

SECTION 00 2113
INSTRUCTIONS TO BIDDERS

SUMMARY

1.01 RELATED DOCUMENTS

- A. Document 00 4100 - Bid Form.

INVITATION

2.01 BID SUBMISSION

- A. Bids signed and under seal, executed, and dated will be received at the office of the Owner at 101 East State St, Olean, NY 14760 before 3 p.m. local standard time on the 5th day of June, 2020.

2.02 INTENT

- A. The intent of this Bid request is to obtain an offer to perform work to remove the existing parapet-cornice and replace with a fiberglass parapet-cornice and supportive parapet backup reinforced CMU and related structural metal system of a historic building located at 101 North Union St, Olean, NY for a Stipulated Sum contract. Work to be done in accordance with Contract Documents. Refer to drawing A-16 for detail of work required to remove and replace the parapet and cornice.

2.03 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Work of this proposed contract comprises removal of the existing and replace with a fiberglass cover and supportive masonry and structural metal work.

2.04 CONTRACT TIME

- A. Perform the Work in 118 days.

BID DOCUMENTS AND CONTRACT DOCUMENTS

3.01 DEFINITIONS

- A. Bid Documents: Contract Documents supplemented with Invitation To Bid, Instructions to Bidders, Bid Form Supplements To Bid Forms and Appendices identified.
B. Bid, Offer, or Bidding: Act of submitting an offer under seal.

3.02 CONTRACT DOCUMENTS IDENTIFICATION

- A. Contract Documents are identified as Project Number 1609, as prepared by Architect who is located at 15 E. Market St., Suite 202, Corning, NY 14830, and with contents as identified in the Project Manual.

3.03 AVAILABILITY

- Examined free of charge at the Owner's Office at 101 East State St. Olean, NY
- Examined free of charge Architects Office – Johnson-Schmidt Architects AIA, 15 East Market St., Corning, Call Ph Charles Devine (607) 937-1946 -

Email charles@preservationarchitects.com digital copy

- **Purchase** - Avalon Document Services 741 Main St Buffalo, NY 716-995-7777
 - **Download** plans, specifications, Construction Documents and Addendums at the following virtual sites
- Avalon:
<https://www.avalonbuff-planroom.com>
- Savarino Companies LLC

Email JudyR@savarinocompanies.com to get a ProCore Link:

- Construction Exchange of Buffalo:
www.conexbuff.com

- B. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.

3.04 EXAMINATION

- A. Upon receipt of Bid Documents verify that documents are complete. Notify Architect should the documents be incomplete.
- B. Immediately notify Architect upon finding discrepancies or omissions in the Bid Documents.

3.05 INQUIRIES/ADDENDA

- A. Direct questions to the Architect Charles Devine at (607) 937-1946 or email Charles@preservationarchitects.com Owners Construction Manager; Contact Joseph Cohen at tel;716-332-5959 ext. 124, or Josephc@savarinocompanies.com,
- B. Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount.
- C. Verbal answers are not binding on any party.
- D. Clarifications requested by bidders must be in writing not less than 7 days before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients and the Owner.

3.06 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS

- A. Contractor-proposed substitutions and change orders may not be appropriate for a historic property; and therefore may not be accepted.
- B. Substitute products will be considered if submitted as an attachment to the Bid Form. Approval to submit substitutions prior to submission of bids is not required.
- C. In submission of substitutions to products specified, bidders shall include in their bid all changes required in the work and changes to Contract Time and Contract Sum to accommodate such substitutions. A later claim by the bidder for an addition to the Contract Time or Contract Sum because of changes in work necessitated by use of substitutions shall not be considered.
- D. The submission shall provide sufficient information to determine acceptability of such products.
- E. Provide complete information on required revisions to other work to accommodate each proposed substitution.
- F. Provide products as specified unless substitutions are submitted in this manner and accepted.

SITE ASSESSMENT

4.01 SITE EXAMINATION

- A. Examine the project site before submitting a bid.

4.02 PREBID CONFERENCE

- A. The prebid conference/ walkthrough is mandatory for all bidders.
- B. A bidders conference has been scheduled for 10 a.m. on the 20th day of May at the location of 101 North Union Street, Olean, NY 14760.
- C. All general contract bidders and suppliers are invited.
- D. Representatives of the Architect and the Construction Manager will be in attendance.
- E. Information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients.

QUALIFICATIONS

5.01 EVIDENCE OF QUALIFICATIONS

- A. To demonstrate qualification for performing the Work of this Contract, bidders may be requested to submit written evidence of previous experience and current commitments, license to perform work in the State.

5.02 SUBCONTRACTORS/SUPPLIERS/OTHERS

- A. Owner reserves the right to reject a proposed subcontractor for reasonable cause.
- B. Refer to General Conditions.

BID SUBMISSION

6.01 BID DEPOSITORY

- A. The rules and regulations of this bid deposit system, in force on the day of bid submission shall apply.

6.02 SUBMISSION PROCEDURE

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
- B. Submit one copy of the executed offer on the Bid Forms provided, signed and sealed in a closed opaque envelope, clearly identified with bidder's name, project name and Owner's name on the outside.
- C. An abstract summary of submitted bids will be made available to all bidders following bid opening.

6.03 BID INELIGIBILITY

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.

BID ENCLOSURES/REQUIREMENTS

7.01 PERFORMANCE ASSURANCE

- A. Include the cost of performance assurance bonds on the Bid Form.

7.02 INSURANCE

- A. Provide an executed "Undertaking of Insurance" on a standard form provided by the insurance company stating their intention to provide insurance to the bidder in accordance with the insurance requirements of Contract Documents.

7.03 BID FORM REQUIREMENTS

- A. Complete all requested information in the Bid Form and Appendices.

7.04 ADDITIONAL BID INFORMATION

- A. Submit the following Supplements concurrent with bid submission:
 - 1. Document 00 4323 - Alternates Form: Include the cost variation to the Bid Amount applicable to the Work _____.
- B. Submit the following Supplements 24 hours after bid submission:
 - 1. Document 00 4373 - Proposed Schedule of Values Form identifies the Bid Amount segmented into portions as requested.

7.05 SELECTION AND AWARD OF ALTERNATES

- A. Bids will be evaluated on the total of the base bid price and all of the Alternates. After determination of the successful bidder, consideration will be given to which Alternates will be included in the Work.

OFFER ACCEPTANCE/REJECTION

8.01 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of 90 days after the bid closing date.

8.02 ACCEPTANCE OF OFFER

- A. Owner reserves the right to accept or reject any or all offers.
- B. After acceptance by Owner, Architect on behalf of Owner, will issue to the successful bidder, a written Bid Acceptance.

8.03 HISTORIC SIGNIFICANCE ACKNOWLEDGMENT

- A. THIS PROPERTY HAS BEEN DETERMINED TO POSSESS HISTORIC AND (E.G., ARCHITECTURAL, ENGINEERING, ARTISTIC) SIGNIFICANCE AND IS LISTED IN THE NATIONAL REGISTER OF HISTORIC PLACES. THE CONTRACTOR SHALL RECOGNIZE THAT ALL ASPECTS OF THE PROPERTY MAY POTENTIALLY CONTRIBUTE TO THIS SIGNIFICANCE AND THE CONTRACTOR SHALL NOT JUDGE THE RELATIVE SIGNIFICANCE OF ANY FEATURES NOR THE IMPACT OF ANY OR ALL PROPOSED WORK. THIS RESPONSIBILITY SHALL REST SOLELY WITH THE ARCHITECT. CONSEQUENTLY NO DEVIATIONS FROM THE CONTRACT DOCUMENTS SHALL BE PERFORMED AND NO FEATURES OR MATERIALS SHALL BE ALTERED, REMOVED, REUSED, OR TAKEN FROM THE PREMISES, WITHOUT THE WRITTEN APPROVAL OF THE ARCHITECT AS BEING CONSISTENT WITH THE REQUIREMENTS OF THE CONTRACT DOCUMENTS. ALL WORK SHALL BE CONSISTENT WITH THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES.

9.01 Attached Current NYS DOL Prevailing Wage Schedule for Cattaraugus County Applies

END OF SECTION