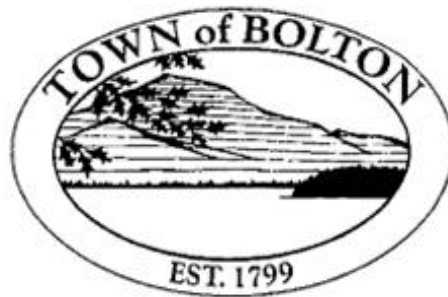


TOWN OF BOLTON
WATER AND WASTEWATER DEPARTMENTS
BOLTON LANDING, NEW YORK

INVITATION FOR QUALIFIED CONTRACTORS
FOR GENERAL & EMERGENCY CONSTRUCTION SERVICES



PREPARED FOR TOWN OF BOLTON
TOWN HALL
4949 LAKE SHORE DRIVE
BOLTON LANDING, NEW YORK 12814

PREPARED BY:
TOWN OF BOLTON PLANNING AND ZONING OFFICE
FEBRUARY 13, 2023

NOTICE IS HEREBY GIVEN,
that written information is sought by
THE TOWN OF BOLTON, NEW YORK WATER AND WASTEWATER DISTRICTS
for:
GENERAL & EMERGENCY CONTRCUTION SERVICES

General

The Town of Bolton owns and operates a municipal sewer collection system which includes pump stations, and wastewater treatment plant (Sewer).

The Town of Bolton owns and operates a municipal water treatment and distribution system which includes a reservoir, distribution main, pump stations and a water treatment plant (Water).

The procurement policy for the Town of Bolton allows for an exemption for emergency work; however, the Town of Bolton Water and Wastewater departments wish to establish and maintain a list of qualified contractors who can complete both general and emergency work, and as such will solicit bids from qualified contractors who wish to be placed on a list of eligible service providers.

Contractors who are interested in being placed on the list must satisfy the conditions specified in the following document, as well as all attached forms included herein and/or attached.

Before entering a contractor on the list, the Town of Bolton will review and verify all information provided by the contractor. Bids for all non capital planned projects may be solicited on a rotational basis. When an emergency occurs, bids are solicited by phone and require an immediate response. The selected contractor must be able to commence work within one (1) hour of the notice to proceed and complete projects within 24 hours. **Placement on the list does not guarantee any work.**

Base work generally includes, but is not limited to:

- Repair/replacement of broken service laterals on Town owned property.
- Repair/replace broken sewer and/or water mains.
- Repair/replacement of damaged manholes.
- Repair of the existing force main and associated buried valves (cast iron and HDPE)
- Modifications at the existing WWTP and Water Treatment Plant yard piping (excluding planned capital projects)
- Traffic Control for work listed above on local, County, and State roadways.
- Ensuring personnel follow Federal, State, and Local safety requirements.
- Ensuring personnel follow Federal, State, and Local requirements with regard to reporting spills.
- The Contractor shall return the project site to its original condition at project completion, to the satisfaction of Town representatives.

Successfully contractors shall enter into a contract with the Town of Bolton and are advised that award of this contract does not guarantee any work or payments and services shall be on an as-needed basis. Total compensation under this scope of work will not exceed \$35,000 without written authorization from the Town of Bolton. As-needed work shall be authorized by persons approved by the Town Board. Contract is from Mid- March 2023 (Date TBD) to March 2025 with an option to renew for up to one year if agreed by both parties.

Application Requirement

Applicants will be required to acknowledge these response requirements and to provide and/or verify any information provided. Failure to comply with any of the listed requirements may result in the firm not being included on the General & Emergency Construction Services List.

1. Within one (1) hours of a verbal request for work, applicant firm must be capable of being on-site with the necessary workforce, equipment, and material to alleviate an emergency condition within the Town of Bolton Wastewater District. All work shall be completed within 24 hours unless an extension is approved by the Town of Bolton.
2. Applicant must demonstrate ability to perform the work as outlined above. See specific requirements in attached forms.
3. Applicant firm must have equipment that is necessary to perform the work listed above. See specific requirements in attached forms.
4. Applicant firm must have staffing and expertise that is necessary to perform the work listed above. See specific requirements in attached forms.
5. Applicant firm must be capable of self-performing the work as required and generally outlined above. Any firm not performing at least 90% of work will be deemed ineligible.
6. Applicant firm must designate a contact person who shall be available 24 hours a day, seven days a week (including holidays) and the on-site supervision and project management representative who shall oversee all emergency general construction work.
7. Applicant firm is expected to be responsive to all emergency contract solicitations. Three (3) consecutive "no bid" or "no responses" may result in removal from list.
8. Failure to complete the emergency work to the satisfaction of Town personnel shall be caused to remove Contractor from list of approved contractors.

Application Procedures

The following materials are required to be received by March 3rd, 2023, for a firm to be considered. Materials shall be sent in a sealed envelope with the project name and contractor name on the outside of the envelope. Materials shall be sent to:

Town of Bolton, Attn: Jodi Petteys Town Clerk
4949 Lake Shore Drive, P.O. Box 7
Bolton Landing, N.Y. 12814
518-644-2444 (office)

A. Three (3) paper copies of the "Qualifications" Information to include the following:

1. A signed letter of transmittal briefly stating the applicant firm's understanding of the work to be done, the commitment to perform the work within the time periods specified, a statement why the firm believes itself to be best qualified to perform the services, and the following statements: (1) that the proposal is a firm and irrevocable offer to the Town of Bolton for sixty (60) days, (2) the applicant is duly authorized to make the application and execute contracts with the Town of Bolton, (3) the applicant understands that placement of their firm on the Emergency General Construction List does not guarantee any work.
2. A completed copy of the Contractor Information form included below. Please note these forms list the minimum required staffing and equipment, failure to meet these requirements can prevent a firm from being included on the Emergency General Construction List.

3. NO COST INFORMATION OR DOLLAR AMOUNTS SHALL BE INCLUDED IN THE QUALIFICATIONS INFORMATION

B. Three (3) paper copies of "Cost" Information shall be included in a separate sealed envelope to include the following:

1. A completed copy of the rates sheet as shown below to be used for billing of Emergency General Construction Work.
2. A signed letter of briefly stating the applicant firm's name, contact information, and a statement that the applicant firm understands the Emergency General Construction work shall be prevailing wage rate work, and the applicant will submit NYSDOL Weekly Payroll Form (PW-12) or other approved form with each invoice.

Evaluation Procedures

The selections committee as designated by the Town of Bolton will review the qualifications of the firms and proposals. Firms with unacceptably low technical qualifications will be eliminated from further consideration. In calculating bids, total bids will be determined by multiplying the unit prices bid for labor and equipment in accordance with Schedule A below.

Once the bids have been reviewed the Town shall open and review the Qualifications and Cost Information for the firms related to the General & Emergency Construction Services List. Failure to include the required elements of the Cost Information will cause the firm to not be considered. The cost information included shall be retained and emergency work shall be billed at the rates included. **Billing rates for all work, including emergency work, shall not be modified without approval from the Town of Bolton.**

The contract shall be awarded to the lowest responsive bidder. The Town of Bolton may award in addition to the primary award winner, one or more secondary award winners to be used as back-ups. The Town reserves the right without prejudice to reject any or all proposals. The Town reserves the rights to retain all proposals submitted.

Additional Information

Attention is called to the fact that not less than the minimum salaries and wages set forth in the Prevailing Wage Rates must be paid on this project; that the Contractor must insure that employees and applicants for employment are not discriminated against because of their race, creed, color, religion, sex or national origin. Invoices for completed work will require documentation of NYSDOL Weekly Payroll Form (PW-12).

Contractors are highly recommended to schedule a site visit with the Town of Bolton WWTP and Water Plan to inspect the system and familiarize themselves with district operations prior to submitting a quote. Contact Matt Coon (518-644-2212-office) or (518-321-9462-cell) for scheduling.

Prequalification information may be held by the Owner for a period not to exceed sixty (60) calendar days from the date of receipt of the information for the purpose of investigation of the qualifications of the Contractors. The Town may reject any and all qualifications at their discretion.

SCHEDULE A
THEORETICAL HOURS FOR COST ANALYSIS

Labor	Hours	Equipment	Hours
Construction Laborer	30	Excavator	20
Construction Supervisor	15	Dump Truck	15
Bookkeeper	5	Bulldozer	10

In the event the bidder does not submit the requested unit prices, the next highest unit price for which a comparable job title or equipment type will be used in the analysis. If there is no applicable job title or equipment type to substitute as described, the bid may be considered unresponsive and eliminated from consideration for award of the contract.

Termination:

If found to be in the best interest of the Town of Bolton, it is understood that the Town at its discretion, can terminate all or part of this contract upon thirty (30) days written notification.

Prevailing Wage Rates

The prevailing wage rate schedules for this contract are provided on the internet for bidding purposes. They can be obtained by visiting the New York State Department of Labor’s web site. A paper copy of the current project specific rates will be supplied to the successful bidder upon award of the contract. In the event the contract is extended beyond the initial two-year term, it shall be the Contractor’s responsibility to check with New York State Department of Labor, for updated wage rates on July 1st of each year, and to provide certified payrolls based on then current rates.

Attention is called to the fact that not less than the minimum salaries and wages set forth by NYS (State Wage Rates) must be paid on this project; that the Contractor must insure that employees and applicants for employment are not discriminated against because of their race, creed, color, religion, sex or national origin. The Contractor must also be aware that he/she must comply with the State Wage rates under New York State Department of Labor (as found on www.labor.state.ny.us), as well as Labor Law 220, section 220-h, which requires that on all public works projects of at least \$250,000.00, all laborers, workers and mechanics on the site be certified as having successfully completed the OSHA 10-hour construction safety and health course.

Insurance Requirements:

The bidder(s) to whom the bid is awarded shall, within thirty (30) days after being awarded the bid, furnish such evidence of insurance policies (certificates and/or copies of policies of policies as may be requested by the Town) which name Bolton Water District, Bolton Sewer District, and Town of Bolton as additional insured on a primary, non-contributory basis (except for Workers’ Compensation - Disability Coverage) and which set for the following coverages:

- a. General Liability Insurance Coverage covering, among other things, bodily injury and/or property damage with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence, Two Million (\$2,000,000.00) aggregate;
- b. Umbrella Liability Policy in an amount not less than \$2,000,000;
- c. Automobile Liability Insurance Coverage protecting against, among other things, bodily injury and property damage, with minimum limits of One Million Dollars (\$1,000,000.00) combined single limit for owned, hired and/or borrowed and non-owned motor vehicles;

- d. Workers' Compensation Insurance - Statutory Limits and as set forth below:
- (a) CE-200 - Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage (Effective 12/1/08, this form can be filled out electronically on the Workers' Compensation Board website (www.web.state.ny.us) under the heading of "Forms". Those businesses filing electronically can print a finished CE-200 immediately upon completion. Those businesses without access to a computer may obtain a paper application for CE-200 by writing or visiting any District Office of the Workers' Compensation Board and may wait up to four (4) weeks before receiving the form. Once the applicant receives the CE-200, the applicant will submit same to the Town's); OR
 - (b) C-105.2 - Certificate of Workers' Compensation Insurance (the business' insurance carrier will send this form to the Town's upon request); OR
 - (c) U-26.3 - Certificate of Workers' Compensation Insurance (this form is used in lieu of C-105.2, when the insurance is obtained through the New York State Insurance Fund); OR
 - (d) SI-12 - Certificate of Workers' Compensation Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247 to obtain this form); OR
 - (e) GSI-105.2 - Certificate of Participation in Workers' Compensation Group Self-Insurance (the business' Group Self-Insurance Administrator will send this form to the Town upon request).

NOTE: ACORD forms are not acceptable proof of workers' compensation coverage.

- e. Disability Benefits Insurance - Statutory Limits and as set forth below:
- a) CE-200 - Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage (Effective 12/1/08, this form can be filled out electronically on the Workers' Compensation Board website (www.web.state.ny.us) under the heading of "Forms". Applicant filing electronically can print a finished CE-200 immediately upon completion. Applicants without access to a computer may obtain a paper application for CE-200 by writing or visiting any District Office of the Workers' Compensation Board. Applicants using the manual process may wait up to four (4) weeks before receiving a CE-200. Once the applicant receives the CE-200, the applicant can then submit that CE-200 to the Town); OR
 - (b) DB-120.1 - Certificate of Disability Benefits Insurance (the business' insurance carrier will send to the Town upon request); OR
 - (c) DB-155 - Certificate of Disability Benefits Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247 to obtain).

All insurance policies shall be from a New York State Licensed Insurer with an A.M. Best rating of A- or better. The policy shall contain a thirty (30) day Notice of Cancellation and shall provide "primary" coverage for the Bolton Water District, Sewer District, and Town of Bolton, its boards, officers and/or employees. The contractor shall also be required to provide evidence of equivalent coverage for any subcontractors and/or agents and indemnify the Town of Bolton for any applicable deductibles affecting any circumstances where the Town of Bolton, the Water District, and Sewer District, and its boards, officers, and/or employees are additional insureds. Finally, please note that the liability coverage shall remain in effect for a period of six (6) months following the completion of any project authorized under this bid.

Contact

Any questions relative to these specifications shall be submitted to Jodi Petteys, Town Clerk, by faxing to (518) 644-2476 or emailing to Petteys.j@town.bolton.ny.us, or mailing to 4949 Lake Shore Drive, Bolton Landing, NY 12814 no later than Noon on February 22, 2023. Answers will be provided in the form of a written Addendum to all vendors who received copies of the specifications.

Owner:

Town of Bolton, Attn: Mrs. K. Persons,
Secy. To Town Supervisor

4949 Lake Shore Drive, P.O. Box 7

Bolton Landing, N.Y. 12814

518-644-2461 (Office)

Water and Wastewater Contact

Town of Bolton WWTP-Attn.: Mr. M Coon

Brook Street Extension

Bolton Landing, NY 12814

518-644-2212 (WWTP office)/ 518-321-9462 (Cell)

TOWN OF BOLTON, NEW YORK INVITATION FOR PREQUALIFIED CONTRACTORS
EMERGENCY GENERAL CONSTRUCTION WASTEWATER

THE APPLICANT WILL SUPPLY INFORMATION ON FEES TO COMPLETE THE WORK FOR THE FOLLOWING
PRICES:

NORMAL HOURS (MONDAY THRU FRIDAY 7:00 AM TO 3:00 PM)

ITEM	Unit	UNIT PRICE
PERSONNEL COSTS		
1.01 - Construction Laborer	Per Hour	
1.02 - Construction Supervisor	Per Hour	
1.03 - Bookkeeper	Per Hour	
EQUIPMENT COSTS		
2.01 - Excavator	Per Hour	
2.02 - Dump Truck	Per Hour	
2.03 - Bulldozer	Per Hour	
MATERIAL COSTS		
3.01 - CONTRACTOR SUPPLIED MATERIALS	N/A	PRICE
3.02 - TOWN SUPPLIED MATERIALS	N/A	NO MARKUP

OVERTIME HOURS (NON-NORMAL HOURS, WEEKENDS, AND HOLIDAYS)

ITEM	Unit	UNIT PRICE
PERSONNEL COSTS		
4.01 - Construction Laborer	Per Hour	
4.02 - Construction Supervisor	Per Hour	
4.03 - Bookkeeper	Per Hour	
EQUIPMENT COSTS		
5.01 - Excavator	Per Hour	
5.02 - Dump Truck	Per Hour	
5.03 - Bulldozer	Per Hour	
MATERIAL COSTS		
6.01 - CONTRACTOR SUPPLIED MATERIALS	N/A	PRICE + 15%
6.02 - TOWN SUPPLIED MATERIALS	N/A	NO MARKUP

RATES INDICATED ABOVE SHALL BE USED FOR THE BILLING OF EMERGENCY WORK CONTRACTOR TO
INCLUDE STANDARD RATE SHEET FOR THE FIRM'S EQUIPMENT
OWNER HAS THE RIGHT TO REJECT ANY OR ALL BIDS

WATER EMERGENCY GENERAL CONSTRUCTION LIST CONTRACTOR INFORMATION FORM

Your firm will be required to provide accurate and complete information on the application. Your firm will be asked to verify any information provided and failure to comply may result in your firm not being included on the Emergency Contract Bidders list.

1. Company Information – Provide the following identifying information.

Federal Identification Number: _____

Company Name: _____

Street Address: _____

City: _____

County: _____

State: _____

Zip: _____

2. Contact Persons - Provide one (1) name with phone, mobile numbers, and email address of contact persons available 24 hours a day, weekends and holidays who will respond with a bid when called.

Name: _____

Phone No.: _____

Cell/ After Hours: _____

Email: _____

3. Work References/Experience - Provide verifiable experience to demonstrate that your firm is actively engaged and capable of self-performing the work as described in the Invitation for Prequalified Contractors in the definition for each trade selected - provide a minimum of three (3) References.

<u>Project Title & Location</u>	<u>Work Self-Performed</u>	<u>\$ Value</u>	<u>Contact & Company</u>	<u>Phone No.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4. **Staffing** - Describe company staffing resources devoted to the Town of Bolton in the event of an emergency call. Only indicate staff who are employed Full Time and on company Payroll. Provide additional information for staff if requested (IE: OSHA 10 card, etc.)

<u>Title/Position</u>	<u>Number of Employees</u>	<u>Minimum Number for Qualification</u>
Project Managers/ Supervisors/Foremen	_____	<u>1</u>
Laborers	_____	<u>1</u>
Bookkeepers/Secretarial/Clerical	_____	<u>1</u>

5. **Supervisor Qualifications** - Fill out the information below for the designated Project Manager/Supervisor/Foreman. Attach the resume's and work histories (work done with firm) of the designated Project Manager/Supervisor/Foreman.

Name: _____
 Phone: No.: _____
 Cell/ After Hrs.: _____
 Email: _____

6. **Equipment** - List company owned tools and self-owned/long term leased equipment to be dedicated to emergency work for the Town of Bolton.

<u>Equipment</u>	<u>Location of Equipment</u>	<u>Number Owned</u>	<u>Minimum Number for Qualification</u>
Excavator	_____	_____	<u>1</u>
Dump Truck	_____	_____	<u>2</u>
Bulldozer	_____	_____	<u>1</u>