



# Bid Requirements and Specifications for **Spiegel Community Center Pavilion**

Department of Public Works  
Town of Pittsford  
Monroe County  
New York

Dated: September 12, 2022

**BID OPENING:** October 3, 2022 at 11:00am, Pittsford Town Hall



This document was prepared with funding provided by the New York State Community Development Block Grant (CDBG) Program, Coronavirus Aid, Relief and Economic Security Act (CARES)

## **PROJECT SUMMARY**

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Project Title                      Spiegel Community Center Pavilion

### **PROJECT DESCRIPTION**

Project includes the construction of a pavilion structure and associated site improvements at the Spiegel Community Center in the village of Pittsford, New York.

### **PROJECT OWNER**

**Town of Pittsford**                      Paul Schenkel  
Commissioner of Public Works  
11 South Main Street  
Pittsford, NY 14534  
(585) 248-6250

### **PROJECT DESIGN**

Landscape Architecture              Sue Steele Landscape Architecture, PLLC  
9 Summit Street  
Fairport, NY 14450  
(585)747-9996  
steele.la

Contact: Sue R. Steele, RLA, Owner

Structural Engineer                      Torchia Structural Engineering & Design, P.C.  
625 Panorama Trail  
Rochester, NY 14625  
(585) 385-7630  
tse123.com

Contact: Carmine Torchia, PE

## **PROJECT TYPE**

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This is a LUMP SUM contract and includes bid alternate(s) 1.

A lump sum bid shall be submitted for the basic scope of services for each of the following alternates:

### **ADD ALTERNATE No. 1: Sidewalk Extension & Connection to Pavilion**

Installation of 5' wide concrete sidewalk extension from existing sidewalks and parking lot. Connect to pavilion as indicated. Including subgrade prep, subbase, concrete paving, grading, and lawn restoration as detailed within the contract drawings.

The Town of Pittsford encourages minority and women owned (MWBE) businesses to participate in this opportunity.

## **CONTRACT DOCUMENTS**

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- A. Contract Proposal Book for Spiegel Community Center Pavilion
- B. Contract Proposal Form for Spiegel Community Center Pavilion
- C. Contract Drawings for Spiegel Community Center Pavilion

## **WORK BY OTHERS**

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The intent of the 'Work by Others' portion of the Project Summary section is to advise the prospective Bidder of any anticipated work to be done by others for informational and coordination purposes. The information is furnished solely for the convenience of the Contractor, without a warrant expressed or implied as to its accuracy or completeness.

- A. N/A – no work by others within this project.

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N/A.	Technical specifications are within the contract drawing set.

## **PART 1 GENERAL INFORMATION, INSTRUCTIONS, AND BID REQUIREMENTS**

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### PURPOSE OF BID:

The Town of Pittsford (“Town”) intends to secure the services of an experienced and properly equipped contractor (“Contractor”) to construct a wood frame pavilion, including associated site work. The contract award will be based on low bid price from a responsible and qualified bidder; submission of required bonds and insurance; and full compliance with these Requirements and Specifications. The Town reserves the right to reject any bid should the Commissioner of Public Works (“Commissioner”) determine that it is in the Town’s best interest to do so.

### GENERAL INFORMATION AND INSTRUCTIONS FOR BIDDERS:

1. All bidders should review carefully the contents of this document. All of the Requirements and Specifications in this document will become part of the agreement to be signed by the Town and the successful bidder.
2. The Contractor shall include all labor, materials, equipment services and transportation to locate the pavilion on the site designated with all other work
3. The pavilion shall be complete and operational and shall include all exterior and interior materials and systems as shown or indicated in contract documents.
4. Work shall be performed as necessary and required for the construction of the building as indicated. The building shall be as dimensioned with all features and quantities as per specification
5. The final pages of this document contain the “Bid Proposal Form” and “Non-Collusive Bidding Certificate”. The Bid Sheet needs to be completed and returned to confirm the amount of the bid. All exceptions to the specifications should be carefully noted on the bid sheet. The Non-Collusive Bidding Certificate is a document required by the General Municipal Law of the State of New York and is to be signed and returned with the Bid Sheet.
6. All bids must be sealed and be addressed to the “Commissioner of Public Works” and be marked “Spiegel Community Center Pavilion”.
7. Bids may be mailed or personally delivered to the Commissioner at the Pittsford Town Hall, 11 South Main Street, Pittsford, New York 14534. All bids must be received by the Commissioner by the date and time set for the bid opening noted on the cover sheet of this document.
8. All bids submitted shall remain good for a period of sixty (60) days from the date of bid opening.
9. The Town reserves the right to reject any bid for non-compliance with these Requirements and Specifications and/or to waive informalities.
10. All bids, at the earliest, will be presented to the Town Board at its **October 4, 2022** meeting, for consideration. Immediately following an award of bid by the Town Board, the successful bidder will be notified, by letter from the Commissioner. The Commissioner’s letter will include an agreement, to be signed by the successful bidder

## **PART 2 GENERAL INFORMATION, INSTRUCTIONS, AND BID REQUIREMENTS**

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and returned to the Town, together with the required Insurance Certificates and performance bond. The signed agreement, Insurance Certificates and performance bond must be received, by the Town, within ten (10) days

11. Additional information may be obtained from Paul Schenkel, Commissioner of Public Works at (585) 248-6250. Informal and informational responses will not be binding on the Town. Formal requests for interpretations of these Requirements and Specifications must be made in writing to the Commissioner at least five (5) days before bid opening.

### **RESPONSIBLE BIDDER QUALIFICATIONS:**

The contractor is made aware that some specifications utilized on this project require specialized experience. The contractor is required to submit qualifications along with the bid proposal form. Contractor must provide written certification that it has 5 or more years' experience under the same name. This material will be utilized in evaluating the lowest responsible bidder. The following specifications require contractor qualifications.

- A. Wood Frame Construction

The Town reserves the right to reject any bid where the bidder cannot satisfy the Town as to ability to perform.

All contractor staff and project laborers shall be skilled and qualified for the work that they perform. All materials used, unless otherwise specified, shall be new and of the types and grades specified. The contractor shall certify that no asbestos containing building materials that exceed Federal mandated safe asbestos levels have been used in the construction of the membrane-covered structure

### **EXECUTION OF AGREEMENT:**

Within ten (10) days after written notice has been given to the successful bidder (hereafter "Contractor") that the agreement has been awarded, the Contractor shall execute an agreement incorporating all of the terms, conditions of these "Bid Requirements and Specifications" and the "Bid Sheet" submitted by the Contractor, together with any and all required performance bond and insurance certificates. In the event that the Contractor shall fail to complete the above, the Contractor's bid will be deemed withdrawn and the bid security forfeited to the Town.

### **PERFORMANCE BOND:**

At the time of agreement execution, the Contractor shall furnish a performance bond in the amount of \$15,000.00, in a form and by a company acceptable to the Commissioner, to secure the full, faithful, and timely performance of the terms, conditions and specifications of the agreement.

### **SAFETY, INDEMNITY AND INSURANCE:**

The Contractor shall render performance in a manner such that all persons and property are

## **PART 2 GENERAL INFORMATION, INSTRUCTIONS, AND BID REQUIREMENTS**

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protected at all times. The Town specifically reserves the right to suspend or terminate (at the Town's option) all performance under this agreement in the event that the Contractor and/or the Contractor's employees or subcontractors are proceeding in a manner that threatens the life, health or safety of any of Contractor's employees, subcontractor's employees, Town employees or members of the public. This reservation of rights by the Town in no way obligates the Town to inspect the safety practices of the Contractor.

The Contractor shall protect, indemnify and hold harmless, including payment for all attorney's fees and court costs, the Town, its officers, agents, and/or employees, from any liability, cost, loss or damage on account of any injury to person or property or both, arising from the Contractor's performance. The Contractor shall defend, at the Contractor's own expense, all suits which may be brought to recover damages arising from the Contractor's performance, including any and all suits or actions brought against the Town, its officers, agents, and/or employees.

At all times during the life of the agreement, the Contractor shall procure and maintain insurance, at the Contractor's expense, for liability for damages, costs and/or claims with insurance companies authorized to do business in New York State, such policies to embrace all operations performed under the Agreement by the Contractor. More particularly, the Contractor shall procure and maintain the kind and amounts of insurance as follows:

1. WORKERS' COMPENSATION INSURANCE: As required by New York State law.
2. MOTOR VEHICLE LIABILITY INSURANCE: Each policy shall cover the Contractor and the Town of Pittsford, as "additional insured", with a combined single limit of not less than \$1,000,000.00.
3. COMPREHENSIVE GENERAL LIABILITY POLICY: Each policy shall cover the Contractor and the Town of Pittsford, as "additional insured", with limits not less than \$1,000,000.00 for each occurrence; \$1,000,000.00 personal injury; and \$2,000,000.00, general aggregate.
4. UMBRELLA POLICY: Each policy shall cover the Contractor and the Town of Pittsford, as "additional insured", with coverage of at least \$1,000,000.00

At the time of the execution of the agreement, the Contractor shall furnish to the Commissioner "Certificates of Insurance", in a form satisfactory to the Commissioner, showing proof of the above insurance requirements, which Certificates shall provide that the policies shall not be changed or canceled until ten (10) days written notice has been given to the Commissioner.

### OTHER LAWS:

The Contractor, and all employees acting under the direction of the Contractor, shall strictly comply with all federal, state and local laws and ordinances controlling or limiting in any way the actions of those engaged in the work (including their wages, hours, or benefits), shall be strictly complied with by the Contractor and all employees working under his direction. This shall also include Equal Employment Opportunity requirements, Article 8, and Section 220 of the New York State Labor Law. This is a New York State Department of Labor prevailing wage rate bid.

## **PART 2 GENERAL INFORMATION, INSTRUCTIONS, AND BID REQUIREMENTS**

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Certified payrolls shall be furnished by the Contractor to demonstrate compliance on a monthly basis, prior to payment.

Contractor shall certify that all of its employees doing business with the Town have had all of the sexual harassment prevention training required by NYS Labor Law §201-g within the last year.

### **PERFORMANCE PENALTIES:**

The agreement between the Contractor and the Town may be terminated for the material breach of any term by the Contractor. Further, the Contractor shall be liable for all loss, costs, and/or damages of the Town, including reasonable attorney's fees resulting from any litigation arising hereunder, together with a performance penalty equal to 15% of the bid price, per day, in the event of a breach of contract by the Contractor.

**END OF SECTION**



## **PART 2 SCOPE OF SERVICES**

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### LOCATION:

The pavilion is to be located on the Town owned property located in the Village of Pittsford along the at the Spiegel Community Center, 35 Lincoln Ave, Pittsford, NY 14534.

### TIME OF PERFORMANCE

The structure shall be completed and ready for use no later than **December 31, 2022**. The timing of the start of construction shall be at the discretion of the Contractor, with the approval of the Commissioner.

### APPROVAL OF PLANS:

All work to be performed under the conditions of this specification shall comply with the rules and regulations of all agencies having jurisdiction for this classification of construction and design and shall conform to the applicable live loads due to wind, rain and snow. Referenced standards below will be a part of this specification.

### SPECIAL CONDITIONS

- Work times under this contract shall be limited to:  

Mondays – Fridays from 7:00 am – 8:00 PM  
Saturdays – Sundays from 9:00 am – 5:00 PM.
- Construction activities must not interfere with the operations and public use of the adjacent Community Center.

### SUBMITTAL REQUIREMENTS – SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

The requirements of this Section are general in nature and basically apply to all Sections of Part 4: Technical Specifications and/or Construction Drawings. Additional submissions and more specific requirements on submissions are contained in the various Specification Sections and/or Construction Drawings.

No construction shall be initiated by the Contractor on any portion of the project without the proper submissions called for in the Contract Documents. Before construction is started on any portion of the work, all shop and/or placing drawings pertaining to that portion of the work shall have been submitted and reviewed by the Engineer/Architect.

**Schedule** - Within ten days after the final work progress schedule has been distributed each Prime Contractor shall submit to the Engineer/Architect a preliminary schedule of Shop Drawing submissions. The Engineer/Architect shall be notified immediately of changes in the preliminary schedule.

**Shop Drawings** - include all drawings, diagrams, illustrations, brochures, catalog cut sheets, schedules, and other data which are prepared by the Contractor, Subcontractor,

## **PART 2 GENERAL INFORMATION, INSTRUCTIONS, AND BID REQUIREMENTS**

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manufacturer, supplier, or distributor and which illustrate the equipment or some portion of the work.

**Outline of Submittals** – See project drawings (cover sheet) for outline of required submittals. This outline is included for convenience only and is not necessarily intended to be “all-inclusive”. Shop drawings shall be ordered as deemed necessary by the Architect for those items required by the contract specifications.

**END OF SECTION**

**PART 3 BIDDER QUALIFICATIONS FORMS**

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**BIDDER QUALIFICATIONS & REFERENCES FORM**

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Please detail the specifics of similar experience to that of this proposed contract that you have successfully completed over the past five years:

Item Description (Circle)                      Wood Frame Construction

Contractor/Subcontractor Name \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Years of Firm Experience \_\_\_\_\_

Years of Supervisor Experience \_\_\_\_\_

*Attached firm and supervisor resumes.*

**REFERENCE PROJECTS**

**Project No. 1** Project Name / Year Complete \_\_\_\_\_

Contact Name / Phone Number \_\_\_\_\_

**Project No. 2** Project Name / Year Complete \_\_\_\_\_

Contact Name / Phone Number \_\_\_\_\_

**Project No. 3** Project Name / Year Complete \_\_\_\_\_

Contact Name / Phone Number \_\_\_\_\_

**Project No. 4** Project Name / Year Complete \_\_\_\_\_

Contact Name / Phone Number \_\_\_\_\_

**Project No. 5** Project Name / Year Complete \_\_\_\_\_

Contact Name / Phone Number \_\_\_\_\_

*Attached reference photograph(s) for each project listed.*

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

**PART 3 BIDDER QUALIFICATIONS FORMS**

**BID PROPOSAL FORM**

**Notice:** Any deviations from the listed specifications must be completely outlined on the reverse side of this sheet. Failure to comply will constitute reason to declare the bid informal. The Town Board of the Town of Pittsford reserves the right to reject any and all bids and waive any informalities. A Non-Collusive Bidding Certificate must accompany all bids. The prices bid are in full consideration for all work as described in these specifications. If requested by the Town, the bidder shall provide a breakdown of individual costs to assist with bid evaluations.

ALL BIDS MUST BE LISTED AS FOLLOWS ON THIS SHEET:

<b>BASE BID SCHEDULE</b>			
Item No	Description	Price	
		Written	Figure
1	Construction of 24x36 Pavilion Structure		
2	Concrete Foundations & Slab		
3	Electrical Circuitry & Pavilion Lighting		
4	Water Service Extension & Yard Hydrant		
5	Grading, Drainage, & Site / Lawn Restoration		
<b>BASE BID</b> (Total must equal the sum of the items listed above)			

**Additional Alternate No 1: Sidewalk Extension & Connection to Pavilion**

BID \_\_\_\_\_ + \$ \_\_\_\_\_  
 (Words) (Figure)

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Representing: \_\_\_\_\_

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

**NON - COLLUSIVE BIDDING CERTIFICATE**

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**Spiegel Community Center Pavilion**

As required by §103-d of the General Municipal Law of the State of New York, the bidder certifies that by submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty or perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, 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 competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

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Print Name of Bidder

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Authorized Signature

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Date

NOTE: Where a bid on behalf of a corporation contains this certification, it shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certification as to non-collusion as the act and deed of the corporation.

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