forth in 24 CFR Part 135 (Published in 38 Federal Register 29220, October 23, 1973), and all applicable rules and orders of the Secretary issued thereunder prior to the execution of this contract. The requirements of said regulations include, but are not limited to, development and implementation of an affirmative action plan for utilizing business concerns located within, or owned in substantial part by persons residing in the area of the project; the making of a good faith effort, as defined by the regulations, to provide training, employment, and business opportunities required by Section 3; and incorporation of the "Section 3 clause" specified by Section 135.20(b) of the regulations in all contracts for work in connection with the project. The Company certifies and agrees that it is under no contractual or other disability, which would prevent it from complying with these requirements.

C.) Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Secretary issued thereunder prior to approval by the Government of the application for this agreement shall be a condition of the Federal financial assistance provided to the project, binding upon the Company and assigns. Failure to fulfill these requirements shall subject the Company, its contractors and sub-contractors, its successors, and assigns to the sanctions specified by this agreement, and to such sanctions as are specified by 24 CFR 135.135.

### **CONTRACTOR'S INFORMATION**

|                   |  |
|-------------------|--|
| FIRM NAME:        |  |
| ADDRESS:          |  |
| TELEPHONE NUMBER: |  |



## CONTRACTOR'S SECTION 3 PLAN

|                   |  |
|-------------------|--|
| FIRM NAME:        |  |
| ADDRESS:          |  |
| TELEPHONE NUMBER: |  |

## EMPLOYMENT

A. DO YOU EXPECT TO HIRE ANY PROJECT AREA RESIDENTS?  YES  NO

B. IF YES, HOW MANY?      TRAINEEES: \_\_\_\_\_ SKILLED EMPLOYEES: \_\_\_\_\_ TOTAL: \_\_\_\_\_

C. WHAT ORGANIZATION(S), IF ANY FROM THE ATTACHED LIST DO YOU INTEND TO NOTIFY? \_\_\_\_\_

D. WHAT PUBLICATION(S) WILL YOU USE FOR EMPLOYMENT NOTICES? \_\_\_\_\_

## SUB-CONTRACTORS

A. DO YOU EXPECT TO USE PROJECT AREA BUSINESSES AS SUB-CONTRACTORS OR VENDORS?  YES  NO

B. IF YES, HOW MANY? \_\_\_\_\_

C. WHAT BUSINESSES, IF ANY, FROM THE PROJECT AREA WILL YOU REQUEST BIDS FROM? \_\_\_\_\_

PLAN PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PREPARER





**TRAINEE EMPLOYEE UTILIZATION PLAN**

FIRM NAME:

ADDRESS:

TELEPHONE NUMBER:

**TOTAL NUMBER OF TRAINEES TO BE UTILIZED ON THIS PROJECT**

WORK CATEGORY

NUMBER OF TRAINEES

**TOTAL NUMBER OF TRAINEES CURRENTLY ON COMPANY'S PERMANENT WORK FORCE**

WORK CATEGORY

NUMBER OF TRAINEES

**TOTAL NUMBER OF TRAINEES TO BE RECRUITED AND HIRED FROM THE PROJECT AREA**

WORK CATEGORY

NUMBER OF TRAINEES

PLAN PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PREPARER



**SKILLED EMPLOYEE UTILIZATION PLAN**

|                   |  |
|-------------------|--|
| FIRM NAME:        |  |
| ADDRESS:          |  |
| TELEPHONE NUMBER: |  |

**TOTAL NUMBER OF SKILLED EMPLOYEES TO BE UTILIZED ON THIS PROJECT**

| <u>WORK CATEGORY</u> | <u>NUMBER OF SKILLED EMPLOYEES</u> |
|----------------------|------------------------------------|
|                      |                                    |
|                      |                                    |
|                      |                                    |

**TOTAL NUMBER OF SKILLED EMPLOYEES CURRENTLY ON COMPANY'S PERMANENT WORK FORCE**

| <u>WORK CATEGORY</u> | <u>NUMBER OF SKILLED EMPLOYEES</u> |
|----------------------|------------------------------------|
|                      |                                    |
|                      |                                    |
|                      |                                    |

**TOTAL NUMBER OF SKILLED EMPLOYEES TO BE RECRUITED AND HIRED FROM THE PROJECT AREA**

| <u>WORK CATEGORY</u> | <u>NUMBER OF SKILLED EMPLOYEES</u> |
|----------------------|------------------------------------|
|                      |                                    |
|                      |                                    |
|                      |                                    |

PLAN PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PREPARER



**ORGANIZATIONS CONCERNED WITH THE EMPLOYMENT OF  
PROJECT AREA LOW INCOME RESIDENTS**

OPPORTUNITIES FOR BROOME  
5 W. STATE STREET  
BINGHAMTON, NEW YORK 13901  
(607) 723-6493

NEW YORK STATE DEPARTMENT OF LABOR  
BROOME-TIOGA WORKFORCE DEVELOPMENT BOARD  
171 FRONT STREET  
BINGHAMTON, NEW YORK 13905  
(607) 778-6499

BROOME COUNTY URBAN LEAGUE  
43-45 CARROLL STREET  
BINGHAMTON, NEW YORK 13901  
(607) 723-7303

NAACP BROOME-TIOGA BRANCH  
P.O. BOX 741  
BINGHAMTON, NY 13902  
(607) 231-6488 OR (607) 777-2123

NEW YORK STATE DIVISION OF MINORITY  
AND WOMEN'S BUSINESS DEVELOPMENT  
(855) 373-4692  
MWBEBUSINESSDEV@ESD.NY.GOV



# SUBCONTRACTOR REQUIREMENTS

Any contractor awarded a Community Development project shall submit the names of subcontractors for Town approval at the time of the bid award or Preconstruction Conference.

No subcontractor can begin work on a Community Development project until the following requirements are met:

1. Attend a Preconstruction Conference with the Town of Union Planning Department representative to review the following:

- a. OSHA Regulations
- b. Prevailing Federal and State Wage Rates Requirements
- c. Certificate of Lobbying
- d. Equal Employment Opportunity
- e. Affirmative Action Plan
- f. Weekly Payroll Sheets
- g. Section 3 Compliance
- h. Contractor's Eligibility

A subcontractor cannot work on any Community Development project without written permission from the Town of Union Planning Department to the contractor.

Any subcontractor found working at a job site without meeting the above requirements shall be requested to leave the work site.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## TIME OF THE ESSENCE CLAUSE

Bidders submitting proposals for this work hereby acknowledge the following:

Completion of all work on this project with the time specified is essential to the operations of the Town of Union and the Engineer. Therefore, work must be completed within the time specified. The circumstances where the contractor may have other work to be completed will not be considered as justification for not completing the project within the time specified, nor will it be justification for granting an extension to the time of completion or for waiving liquidated damages.

**BIDDERS ARE REQUIRED TO ACKNOWLEDGE THIS SPECIAL NOTICE BY INCLUDING A SIGNED COPY WITHIN THEIR BID PROPOSAL.**

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

\_\_\_\_\_  
Signature

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



## M/WBE UTILIZATION PLAN

**INSTRUCTIONS:** All bidders submitting responses to this procurement must complete this M/WBE Utilization Plan and submit it as part of their proposal. The plan must contain detailed description of the services to be provided by each Minority and/or Woman Owned Business Enterprise (M/WBE) identified by the bidder.

|  |  |  |
|--|--|--|
| Bidder's Name<br>Address<br>City, State, Zip | Telephone/Email:<br>Federal ID No.:<br>DUNS No.: |  |
|--|--|--|

| Certified M/WBE  | Classification<br>(check all applicable)  | Description of Work<br>(Subcontracts/Supplies/Services) | Dollar Value of<br>Subcontracts/Supplies/Services       |
|--|---|---|---|
| NAME<br>ADDRESS<br>CITY, ST, ZIP<br>PHONE/E-MAIL<br>FEDERAL ID No. | NYS ESD Certified<br>MBE <input type="checkbox"/><br>WBE <input type="checkbox"/> |   | <input style="width: 50px; height: 20px;" type="text"/> |

|  |   |  |   |
|--|---|--|---|
| NAME<br>ADDRESS<br>CITY, ST, ZIP<br>PHONE/E-MAIL<br>FEDERAL ID No. | NYS ESD Certified<br>MBE <input type="checkbox"/><br>WBE <input type="checkbox"/> |  | <input style="width: 50px; height: 20px;" type="text"/> |
|--|---|--|---|

PREPARED BY (Signature) \_\_\_\_\_ DATE

NAME AND TITLE OF PREPARER:

TELEPHONE/E-MAIL:

DATE: