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COMM. OF ACCOUNTS

# City of Saratoga Springs

## Request for Proposal

### Plumbing Design & Construction: 6 Woodlawn Avenue Parking Deck

*PREPARED BY: Office of the Engineer  
May 2012*

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**ALL BIDS SHALL BE ENCLOSED IN A SEALED ENVELOPE MARKED:**

**RFP #: 2012-9 – Plumbing Design & Construction: 6 Woodlawn Avenue Parking Deck**

**Name of Bidder:** \_\_\_\_\_

**RFP Opening: Thursday May 31, 2012 at 2:00 p.m.**

**AND RETURN TO:**

**City of Saratoga Springs  
Department of Accounts  
474 Broadway  
Saratoga Springs, NY 12866**



**BIDDERS PLEASE NOTE YOUR BID MUST BE RETURNED AS FOLLOWS:**

**Step One:** You MUST execute and include the following documents with your response:

- Your response to the RFP in question – **three (3) copies**
- Waiver of Immunity and Non-Collusive Bidding Certification
- Vendor Code of Conduct
- Insurance Guarantee Form
- Risk & Safety Agreement

**Step Two:** Enclose your bid in a sealed envelope marked:

**RFP #: 2012-9 Plumbing Design & Construction: 6 Woodlawn Avenue Parking Deck**

**Name of Bidder: \_\_\_\_\_**

**Bid Opening: Thursday May 31, 2012 at 2:00 p.m.**

**Step Three:** Please return your response to this RFP to the following address:

**City of Saratoga Springs  
Department of Accounts  
474 Broadway  
Saratoga Springs, NY 12866**

***FAILURE TO SUBMIT RFP DOCUMENTS AS OUTLINED ABOVE WILL LEAD TO IMMEDIATE RFP DISQUALIFICATION.***



## **NOTICE TO BIDDERS**

The City of Saratoga Springs, New York, will receive sealed bids for Plumbing Design & Construction: 6 Woodlawn Avenue Parking Deck. Sealed bids must be received in its entirety by the City of Saratoga Springs, Office of the Commissioner of Accounts, 474 Broadway, Saratoga Springs, New York, 12866, by Thursday May 31, 2012 at 2:00 p.m. at which time they will be publicly opened and read.

Copies of the RFP may be obtained from the Office of the Commissioner of Accounts, 474 Broadway, Saratoga Springs, New York, 12866, or on the City's web page at [www.saratoga-springs.org](http://www.saratoga-springs.org), under current bids. There is no fee for these documents. Addenda, if any, will be issued only to those persons whose name and address are on record with the City as having obtained a bid packet, or can be found on the City's web page at [www.saratoga-springs.org](http://www.saratoga-springs.org).

Questions regarding the bid should be directed to Timothy W. Wales, PE, City Engineer, at [tim.wales@saratoga-springs.org](mailto:tim.wales@saratoga-springs.org). All bids must be made on the official bid form or an exact copy by reproduction thereof and enclosed in a sealed envelope.

No bidder may withdraw his/her bid within sixty (60) calendar days after the actual date of the opening thereof. Subsequent to sixty days an offer may be withdrawn in writing. State Finance Law §163(9)(e)

The City of Saratoga Springs reserves the right to reject any and all bids, to waive any and all informalities and the right to disregard all nonconforming, non-responsive or conditional bid documents. State Finance Law §163(9)(d)

**City of Saratoga Springs  
Saratoga County, New York**



## **Instructions to Bidders**

### **1. USE OF SEPARATE RFP DOCUMENTS**

This document includes a complete set of the RFP specifications and required documents, which are for the convenience of bidders and are not to be detached from the bid.

### **2. INTERPRETATIONS OR ADDENDA**

No oral interpretation will be made to any bidder as to the meaning of the bid or any part thereof. Every request for such an interpretation shall be made in writing to the City. Any inquiry received seven or more days prior to the date fixed for opening of bids will be given consideration. Every interpretation made to a bidder will be in the form of an Addendum to the bid, and when issued, will be on file in the City Clerk's Office at least five days before bids are opened. In addition, as required, all Addenda will be mailed to each person obtaining a bid and whose name and address are on record with the City. All such Addenda shall become part of the bid and all bidders shall be bound by such Addenda, whether or not received by the bidders.

### **3. BIDS**

All bids must be submitted on documents supplied by the City and shall be subject to all requirements of the bid, including any plans, and these 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 bid documents by the bidder. In order to guard against premature opening of the bid documents, bids shall be enclosed in a sealed and clearly labeled envelope with the words:

RFP #: 2012-9: Plumbing Design & Construction: 6 Woodlawn Avenue Parking Deck

Name of Bidder: \_\_\_\_\_

Bid Opening: Thursday, May 31, 2012 at 2:00 p.m.

AND RETURN TO:

City of Saratoga Springs  
Department of Accounts  
474 Broadway  
Saratoga Springs, NY 12866

The City Council may consider as irregular any bid on which there is an alteration of or departure from the bid forms hereto attached and at its option may reject the same. The contract will be awarded by the City of Saratoga Springs City Council to a responsible bidder on the basis of the lowest **QUALIFIED** bid resulting from the selected bid items.

### **4. WAIVER OF IMMUNITY AND NON-COLLUSIVE BIDDING CERTIFICATIONS**

- a. Each bidder submitting a bid to the City for the work contemplated by the documents on which bidding is based shall execute and attach thereto, the Non-Collusion Affidavit on 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. ***Failure to submit the executed Waiver of Immunity and Non-Collusive Agreements at the time of Bid submission will disqualify the Bid submission.***

## **5. VENDOR CODE OF CONDUCT**

Contractor must execute Vendor Code of Conduct and include the agreement with the bid response submission. ***Failure to submit the executed Vendor Code of Conduct at the time of Bid submission will disqualify the Bid submission.***

## **6. CORRECTIONS**

The bidder must initial erasures or other changes in the bid.

## **7. TIME FOR RECEIVING BIDS**

Bids received prior to the advertised hour of opening will be securely kept, sealed. The City Clerk's office, whose duty it is to open them will decide when the specified time has arrived, and no bid received thereafter will be considered.

## **8. OPENING OF BIDS**

At the time and place fixed for the opening of bids, the City will cause to be opened and publicly read aloud every bid that was received within the time set for receiving bids. Bidders and other persons properly interested may be present, in person or by representative.

## **9. WITHDRAWAL OF BIDS**

Bids may be withdrawn on written 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 of withdrawal over the signature of the bidder is placed in the mail and postmarked prior to the time set for bid opening. The Bid Guaranty of any bidder withdrawing his/her bid in accordance with the foregoing conditions will be returned promptly.

## **10. AWARD OF CONTRACT: REJECTION OF BIDS**

- a. If the Contract is awarded, it will be awarded to the responsible bidder submitting the lowest qualified bid complying with the conditions and qualifications of the Notice to Bidders and Instructions to Bidders. The bidder to whom the award is made will receive by mail a "Notice of Award" at the earliest possible date.
- b. The City, however, reserves the right to reject any and all bids and to waive any informality in bids received whenever bid packages are submitted incomplete without the required attachments and/or such rejections or waivers are in its best interest.
- c. All changes in the award contract effecting price and time must be brought to City Council for approval.

## **11. EQUAL EMPLOYMENT OPPORTUNITY**

Attention of bidders is particularly called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

## **12. COMPLIANCE**

Failure to comply with any of the above terms or any evidence of poor quality or service will be considered cause of discontinuing business with the successful bidder.



## Proposal

### General

1. Provide a complete plumbing system for above grade parking structure consisting of parking drainage and wash down riser system.
2. Systems shall comply with NYS Uniform Building Code and Local Jurisdictional Authorities.

### Scope of Work

#### A. Parking Structure Drainage System:

1. Provide complete parking structure drainage system consisting of drains, vertical and horizontal piping, clean-out and accessories as required for a complete system.
2. Three (3) drainage risers shall be provided, located at column lines 2B, 4B, and 6B on the west side of column line B.
3. The three risers (3) will service
  - a. 9 drains at Level 2
  - b. 9 drains at level 3
  - c. 6 drains at Level 4 (roof level)
4. The pre-cast tees will be furnished with Zurn 662 hot dipped galvanized drain frame. All other drain parts are the responsibility of the plumbing contractor.
5. Connection of the risers to the subsurface storm system will occur approximately 1'-0" above finish grade.
6. Horizontal connection of drains to main riser shall be included.
7. Core drilling of vertical and horizontal penetrations of precast will be provided by General Contractor (BCI)
8. Roof leader piping to be:
  - a. Level One to Level Two – 8" PVC
  - b. Level Two to Level Three – 8" PVC
  - c. Level Three to Roof Deck – 6" PVC

#### B. Wash Down System:

1. Provide riser pipe and hose connection wash down system.
2. The wash down risers will be located at column lines 3B (east) and 5B (west).
3. The riser pipe(s) shall be 2" CPVC with a 1-1/4" hose connection at each level of garage including grade.
4. The plumbing contractor shall coordinate the hose connection with the General Contractor (BCI) and the Department of Public Works.
5. Rise piping to start at blind flange at column line 5B and at flushing hydrant connection at column line 3B.
6. Flushing hydrant to be supplied and installed by General Contractor (BCI).

#### C. Reference Documents (Unistress Drawings):

Drawing No. F0.1, Cover Sheet, Job Information.....Dated 4/12/12  
Drawing No. F1.1, Foundation Plan.....Dated 3/30/12  
\*Drawing No. F2.1, Framing Plan.....Dated 3/30/12

- \*Drawing No. F2.2, Level 3 Framing Plan .....Dated 3/30/12
- \*Drawing No. F2.3, Level 4 Framing Plan .....Dated 3/30/12
- Drawing No. F3.1, Exterior Elevations .....Dated 3/30/12
- Drawing No. F3.2, Exterior Elevations .....Dated 3/30/12
- Drawing No. F4.1, Litewall / Shearwall Interior Elevations .....Dated 3/30/12
- Drawing No. F6.1, Stair #1 Plans .....Dated 4/12/12
- Drawing No. F6.2, Stair #1 Interior Elevations.....Dated 4/12/12
- Drawing No. F6.3, Stair #1 Interior Elevations.....Dated 4/12/12
- Drawing No. F7.1, Stair #2 Plans .....Dated 4/12/12
- Drawing No. F7.2, Interior Elevations .....Dated 4/12/12

\*Drawings include Mark-ups by BCI



## Bid Form

### GENERAL

The specification herein states the minimum requirements of the City. All bids must be regular in every respect. Unauthorized conditions, limitations, or provisions shall be cause for rejection. The City will consider as "irregular" or "non-responsive" any bid not prepared and submitted in accordance with the bid document and specification, or any bid lacking sufficient technical literature to enable the City to make a reasonable determination of compliance to the specification.

It shall be the bidder's responsibility to carefully examine each item of the specification. Failure to offer a completed bid or failure to respond to each section of the technical specification will cause the proposal to be rejected without review as "non-responsive". All variances, exceptions and/or deviations shall be fully described in the appropriate section.

A. Parking Structure Drainage System ..... \$ \_\_\_\_\_

B. Wash Down System ..... \$ \_\_\_\_\_

**Total Bid** ..... \$ \_\_\_\_\_

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

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

\_\_\_\_\_  
(City) (State) (Zip) Phone No. ( ) \_\_\_\_\_ - \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_



### **Waiver of Immunity Clause**

Upon refusal of a representative of our firm, when called before a grand jury to testify concerning any transaction or contract with the City of Saratoga Springs, New York, or to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transactions or contracts:

- (a) Such person, and any firm, partnership or corporation of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or fire district, or any public department, agency or official thereof, for goods, work or services, for a period of five years after such refusal, and to provide also that
- (b) Any and all contracts made with any municipal corporation or any public department, agency or official thereof, with any fire district or any agency or official thereof, by such person, and by any firm, partnership or corporation of which he is a member, partner, director or officer may be cancelled or terminated by the City without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the City for goods delivered or work done prior to the cancellation or termination shall be paid.

### **Non-Collusive Bidding Certification**

Required by Section 103(e) of State Finance Law

“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 his/her 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.”

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 foregoing certification, the bidder shall so state and shall furnish below a signed statement which sets forth in detail the reasons therefore:

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Subscribed to under penalty of perjury under the laws of the State of New York, this \_\_\_\_\_ day of \_\_\_\_\_, 2012 as the act and deed of said corporation of partnership.



## **Vendor/Supplier Code of Conduct**

The City of Saratoga Springs is committed to conduct business in a lawful, ethical and moral manner. The City requires that all vendors/suppliers abide by this Code of Conduct. Failure to comply with this Code may be sufficient cause for the City to exercise its rights to terminate its business relationship with vendors/suppliers. Vendors/suppliers agree to provide all information requested which is necessary to demonstrate compliance with this Code.

At a minimum, the City requires that all vendors/suppliers meet the following standards:

- Legal: Vendors/suppliers and their subcontractors agree to comply with all applicable local, state and federal laws, regulations and statutes.
- The City expects vendors/suppliers to respect the City's rules and procedures.
- Wages & Benefits: Vendors/suppliers will set working hours, wages, and NYS statutory benefits and overtime pay in compliance with all applicable laws and regulations. Where applicable, as defined by NYS Labor Law, the vendor/supplier must comply with prevailing wage rates.
- Health & Safety: Vendors/suppliers and their subcontractors shall provide workers with a safe and healthy work environment that complies with local, state and federal health and safety laws.
- Discrimination: No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, party affiliation or social ethnic origin.
- Working conditions: Vendors/suppliers must treat all workers with respect and dignity and provide them with a safe and healthy environment.
- Right to organize: Employees of the vendor/supplier should have the right to decide whether they want collective bargaining.
- Subcontractors: Vendors/suppliers shall ensure that subcontractors shall operate in a manner consistent with this Code.
- Protection of the Environment: Vendors/suppliers shall comply with all applicable environmental laws and regulations. Vendors/suppliers shall ensure that the resources and material they use are sustainable, are capable of being recycled and are used effectively and a minimum of waste. Where practicable, vendors/suppliers are to utilize technologies that do not adversely affect the environment and when such impact is unavoidable, to ensure that it is minimized.

### **Vendor Acknowledgment**

The undersigned vendor/supplier hereby acknowledges that it has received the City of Saratoga Springs Vendor/Supplier Code of Conduct and agrees that any and all of its facilities and subcontractors doing business with the City will receive the Code and will abide by each and every term therein.

Vendor/supplier acknowledges that its failure to comply with any condition, requirement, policy or procedure may result in the termination of the business relationship. Vendor/supplier reserves the right to terminate its agreement to abide by the Code of Conduct at any time for any reason upon ninety (90) days prior written notice to the City.

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

Printed name: \_\_\_\_\_

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

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

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_



## **Insurance Guarantee Form**

The City of Saratoga Springs requires the complete insurance coverage as set forth in the City of Saratoga Springs Risk and Safety Agreement.

***Evidence of the Insurance requirements must be presented to the Office of the Commissioner of Accounts upon submission of RFP.*** Final insurance certificate naming City as Additional Insured must be provided upon the award of the RFP and before any work can commence on City owned property.

I have read the statement, Insurance requirements, and I understand that upon the receipt of the RFP award I will provide to the Office of the Commissioner of Accounts all that is required.

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

Printed name: \_\_\_\_\_

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

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

Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

***PLEASE SHOW BOTH THE INSURANCE GUARANTEE FORM AND THE RISK AND SAFETY AGREEMENT FOR THE CITY OF SARATOGA SPRINGS RFP, RFQ, OR IFB TO YOUR INSURANCE CARRIER.***



## City of Saratoga Springs: Risk and Safety Agreement

### Part One: General Insurance Provisions

1. The Contractor shall procure and maintain during the term of this contract, at the Contractor's expense, the insurance policies listed with limits equal to or greater than the enumerated limits.
2. The Contractor shall be solely responsible for any self-insured retention or deductible losses under each of the required policies.
3. Every required policy, including any required endorsements and any umbrella / excess policy, shall be primary insurance. Insurance carried by the City of Saratoga Springs, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Contractor.
4. Every required coverage type shall be "occurrence basis" with the exception of Professional Errors and Omissions Coverage which may be "claims made" coverage.
5. The Contractor may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form).
6. The Office of Risk & Safety Management must approve all insurance certificates.
7. The City of Saratoga Springs reserves its right to request certified copies of any policy or endorsement thereto.
8. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A-: VII" or better by A.M. Best (Current Rate Guide).
9. If the Contractor fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of contract, whereupon the City of Saratoga Springs may exercise any rights it has in law or equity, including but not limited to the following:
  - (a) immediate termination of the contract;
  - (b) withholding any/all payment(s) due under this contract or any other contract it has with the vendor (common law set-off); OR
  - (c) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by the City of Saratoga Springs shall be repaid upon demand, or at the City's option, may be offset against any monies due to the Contractor.

### **Required Property and Casualty Insurance - Minimum coverage types and amounts:**

- Commercial General Liability Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate
- Commercial Automobile Insurance: One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles
- Excess Liability Insurance: Three Million Dollars per Occurrence Aggregate
- Professional Liability Insurance: One Million per Claims with Two Million Aggregate

### **Required Workers Compensation Insurance – Minimum coverage types and amounts:**

- NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance

It shall be an affirmative obligation of the Contractor to advise City's Office of Risk and Safety at Fax No. 518.693.4070, e-mail Marilyn.Rivers@Saratoga-Springs.org or via mail to Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866, within two days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement.

**Part Two: Defense and Indemnification**

The Contractor acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the City. The Contractor is to provide the City with a Certificate of Insurance naming the City as **Additional Insured** on a primary and non-contributory basis prior to the commencement of any work or use of City facilities. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the municipality.

In the event the Contractor utilizes a Subcontractor for any portion of the services outlined within the scope of its activities, the Subcontractor shall provide insurance of the same type or types and to the same extent of coverage as that provided by the Contractor. All insurance required of the Subcontractor shall name the City of Saratoga Springs as an **Additional Insured** on a primary and non-contributory basis for all those activities performed within its contracted activities for the contact as executed.

The Contractor, to the fullest extent provided by law, shall indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work or purchase of the services, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Contractor or its employees or anyone for whom the Contractor is legally liable or Subcontractors.

Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute (including specifically but not limited to New York State Labor Law §§ 200; 202; 240 & 241), ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Contractor, as aforesaid.

**Part Three: Safety**

CONTRACTOR shall comply with NYS OSHA laws as of July 18, 2008 requiring all workers on New York State public projects be certified as having completed an OSHA 10-hour construction safety course. Proof of this certification is required at the time of the execution of this Agreement.

The City of Saratoga Springs specifically reserves the right to suspend or terminate all work under this contract whenever Contractor and/or Contractor's employees or subcontractors are proceeding in a manner that threatens the life, health or safety of any of Contractor's employees, subcontractor's employees, City employees or member(s) of the general public on City property. This reservation of rights by the City of Saratoga Springs in no way obligates the City of Saratoga Springs to inspect the safety practices of the Contractor.

If the City of Saratoga Springs exercises its rights pursuant to this part, the Contractor shall be given three days to cure the defect, unless the City of Saratoga Springs, in its sole and absolute discretion, determines that the service cannot be suspended for three days due to the City of Saratoga Springs' legal obligation to continuously provide Contractor's service to the public or the City of Saratoga Springs' immediate need for completion of the Contractor's work. In such case, Contractor shall immediately cure the defect.

If the Contractor fails to cure the identified defect(s), the City of Saratoga Springs shall have the right to immediately terminate this contract. In the event that the City of Saratoga Springs terminates this contract, any payments for work completed by the Contractor shall be reduced by the costs incurred by the City of Saratoga Springs in re-bidding the work and/or by the increase in cost that results from using a different vendor.

The parties, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein sign this Agreement.

Contractor

By: \_\_\_\_\_

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

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