

REQUEST FOR QUOTE #11-27

New York State Division of Military and Naval Affairs

Heating Distribution System Repair

Location of Work: New York State Armory, 321 Manor Road Staten Island, New York 10314.

Scope of Work: Bidders must have read and be thoroughly familiar with the scope of work and all contract documents. The failure of omission of any bidder to receive or examine any form, instrument, or document shall in no way relieve the bidder of any obligation in respect to this project.

The following service shall be performed: Supply & install the heating system valves, boiler drain zone valves in the follow locations:

Room 12	(1)	1 ¼" ball valve & (1) ¾" boiler drain
Room 14	(2)	1" ball valves & (1) ¾" boiler drain
Room 15	(1)	1 ¼" ball valve
Room 9	(1)	1 ½" ball valve & (1) ¾" boiler drain
Room 19	(1)	1 ½" ball valve & (1) ¾" boiler drain
Room 8	(1)	1 ¼" ball valve
Room 5	(1)	1 ¼" ball valve & (1) ¾" boiler drain
Room 4C	(1)	1" ball valve
Room 2	(1)	1" zone valve & actuator & (1) ¾" boiler drain
Room 43A	(1)	1" ball valve, (1) 1" zone valve & actuator & (1) transformer
Room 49	(1)	1 ¼" ball valve & (1) ¾" boiler drain
Room 56	(1)	1 ¼" ball valve
Room 43	(2)	1" ball valves, (1) 1" zone valve & actuator & (1) transformer
Room 35	(2)	1" ball valves, (1) ¾" boiler drain, (1) transformer & (1) thermostat /w metal lock box
Room 83	(1)	1" zone valve & actuator, (2) 1" ball valve, (1) ¾" boiler drain, (1) transformer & (1) thermostat /w metal lock box
Hallway	(2)	1 ¼" ball valves & (2) ¾" boiler drains
Mess Hall	(1)	2" ball valve, (1) 1" zone valve and actuator, (1) transformer, (1) thermostat w/ metal lock box
Medic Room	(1)	thermostat w/ metal lock box, (1) transformer & (2) 1" ball valves

Contractor will remove and install new heating equipment in accordance with the NYS Building and Mechanical Codes.

**HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS – TESTING,
CLEANING AND OPERATIONAL TESTING**

- A. Circulating Heating Hot Water in Buildings:
1. Testing
 - a. Perform hydrostatic test at 30 psig, after installation.
 2. Cleaning
 - a. Flush systems and apparatus, upon completion of pressure test(s).
 - b. Completely open valves and flush each system with clean water, prior testing
 - c. Completely fill system vent as required, and place in operation, with automatic controls operating and valves fully open.
 - d. Allow system to reach design operating temperature or an operating temperature designated by the Director's Representative
 - e. Test and correct pH to 7.
 3. Operational Test
 - a. Run system in an automatic mode for a minimum of 120 consecutive hours.
 - b. During this time, make final adjustments, including the setting of the balancing valves.

Conditions: Prior to bidding, the contractor shall visit the site to verify dimensions of the work area and general conditions within project scope. By submitting a bid, the contractor is verifying that he/she has visited the site and is aware of existing conditions.

Cost of Preparation: DMNA will not pay any costs incurred in the bid/proposal preparation, printing or demonstration process. All costs shall be borne by the contractors.

Duration of Contract: This contract shall be completed within 30 working days of written approval.

Compliance with the Law: Contractors shall render the services to be provided pursuant to this agreement in compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations.

Taxes: DMNA does not pay Federal excise and State sales taxes. Our tax exemption number is 14-740026K, Certificate of Exemption will be provided.

Invoicing Requirements: The Contractor will submit invoices to the facility manager. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Adjutant General of the Division of Military and Naval Affairs, in the Adjutant General's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at www.osc.state.ny.us/epay/index.htm by

email at epunit@osc.state.ny.us or by telephone at (518) 474-4032. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Adjutant General has expressly authorized payment by paper check.

Cancellation for Convenience: The State of New York Division of Military and Naval Affairs retains the right to cancel this contract in whole or in part without reason provided that the Contractor is given at least thirty (30) days notice of its intent to cancel. This provision should not be understood as waiving the State's right to terminate the contract for cause or stop work immediately for unsatisfactory work, but is supplementary to that provision. Any such cancellation shall have no effect on existing Agency agreements, which are subject to the same 30 day discretionary cancellation or cancellation for cause by the respective user agency.

Emergency Telephone Contact: The contractor will be required to maintain a twenty-four (24) hour per day, seven (7) days a week emergency telephone contact.

Personnel: The contractor will provide a contract manager who will be responsible for the performance of the work. The name of this person along with an alternate (who will act for the contract manager when that person is absent) will be designated in writing to the facility superintendent prior to contract start date. The contractor will also provide telephone numbers for those persons listed.

Employee Identification: The contractor personnel and their vehicles must be recognizable while at the facility. This must be accomplished by wearing distinctive clothing bearing the name of the company or by wearing appropriate badges with the company and employee's name. In the event that the contractor chooses to use badges, the contractor is responsible for acquiring an appropriate number of badges to meet their needs at his/her own expense.

- **ALL CONTRACTED PERSONNEL MUST HAVE VALID PHOTO IDENTIFICATION BEFORE ENTERING THE FACILITY.**
- **AT THE DISCRETION OF SECURITY PERSONNEL AND/OR THE MAINTENANCE SUPERVIOR, ANY VEHICLE MAY BE SUBJECT TO A SEARCH.**
- **FAILURE TO COMPLY WITH ANY OF THE ABOVE CONDITIONS COULD RESULT IN REFUSAL OF ENTRY INTO THE FACILITY.**

Occupational Safety and Health Act: While at the facility, all contractor personnel shall comply with applicable safety requirements of the Occupational Safety and Health Act.

Appendix A: Standard Clauses for New York State Contracts, dated December 2011, is hereby expressly made a part of this RFQ as fully as if set forth at length herein. Appendix A is available on OGS website at http://www.ogs.state.ny.us/procurecounc/A_01.asp.

Appendix B: Office of General Services General Specifications, dated July 2006, is hereby expressly made a part of this RFQ as fully as if set forth at length herein and shall govern any situations not covered by this RFQ or Appendix A. Appendix A is available on OGS website at <http://www.ogs.state.ny.us/purchase/bidcreation.asp>.

Prevailing Wage: Work being bid is subject to the prevailing wage rate provisions of New York State Labor Law. This contract is subject to all applicable prevailing wage rates as published by the New York State Department of Labor. A prevailing wage schedule has been assigned to this project – PRC #2011010182. Any federal or State determination of a violation of any public works law or regulation, or labor law or regulation, or any OSHA violation deemed “serious or willful” may be grounds for a determination of vendor non-responsibility and rejection of bid.

Damages: The contractor shall be responsible for all damages to government facilities and equipment caused by his action.

Mandatory Site Visit: A mandatory site visit is required to ascertain the conditions. Bidder is required to inspect all premises and render a quote for each of the listed sites. Bidders may examine the facilities Monday through Friday between the hours of 9:00 am and 3:00 pm by calling the facility representative listed below to schedule an appointment. Bids will not be accepted from prospective Contractors who have not conducted site visits prior to submitting their bids. Prospective bidders must complete a Site Visit Verification Form (attached).

Hours of Work: All work will be accomplished between the hours of 7:30 am and 4:00 pm Monday through Friday excluding state and federal holidays or at the discretion of the facility superintendent.

Bid Submission: If you are responding to this RFQ, the attached bid form must be completed and received by this office no later than 11:00 AM on Tuesday, January 3, 2012. The bid forms may be submitted by hand, U.S. mail, electronic mail (email) or facsimile (fax) to the contact listed below. Bidders assume all risks for timely, properly submitted deliveries. Bidders are strongly encouraged to arrange for delivery of bids to DMNA prior to the scheduled bid opening.

Clarification/Questions: All inquiries relating to this request for quote must be submitted in writing by mail, fax or email at least 5 working days prior to the bid

opening. Requests submitted after that time WILL NOT be considered. All inquiries must be directed to Mr. Arthur Cherry (518) 429-9204, Arthur.Cherry@us.army.mil.

Designated Contacts:

Inquiries on Facility	Inquiries on Submittal of Quote
Arthur Cherry, Armory Superintendent New York State Armory 321 Manor road Staten island, New York 10314 Arthur.Cherry@us.army.mil (518) 429-9204	Nancy Bik, Purchasing Agent NYS Division of Military and Naval Affairs MNBF-PC 330 Old Niskayuna Road Latham, New York 12110-3514 nancy.bik@us.army.mil (518) 786-4964 voice/office (518) 786-6098 fax

BID PROPOSAL FORM

RFQ #11-27

Work Location: **New York State Armory**
321 Manor Road
Staten Island, New York 10314
Mr. Arthur Cherry at (518) 429-9204
Email: Arthur.Cherry@us.army.mil

Materials total	Total
	\$
Labor Total # of hrs X labor rate \$ =	
Total Cost	

Name of Vendor: _____, Federal ID No. _____

Address: _____

City _____, State _____, Zip Code _____

Email Address: _____

Name: _____, Title: _____

Telephone number (____) ____-____, Fax: (____) ____-____,

24-Hour Number (____) ____-____

Small Business: Yes No Women Owned Business (MWE) Yes No

Minority Owned Business (MBE) Yes No Method of Payment Visa Voucher

The undersigned hereby agrees to perform the services in accordance with the enclosed Scope of Work at the prices indicated above. Award of contract will be made to lowest responsible bidder.

Authorized Signature: _____

FACILITY SITE VISIT VERIFICATION FORM

New York State Armory

321 Manor Road

Staten Island, New York 10314

Mr. Arthur Cherry at (518) 429-9204

Email: Arthur.Cherry@us.army.mil

I met with the Facility Manager or designated representative to comply with the site visit verification requirement as stated in the RFQ 11-27.

(Date)

(Company representative signature)

(Company Name)

FOR AGENCY USE ONLY

Verification of site visit confirmed by agency representative

Print Name: _____

Title: _____

Signature: _____

Date: _____