

# CITY OF NIAGARA FALLS, NEW YORK

## REQUEST FOR BIDS BID # 10-12

Bids on items as specified herein will be accepted at City Hall until 11:00 A.M., and opened at 11:00 A.M. on April 16, 2012.

Bidders must state when delivery can be made.

All bids are subject to delivery as stated herein.

If a bid is submitted on an article intended as a substitute for a grade or brand specified, the bidder must state the grade or brand of the substitution, otherwise it will be assumed that the bid is based on the grade or brand specified.

The City reserves the right to accept this bid by items, or as a whole, or to reject any or all bids or waive informalities.

Bids are to be shown NET. Cash discounts are to be stated, if any.

All bids must be accompanied by the requisite bid bond IF SO STATED IN THE SPECIFICATIONS.

Provision of any required performance bond is the responsibility of the bidder.

Prices must be filled in with typewriter or ink on this form.

THE ENVELOPE CONTAINING THE BID MUST BE SEALED AND CLEARLY MARKED WITH THE BID NUMBER.

Any and all bids and contracts made or awarded by the City of Niagara Falls or any department, agency or official thereof for work or services performed or to be performed, or goods purchased or sold or to be purchased or sold are made subject to the provisions of Chapter 861 of the Laws of New York, 1953, as amended by Chapter 751 of the Laws of New York, and as now contained or as may hereafter be amended. The provisions of the New York State General Municipal Law and 103a and 103b are applicable to this bid.

**BIDDER'S ATTENTION IS REQUESTED REGARDING THE FOLLOWING CONDITIONS AND REGULATIONS. BIDS NOT IN COMPLIANCE WITH THE FOREGOING CONDITIONS AND REGULATIONS WILL NOT BE CONSIDERED.**

### **NON-COLLUSIVE BIDDING CERTIFICATION (PURSUANT TO CHAPTER 751 OF LAWS OF NEW YORK, 1965)**

By submission of this bid or proposal, the bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d) The person signing this bid or proposal certifies that he has fully informed himself 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 bidders as well as to the person signing on it's behalf;
- e) That attached hereto (if a corporate bidder) is a certified copy or resolution authorizing the execution of this certificate by the signature of this bid or proposal on behalf of the corporate bidder.

(see reverse side for additional information)

**COMPANY NAME:**

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**ADDRESS:**

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<b>TOTAL NET PRICE</b>	<b>DELIVERY PROMISED</b>
<b>CONTACT PERSON FOR QUESTIONS REGARDING BID</b>	<b>TELEPHONE NUMBER</b>
<b>AUTHORIZED SIGNATURE</b>	<b>DATE</b>
<b>TITLE</b>	

**MAIL BIDS TO:**  
CITY OF NIAGARA FALLS  
PURCHASING DIVISION ROOM 14-B  
PO BOX 69  
NIAGARA FALLS, NY 14302-0069

**DELIVER BIDS TO:**  
CITY OF NIAGARA FALLS  
CITY HALL ROOM 14-B  
745 MAIN STREET  
NIAGARA FALLS, NY 14302-0069

**BIDS SUBMITTED BY FACSIMILE ARE UNACCEPTABLE**

QNTY	UNIT	DESCRIPTION	UNIT PRICE		NET TOTAL
		Sealed bid proposals will be received by the City			
		Purchasing Agent in his office at City Hall for the			
		provision of the following:			
		Boarding up of various dilapidated and fire damaged			
		Structures, private and publicly owned, deemed			
		Hazardous by the City of Niagara Falls, New York.			
		Bidders must bid a price per square foot. Only new 7/16"			
		Aspenite sheathing is to be used for all openings.			
		<b>NO EXCEPTIONS!</b>			
		<b>PRICE PER SQUARE FOOT:</b>			
		All bids must comply with the attached terms and			
		Conditions.			
		<b>THE CONTRACTOR MUST BE ON THE JOB WITHIN</b>			
		<b>TWO (2) HOURS AFTER THE RECEIPT OF A CALL</b>			
		<b>FROM AN AUTHORIZED REPRESENTATIVE OF THE</b>			
		<b>DEPARTMENT OF CODE ENFORCEMENT OR THE</b>			
		<b>FIRE DEPARTMENT.</b>			
		Bid price is to be firm for one (1) year after award of bid.			
		The Contractor invoiced the City approximately \$23,000			
		for this work in 2010 and approximately \$36,000 in 2011.			
		This is no guarantee as to future billings.			
		<b>PLEASE NOTE:</b> The apparent low bidder must submit a			
		Certificate of insurance meeting the City's requirements			
		(see attached) upon award of the bid.			
		For further information please contact Dean W. Spring			
		At (716) 286-4371.			

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# City of Niagara Falls

New York

## Specifications

### Boarding Up of Privately Owned and Public Structures Deemed Hazardous

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1. Contractor will commence work **only** upon written or oral authorization by the Department of Inspections or the Fire Department.
2. Contractor will be on call 24 hours per day, 7 days per week, including holidays.
3. Contractor must be on the job within two hours of the receipt of a call from an authorized representative of the Department of Code Enforcement or the Fire Department.
4. Contractor will be held responsible for any damage done to adjoining properties.
5. The City agrees to pay the Contractor a minimum of \$50.00 for any job regardless of the amount of the area to be boarded up.
6. The City of Niagara Falls reserves the right to modify the contract at any time with appropriate pro-rated contracted fee or cancel the contract, on a 30-day notice for:
  - a) non-compliance of the provisions of the specifications agreed upon.
  - b) other reasons deemed to be advantageous to the best interest of the City.
7. When submitting an invoice, the contractor must include on the invoice, the number of openings covered, the size of each opening, and the total number of square feet boarded up.
8. All openings on the ground floor (basement) and first floor are to be boarded up. Furthermore, any openings on upper floors which are accessible from a fire escape are also to be boarded up. Do not board up any other openings unless directed to do so.
9. If the contractor fails to be on site within two (2) hours after notification, the City reserves the right to call in another contractor to perform the work or have City staff perform the work. Any costs the City incurs (including City personnel costs) as a result of the contractor's failure to perform under the terms of this bid shall be billed to the contractor or deducted from any outstanding invoices due the contractor.
10. The contractor's dispatching location must be within a radius of 30 miles of the City of Niagara Falls, New York.

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**INSTRUCTIONS FOR  
CITY OF NIAGARA FALLS STANDARD INSURANCE CERTIFICATE**

Standard Insurance Requirements apply to the following classifications:

Construction and Maintenance  
Purchase of, or lease of merchandise or equipment  
Professional Services  
Property Leased to others or Use of Facilities or grounds  
Concessionaire Services  
Livery Services  
All purpose Public Entity Contracts

The Provider of any of the above classifications shall obtain, at his own costs and expense, the following insurance coverage with insurance companies licensed in the State of New York with a Best Rating of at least B+ and shall provide a Certificate of Insurance as evidence of such coverage to the City of Niagara Falls before commencement of work and/or lease or delivery of merchandise or equipment.

Certificate should be made to the City of Niagara Falls, N.Y., Room 242, 745 Main Street, PO Box 69, Niagara Falls, N.Y. 14302-0069 and should reference the operation.

Prior to non-renewal, cancellation of insurance policies, or material change, at least 30 days advance written notice shall be given to the Certificate Holder.

All Certificates of Insurance shall be approved by the Risk Management Department prior to the inception of any work.

Minimum coverage with limits and provisions are as follows:

A. **Comprehensive General Liability**

With a minimum combined single limit of liability for Bodily Injury and Property Damage of \$1,500,000.00 per occurrence and 3,000,000.00 annual aggregate. The coverage shall include:

- \* Premises and Operations
- \* Products and Completed Operations
- \* No exclusion for X C U coverage (explosion, collapse and underground)
- \* Independent Contractors
- \* Broad Form Property Damage
- \* Contractual Liability
- \* Fire Legal Liability
- \* Personal Injury Liability (Cov. A, B and C)
- \* Liquor Liability (if alcoholic beverages are to be dispensed under NYS License.)
- \* If the work to be performed is undertaken pursuant to a home improvement contract and a City right-of-way permit is required only by reason of the installation, repair or replacement of a driveway, apron, or sidewalk within the City right-of-way, then the limits of liability for comprehensive general liability set forth in this section shall be \$1,000,000 per occurrence and \$2,000,000 annual aggregate.

The City of Niagara Falls shall be named as an Additional Insured on the General Liability Policy with the following provisions:

1. The insurance company or companies issuing the policies shall have no recourse against the City of Niagara Falls for payment of any premiums or for assessments under any form of policy.
2. The insurance shall apply separately to each insured (except with respect to the limit of liability).
- B. **Auto Liability:** (if licensed vehicles are to be used in the operation) With a combined single limit for Bodily Injury and Property Damage of \$1,000,000.00 each occurrence, the coverage shall include Owned, Hired and Non-owned autos (Symbol 1 should be designated for Liability Coverage on Business Auto Policy).
- C. **Excess Umbrella Liability:** If General Liability and/or auto limits are lower than required in the above sections, Umbrella Liability or Excess Liability to the required limit is acceptable.
- D. **Owners Protective Liability:** (on contracts for construction which exceed a cost of \$100,000). With a minimum limit of \$1,500,000.00 each occurrence and 3,000,000.00 aggregate. Named insured shall be the City of Niagara Falls, New York.
- E. **Professional Liability:** If the contract includes professional services (engineers, architects, etc.), contractor will carry professional liability insurance with a minimum limit of one million dollars (\$1,000,000.00).
- F. **Property Insurance:** (if applicable) Contractor shall purchase and maintain property insurance upon the work at or off the site to 100% of the contract completed value. This insurance shall include the interest of the Owner, Contractor and Subcontractors in the work; shall insure against the perils of fire and extended coverage; shall include "all risk" insurance for physical loss and damage including theft, vandalism and malicious mischief, collapse and water damage. All such insurance required by this paragraph shall remain in effect until the work is completed and accepted by the Owner.
- G. **Statutory Workers' Compensation and Employers Liability:** All contractors doing business with or vendors entering upon City of Niagara Falls property shall carry the above insurance, in compliance with the Workers' Compensation Law of the State of New York.
- H. **Performance and Payment Bond: (if specified in bid request)** A performance and payment bond shall be issued by a Surety company who is licensed by the Insurance Department of the State of New York in favor of the City of Niagara Falls in the amount of not less than \_\_\_\_\_ percentum of the total amount and shall be delivered before commencement of lease or assumption of operations under contract.

**NOTE: IF THE CONTRACT IS FOR PROFESSIONAL SERVICES ONLY, (ENGINEERS, ARCHITECTS, ETC.), PARAGRAPHS D, F AND H WILL NOT APPLY.**