



**West Harlem Community Org.**

Head Start Facilities  
121 West 128<sup>th</sup> Street.  
New York, NY 10027



Phone: (212) 665-7586  
Email: [andreaHayes@westharlemel.com](mailto:andreaHayes@westharlemel.com)  
Fax: (212) 665-7798

# Invitation to Bid

RFP #: HSFACIL-9002019

Issue Date: AUGUST 11, 2019

**Contractor must complete ALL information requested below**

Contractor/Company:	Phone:
Address, City, State, ZIP	Fax:
e-mail:	Cell:

The West Harlem Community Organization Head Start Facilities (hereinafter referred as (“WHCO HS”) with offices at 121 West 128<sup>th</sup> Street, NY, NY 10027 is accepting bid proposals for work to be completed at the Head Start site located at 121 West 128<sup>th</sup> Street.

### AWARD OF CONTRACT

WHCO HS reserves the right and nothing contained in these specifications shall be interpreted as depriving it of the right, to reject any or all bids, to waive minor informalities in any bid. **SUBMISSION OF SEALED BIDS must be clocked in by this office no later than Thursday, August 14, 2019 at 1 p.m. One original ALONG WITH 3 COPIES is REQUIRED.**

### SITE TOUR

Site tour can be made between 7:30am to 10:30pm **by calling Andrea Hayes at 917-494-0980**

### NOTE:

- Please complete and return all pages (signed and dated by principal) as acknowledgement of our requirements with your bid. Please see checklist on cover page
- All materials and equipment provided **MUST** comply with Buy American Act (41 U.S.C. 10a et seq.); i.e. must be made in USA.
- Davis-Bacon Act regulations must be followed for this contract, see Section 6 for details.
- The four pages of Standard Terms & Conditions must be followed and also signed.
- This project is funded by the American Recovery & Reinvestment Act (ARRA)
- All aspects and details contained in the Scope of Work must be included in the Total price on the Bid Response Sheet.

Contractor’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## 1. SAFETY COMPLIANCE

- Unedited complete MSDS (Material Safety Data Sheets) MUST BE provided with bids for all paints and coatings used. Including, but not limited to primers, topcoats, polyurethane, etc.
- OSHA, and CPSC (Consumer Product Safety Committee) Safety Standards must be followed.
- All required signage must be posted on site (including but not limited to Right-to-Know, FMLA, etc.)

## 2. Scope of Work:

- See Attached Proposed Plans

## 5. PREPARATION

- Cleanup and removal of all loose debris is required before and after job.
- Contractor is responsible for any permits, research, damage or repair to service lines (phone, gas, electric, etc) caused by penetrating beneath the ground or otherwise.
- The cost of any equipment is the contractor's option & responsibility.
- Some leftover furniture may have to be moved to either paint or do floors.

## 6. TIMEFRAME

This work needs to be completed as quickly as possible and no later than September 27, 2019. The painting and flooring of the eight (8) classrooms must be completed by August 25, 2019.

## 7. MISC. DETAILS:

- a) Before completion of work and final invoicing, a post-inspection must be scheduled with WHCO HS Facilities to ensure all work was performed satisfactorily.
- b) Any permits, fees, fines and rentals of equipment will be the responsibility and expense of the contractor.

# GENERAL TERMS & CONDITIONS

## 1. SUBMISSION OF SEALED BIDS

All bid responses may be either hand delivered or mailed to:

West Harlem Head Start Attn: Andrea Hayes, Executive Director  
121 West 128<sup>th</sup> Street New York, NY 10027. Phone: 212-665-7586 ext. 1010

On outside of sealed envelope, write: **SEALED BID West Harlem Head Start**

Hand delivery is preferred. If mailed, please provide a tracking number to [andreahayes@westharlemel.com](mailto:andreahayes@westharlemel.com) to ensure receipt of all bid sets before opening. Hand-delivered bid sets must be acknowledged and logged by Facilities Unit.

## 2. QUESTIONS

ALL QUESTIONS MUST BE SENT BY EMAIL. Phoned or mailed questions are difficult to process and track and may not get received. Please be sure to include a valid email for any amendments which follow.

Contractor's signature: \_\_\_\_\_

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

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### 3. BILLING / TERMS

Payment within 30 days of inspections and submission of final invoice and Davis Bacon paperwork.

### 4. INSURANCE

The contractor who is awarded the bid based upon their proposal must supply the following:

- General Liability certificate of insurance with limits no less than \$1 Million CSL; \$2 million aggregate and, Worker's Compensation
- Each certificate must include West Harlem Community Organization, Inc. as additional insured and shall hold WHCO and all related entities harmless against any suit, action, claim, demand, lien, cost, damage, fine, judgment, or decree in conjunction with this Invitation to Bid.

### 5. CONDITIONS

Contractor is to ensure that no tools, parts, or materials are left accessible that could cause harm to program clients or visitors. In compliance with applicable Right-To-Know and OSHA regulations, any toxic, caustic, or otherwise potentially harmful materials used in this service must have MSDS (Material Safety Data Sheets) submitted with bid set and be discussed with HS prior to use. WHCO HS shall not be held responsible for loss or damage to the contractor's equipment. The contractors shall hold WHCO HS harmless against any suit, action, claim, demand, lien, cost, damage, fine, judgment, or decree, also any expense connected with the services performed by any employee of the contractor. If a contractor sees anything that is beyond the scope of work after the site visit, it should be immediately brought to the attention of WHCO HS immediately – sent to email above.

### 6. DAVIS-BACON REGULATIONS

A provision in Section 644(g)(3) of the Head Start Act signed into law by the President on May 18, 1994 requires that all contracts entered into by any Head Start program, on or after October 1, 1994, which are in excess of \$2,000 and are for the construction, renovation or repair of buildings used by Head Start programs, are subject to the requirements of the Davis-Bacon Act. In summary, The Davis-Bacon Act requires that any contractor hired to construct, renovate or repair a Head Start facility (if the contract exceeds \$2,000) must pay the laborers and mechanics engaged in the construction, renovation or repair "prevailing rate" wages. These "prevailing rate" wages are determined by the Department of Labor for each county in the country and are updated, as necessary.

Since this project will be federally funded, we have included the website for you to obtain a copy of the current prevailing wage determination issued by the NYS Department of Labor. The award of this bid shall be conditioned upon the acceptance of the wage determination as so indicated. See U.S. Department of Labor, Wage & Hour Division at <http://www.dol.gov/esa/whd/>

- **Hourly Pay Rates.** Check Wage Determinations OnLine.gov (<http://www.wdol.gov/>) to find the appropriate prevailing wage pay rate.

**Required Recordkeeping.** It is so required that the WHCO obtain reports **on a weekly basis** from the awarded contractor under the Davis-Bacon and Related Acts (DBRA), covered contractors must maintain payrolls and basic records and submit certified weekly payrolls Use instructions for [Form WH-347](#) (both included in Section 14, Compliance Assistance Materials) to satisfy the requirements of Regulations, Parts 3 and 5 (29 CFR, Subtitle A), as to

Contractor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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payrolls submitted in connection with contracts subject to the DBRA. Records to be maintained include (continued):

- Name, address, and social security number of each employee
- Each employee's work classification(s)
- Hourly rate(s) of pay (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof);
- Daily and weekly numbers of hours worked;

Deductions made; and Actual wages paid. See [29 CFR 5.5\(a\)\(3\)](#) for further information.

## 7. CONTRACTOR'S NON-COLLUSION CERTIFICATION

Every bidder shall be required to subscribe and affirm as true, under penalties of perjury, the following non-collusive bidding certification:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition.
2. 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 competitors.
3. No attempt has been made or will be made by the, bidder to induce any other person, partnership, or corporation to submit a bid for the purpose of restricting competition.
4. The person signing this bid certifies that he/she is fully informed regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as the person signing in his/her behalf.

I acknowledge and affirm my company's compliance with above referenced.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## 8. CONTRACTOR'S BACKGROUND

The undersigned certifies that the information provided herein is true and sufficiently complete so as not to be misleading. Please attach a separate sheet if more space is needed.

<b>Name of Company:</b>	__ Corporation __ Partnership __ Individual __ Other: _____
<b>Principal Office Address:</b>	

**EXPERIENCE** List the categories of work that your company and subcontractors normally perform with its own forces. Include specific references with contact information.

**CERTIFICATIONS & LICENSING** (List jurisdictions and trade categories in which your organization is qualified to do business and indicate registration or license numbers, if applicable. Provide a copy of all relevant certifications, e.g. International Playground Contractors Assn (required), National Playground Safety Institute, IPEMA, manufacturer's certifications, etc):

### ORGANIZATION

1. How many years has your company been in business as a contractor? \_\_\_\_\_
2. Under what other or former names has your organization operated? \_\_\_\_\_
3. If a corporation, answer the following:
  - Date of Incorporation: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_
  - President's name: \_\_\_\_\_ Vice-President's name(s): \_\_\_\_\_
  - Secretary's name: \_\_\_\_\_ Treasurer's name: \_\_\_\_\_
4. If your organization is a partnership, answer the following:
  - Date of organization: \_\_\_\_\_ Type of partnership (if applicable): \_\_\_\_\_
  - Name of general partner(s): \_\_\_\_\_
5. If your organization is individually owned, answer the following:
  - Date of organization: \_\_\_\_\_ Name of general owner: \_\_\_\_\_

Contractor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## 8. CONTRACTOR'S BACKGROUND, continued

**CLAIMS & SUITS** (If the answer to any of the questions below is yes, please attach details)

1. Has your organization ever failed to complete any work awarded to it? \_\_\_\_\_
2. Are there any judgements, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? \_\_\_\_\_
3. Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years? \_\_\_\_\_
4. Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? \_\_\_\_\_

### • CONTRACTOR'S TRADE REFERENCES (Vendors, suppliers, etc)

<b>Company's Name:</b>	<b>Address:</b>
<b>Contact Person:</b>	
<b>Phone:</b>	<b>E-Mail:</b>

<b>Company's Name:</b>	<b>Address:</b>
<b>Contact Person:</b>	
<b>Phone:</b>	<b>E-Mail:</b>

### • CONTRACTOR'S BANK REFERENCES

<b>Bank's Name:</b>	<b>Address:</b>
<b>Contact Person:</b>	
<b>Phone:</b>	<b>E-Mail:</b>

Contractor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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9.

Contractor must complete ALL information requested below please

Company's Name:	Address	Email:
Person Submitting Quote:	City, State	ZIP
Phone:	Fax:	Cell:

**Bid Prices MUST be input to this table to be considered**

1.	<b>Flooring of Classrooms</b>	\$
2.	<b>Painting of Classrooms</b>	\$
3,	<b>Flooring of Offices, Lounge, Conference Room Copy Room, Library and hallways</b>	\$
4.	<b>Painting of Offices, Lounge, Conference Room Copy Room, Library, Kitchen and Reception Area and stairwells and hallways</b>	\$
5.	<b>Lighting (classroom, offices, conference room, lounge, kitchen, stairwells and hallways</b>	
	<b>TOTAL:</b>	

Contractor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## 10. COMPLIANCE ASSISTANCE MATERIALS

Please see the US Dept of Labor website: <http://www.dol.gov/compliance/laws/comp-dbra.htm>

The Form WH-347 with U.S. Department of Labor Instructions for Completing Payroll Form WH-347 and required forms may be found at <http://www.dol.gov/esa/whd/contracts/dbra.htm>

All information on the Davis-Bacon & Related Acts regulations, current prevailing wage determination may be found at <http://wdol.gov/wdol/scafiles/davidbacon/NY13.dbv>

Required jobsite poster: <http://www.dol.gov/whd/regs/compliance/posters/davis.htm>

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