

VILLAGE OF MALONE
POLICE STATION

NOTICE

INVITATION TO BID

Project: Malone Police Station
Spray Foam Insulation

Owner: Village of Malone
343 West Main Street
Malone, NY 12953

Date: August 7, 2020

The Village of Malone, New York will receive sealed bids until **2:00 p.m., Friday, August 28, 2020** for the installation of Spray Foam Insulation between the ceiling and the roof at the Malone Police Station, 2 Police Plaza, Malone, NY.

Bidders are encouraged to perform a “Site Evaluation” prior to submitting a bid to assess the job and take necessary measurements. A site walk through can be coordinated with the Village Clerk by phone at (518) 483-4570 or by email at rscaccia@villageofmalone-ny.com.

The Village of Malone requires the Project to be commenced at the site as soon as bid is awarded.

Bids shall be submitted to Rebahka Scaccia, Village Clerk, **Village of Malone, 343 West Main Street, Malone, NY 12953, from 8:00 AM to 4:00 PM**, (Monday through Friday) in sealed envelopes with the name and address of the Bidder clearly marked on the face of the envelope, and the name of the bid: “Police Station Insulation.”

Each bid should contain a non-collusion statement as required by Section 103D of the General Municipal Law of the State of New York and an Iran Divestment Act Affidavit as required by General Municipal Law 103G of the State of New York.

The Village of Malone is exempt from sales tax.

The Village of Malone reserves the right to waive any informalities in the bid or to reject any and all bids.

Release Date: August 7, 2020
Rebahka Scaccia, Village Clerk

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Bid Scope

Insurance Requirements:

Copies of Workers' Compensation and General Liability Insurance provided by Contractor at their own expense.

Scope of Services:

The scope of services shall be as outlined herein and shall be performed in accordance with all applicable building codes, standards, and material specifications.

The successful Contractor shall provide all equipment, materials, labor and incidentals to perform the following work:

To apply Spray Foam Insulation in the ventilation area and dead space that exists between the ceiling and the roof of the Village Police Station at 2 Police Plaza, Malone, NY., to stop moisture build-up and leaking.

The successful Bidder shall be responsible for thoroughly cleaning the area where the spray foam insulation will be applied prior to spraying. Remove any dust and debris with a broom or a vacuum cleaner, and wipe down exposed surfaces and studs with a damp cloth to remove cobwebs and dust that may prevent the foam insulation from adhering to the surface. Instal the Spray Foam to the designated area.

PRIOR to commencing work, Contractor will obtain all proper permits from the Code Enforcement Officer at 343 West Main Street, Malone, NY.

The successful Contractor shall coordinate access to job site and all work activities with the Police Chief or his representative and shall field verify all dimensions **PRIOR** to commencing work.

Contractor shall clean all work areas each day to the satisfaction of the Police Chief or his representative that is present. Contractor shall remove and legally dispose of all resulting debris.

Contractor shall be responsible for all site staging and safety operations, as well as complete restoration of any disturbed areas to the satisfaction of the Police Chief or his representative present.

Contractor shall erect temporary construction barriers and provide warning signs where required to ensure safety of pedestrains and Village Staff.

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Contractor shall comply with all necessary OSHA regulations and standards, pertaining to the installation of Spray Foam Insulation.

Selection Process

The Village will take into account such matters it considers appropriate in selecting the successful contractor. The Village reserves the right to contract with one or more vendors for maintenance and mowing and to reject, for any reason, any and all bids. Evaluation criteria will include:

1. The contractor's understanding of the assignment and ability to follow bidding instructions
2. The contractor's proposed fee for service
3. The experience and qualifications of the contractor
4. References (provide a minimum of three account references)

Bidder Qualifications & Proposals

Contractors interested in submitting proposals:

1. Clearly outline Fees for Service (on the provided bid form)
2. Submit a summary of your experience and qualifications
3. Submit Required Insurance Verification
4. Worker's Compensation Certificate
5. Completed Iran Divestment Affidavit
6. Completed Non-Collusion Statement

The contractor should be aware of the following:

1. The proposal should confirm that neither the contractor nor any employee would be in a conflict of interest with respect to the proposal if the contractor were to be selected to perform the services required.
2. All proposals will be property of the Village of Malone.
3. The lowest proposal will not necessarily be accepted. The Village reserves the right to reject all bids, award the agreement, interview contractors, negotiate specific terms of the agreement, and make other adjustments as required in consultation with the successful contractor.
4. Sealed envelopes marked "Request for Proposal – Police Station Insulation" with the proponent's name and address shown on the upper left-hand corner of the envelope, must be received by the Village prior to 2 PM on August 28, 2020.

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**Bid Form/Signature Page
Spray Foam Insulation Bid**

Total Bid for Service: \$ _____

Name and Title (please print) _____

Signature _____

Vendor Address _____

Contact (please print) _____

Phone _____

Fax _____

E-mail _____