

INTRODUCTION

The Saratoga Springs Housing Authority (SSHA) is seeking proposals for the replacement of electrical service panels at our Public Housing Development located at:

Jefferson Terrace
Saratoga Springs, NY 12866

Contractors are required to submit written proposals that present the Contractors qualifications and understanding of the work to be performed. The proposal should be prepared simply and economically and should provide all the information it considers pertinent to the specifications listed below.

The proposal must be submitted no later than **12:00PM, Friday, March 22, 2019**, directly to the Saratoga Springs Housing Authority at the following address:

Saratoga Housing Authority
One South Federal Street
Saratoga Springs, NY 12866
Attn: Replacement of Electrical Service Panels at Jefferson Terrace

General Instructions for Proposal:

Scope of Work – It is the contractor's responsibility to visit the site prior to bidding and carefully examine the work to be performed.

Replace the FPE circuit breaker panel boards as follows:

1. Replace at least 40 circuit breaker panels and main breaker.
2. An additional quote for each additional circuit breaker panel and main breaker replacement above 40.
3. The panels are to be replaced with a Square D Qo panel. The main breaker will be a Square D Qo main.
4. All work will be performed at Jefferson Terrace, Saratoga Springs, New York.
5. Remove all old panel boxes and debris and site cleaned.

The contractor is responsible for coordinating all work between trades to accomplish the intent of the design. All work will be done in accordance with all applicable state and local building codes. Contractor will be responsible for any permits needed pertaining to the work. Contractor agrees to conform to all applicable Labor Laws of the State of New York and various acts amended and supplementary thereto and to all other applicable laws, ordinances and legal requirements. All work will be conducted by experienced New York State licensed electrician and skilled staff.

Proposal Award – It is the intent of the SSHA to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. The proposal selected will be the most advantageous regarding price, quality of service, the Contractor’s qualifications and capabilities to provide the specified service and other factors which the SSHA may consider. The SSHA reserves the right to accept or reject any or all proposals.

Basis of Payment – Payment will be made to the vendor within 30 days upon receiving the contractor’s invoice. The invoice shall state the date the service was performed and amount for service. SSHA reserves the right to contract with others to complete punch list items not completed within thirty (30) days from date of substantial completion. The cost of work by others will be deducted from the contract and the contractor will not be compensated for this portion of work.

Insurance Requirement – The Contractor shall provide a valid general liability insurance certificate. The insurer shall agree to waive all rights of subrogation against SSHA, its Board of Commissioners, its officers, employees, agents and volunteers for losses arising from work performed by the Contractor.

Warranty – Warrant work in conformance with the Scope of Work against any defects or failures, including all labor, materials and equipment, for a period of one (1) full year from the date of completion.

Proposal Content - A completed proposal must contain the following:

- *Proposal Form & Signature Page* – The proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without a signature page may be deemed non-responsive.
- *References* – Proposals shall include a list of three (3) references including name, address, phone number and contact person. The SSHA reserves the right to contact references in addition to those furnished by the vendor.
- *Non-Collusive Affidavit* - A notarized statement by a bidder that the bid was prepared without any kind of secret agreement intended for a deceitful or fraudulent purpose.
- *Form HUD 5369* – Instructions to Bidders for Contracts
- *Form HUD 5369-A* - Representations, Certifications, and other Statements of Bidders.
- *Form HUD 5370-EZ* – *General Contract Conditions for Small Construction/Development Contracts*
- *FORM HUD 92010* - EEOC Certification
- *Previous Participation Certification*
- *IRS Form W-9* -Taxpayer ID Form
- *Section 3 Contract Rider*
- *Davis Bacon Wage Determination Rate*

Proposal Instructions
Request for Proposal for Replacement of Electrical Service Panels

1. Based on the requirements and provider qualification please provide three (3) copies of the Form of Bid to the SSHA.
2. Complete signature page.
3. Complete Reference Form.
4. Complete Worker's Compensation Form
5. Non-Collusive Affidavit
6. Form HUD 5369 Instructions to Bidders for Contracts Public and Indian Housing Programs
7. Form HUD 5369-A Representations, Certifications and other statements of Bidders
8. Form HUD-5370-EZ General Contract Conditions for Small Construction/Development Contracts
9. FORM HUD 92010 EEOC Certification
10. Previous Participation Certification
11. IRS Form W-9 Taxpayer ID Form
12. Section 3 Contract Rider

All proposals should be mailed or delivered in person in a sealed envelope clearly labeled on the outside of the envelope: **Request for Proposal for Replacement of Electrical Service Panels at Jefferson terrace.**

Proposals should be mailed or delivered in person to:

Saratoga Housing Authority
One South Federal Street
Saratoga Springs, NY 12866
Attn: Replacement of Electrical Service Panels at Jefferson Terrace

Proposal must be received no later than **12:00PM, Friday, March 22, 2019.**

FORM OF BID

Request for Proposal for Replacement of Electrical Service Panels

Replace the FPE circuit breaker panel boards as follows:

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5. Remove all old panel boxes and debris and site cleaned.

\$ _____

Signature Page

Request for Proposal for Replacement of Electrical Service Panels

Name and Title (Please Print) _____

Signature _____

Vendor Address _____

Contact (Please Print) _____

Phone _____

Fax _____

E-mail _____

Client References

Request for Proposal for Replacement of Electrical Service Panels

Please list three (3) client references. The SSHA reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____

Worker's Compensation Certification

I hereby certify that effective the date of my contract with the Saratoga Springs Housing Authority and at all times in the performance of such contract that:

I have and will maintain in full force and effect a Worker's Compensation Policy in compliance with the laws of the State of New York with the following insurance company:

Company Name

Agent's Name, Address and Telephone Number

Policy Number and Effective Date

OR

I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the contract and am not required by the Laws of the State of New York to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

***Note:** If you do not have workers compensation the SSHA will factor in the additional cost to the agency which must be paid to NYS Workers Compensation by the agency on your behalf.

Date

Signature of Vendor