



Adirondack Frontier Main Street Program

Bid Package for:

**106 Park Street, Tupper Lake, NY
Contract #1**

Administered by:

**Franklin County Economic Development Corporation
360 West Main Street
Malone, New York 12953**

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Section 01 Advertisement For Bids

The Franklin County Economic Development Corporation (FCEDC) is currently accepting bids for interior and exterior commercial renovations to be performed on a privately-owned building located at 106 Park Street in the Village of Tupper Lake.

The bid package may be obtained online at www.adirondackfrontier.com or by contacting or by contacting the FCEDC at help@adirondackfrontier.com.

Bids will be accepted until **Wednesday, September 4, 2024 at 5 PM**. Bids shall be emailed to help@adirondackfrontier.com.

In awarding bids, FCEDC and the property owner reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bids it determines to be in the best interest of the FCEDC and property owner considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders, or any other factors they deem appropriate. Bids must be valid for a minimum of 90 days from the date of submission.

This project is funded in part through the New York State Council on the Arts. As such, Bidders will be required to comply with all applicable Village, State and Federal requirements and regulations pertaining to the Program. However, Bidders should be aware that this project is not subject to State Prevailing Wage or Federal Davis-Bacon Wage requirements.

End of Section

Tupper Lake Energize Uptown Fund
Section 02
Information for Bidders

1. Location of the Work

106 Park Street, Tupper Lake, NY 12986

2. Description of the Work

The Contractor will provide all labor and material necessary to complete building renovations at the above-referenced location as more fully described in Section 03 – Project Workslope. A pre-bid site visit may be scheduled by contacting Ed Donnelly at (412) 770-8799 or edtupperlake@gmail.com.

3. Receipt & Opening of Bids

Bids shall be submitted using the Bid Form in Section 03. Bids will be received by the FCEDC until the date and time stated in the attached Advertisement For Bids. Bids shall be emailed to help@adironackfrontier.com. There is no formal bid opening.

4. Informalities, Waivers and Withdrawals

FCEDC may consider informal any Bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities in or reject any or all Bids. Conditioned Bids or Bids which do not contain a price for every numbered item contained in the Bid form will not be accepted.

5. Obligations of Bidders

At the time of receiving Bids, each Bidder will be presumed to have inspected the Site, to have informed himself fully of the conditions relating to the work and labor required for the work, and to have read and acquainted himself with all Contract Documents. Failure to do so will not relieve the Bidder who is awarded the Contract of his obligation to complete the work for the price or prices bid, or any other obligation under the Contract. The failure or omission of any Bidder to receive or examine any Contract Documents shall in no way relieve him from any obligation in respect to his Bid. The project is subject to all Village, State and Federal rules and regulations and the Bidder will be presumed to have understood and accepted these requirements. However, Bidders should be aware that this project is not subject to State Prevailing Wage or Federal Davis-Bacon Wage requirements.

6. Bidders Representations

By making a Bid, the Bidder represents and warrants to FCEDC that (i) Bidder is and will be financially responsible and has and will have sufficient liquidity to meet its financial responsibilities under the Contract and for all other projects in which Bidder is or may become involved; (ii) Bidder is able to furnish the tools, materials, supplies, equipment, and labor required to complete the Work and perform the obligations required under the Contract Documents and has sufficient experience to do so; (iii) Bidder has carefully examined the Contract Documents and has visited and examined the project site; (iv) Bidder has satisfied itself as to the nature and location of the proposed Work, the general and local conditions, and all matters which may in any way affect the Work; (v) Bidder fully understands the intent and purpose of the Contract Documents, and (vi) the bid is based on labor, material, equipment, and systems required by the Contract Documents without exception. Claims for additional compensation and/or extension of time relating to Bidder's noncompliance with such representations and warranties will not be allowed.

7. Contractual Arrangements

A contract will be issued between the property owner and the contractor exclusively. The FCEDC holds the right to monitor the project to ensure funding source compliance and the completeness of work. The property owner will be responsible for contractor payment and must abide by all grant program regulations.

8. Indemnity

The contractor shall indemnify and hold harmless the FCEDC and its employees, consultants and contractors from and against any and all claims, suits, actions, proceedings and any and all resulting damages, losses, costs and expenses of every nature, type and kind including reasonable attorney's fees which claims arise out of work performed by the contractor, its subcontractors and others who are employed by the contractor or its subcontractors during the course of the project.

9. Award of Contract

The Contract will be awarded to the lowest responsible bidder as determined by FCEDC unless the owner of the subject property chooses a different bid and agrees to pay the difference between the preferred bid and the lowest responsible bid.

End of Section

**Tupper Lake Energize Uptown Fund
Section 03
Project Workscope**

Project Background

106 Park Street (the property), is a 5,760 sq. ft. 1-story commercial building. The Property was built in circa 1960s. The property is currently owned by Tupper Arts. The owner has been awarded grant funding to make necessary repairs and improvements to the building's HVAC system.

The current structure has no air conditioning. It is heated by a basement oil boiler and basement cast iron radiators. There is a combination of cast iron baseboard radiators and ceiling mounted forced air hot water heaters on the street level floor, as well as electric baseboard heating.

The street floor level is approximately 5,300 square feet, divided into three general space zones. The front "gift shop" zone is storefront glass with a kneewall. The center zone is a gallery. The rear zone is administration, conference, utility, and two bathrooms.

This floor has a suspended acoustic tile ceiling at 10 feet above the finished floor. There is an interstitial space between the ceiling and roof of approximately 3 feet. The roof was recently redone with a closed cell foam 2" coating.

Any equipment shall be kept off of the street side and narrow alley side of the building. It is understood that exterior equipment will be kept by the rear loading dock area on the back vehicle alley.

General Conditions

- Contractor shall provide all labor, materials, equipment, and services necessary
- All permits and inspection fees to be paid by contractor. No work is to be performed without the necessary permits obtained.
 - Project will require a building permit issued from the local building department and inspections as specified by the code officer.
- Contractor responsible for obtaining all permits and scheduling inspections deemed necessary by the local authorities. This includes any 3rd party inspections.
- Contractor to supply owner copies of all manufacturer's warranties.
- All work to conform to the New York State Building Code and/or local building codes.
- Contractor to remove and dispose of all debris and keep property clean and safe on a daily basis.
- All work to be done in a professional and workmanlike manner.
- All changes to work must be done in writing and approved by FCEDC and owner.

Item No.	Description	Total Cost
	HVAC	
1	System Requirements <ul style="list-style-type: none"> ● The mini-split system shall have a capacity suitable for cooling and heating the designated area to -15 °F. ● The system shall include both indoor and outdoor units. ● The system shall be compatible with existing electrical infrastructure. 	\$
	Installation Requirements <ul style="list-style-type: none"> ● Owner shall uninstall baseboards to free up space on the electrical panel. 	

	<ul style="list-style-type: none">● Contractor shall install 7 indoor ceiling cassette units in a location that provides optimal air distribution throughout the designated area. Each unit shall be rated at 18,000 BTU. Location to be approved by owner.● The outdoor unit shall be mounted to the exterior of the building. Exact location to be approved by the owner, adhering to all zoning and building code requirements.● Contractor shall wire each individual unit separately to its own 220-volt circuit, with a disconnect placed at each unit as per code. All necessary electrical wiring, conduits, and connections shall be installed by a licensed electrician.● Contractor shall install one or more wall mounted controllers.● Contractor shall pipe each individual unit to a single condenser. Refrigerant lines shall be properly insulated and routed to ensure efficient operation and minimize heat loss.● Drain lines shall be installed to safely remove condensate from the indoor unit. Location of condensate lines to be approved by owner.● The system shall be installed in accordance with manufacturer's instructions and industry best practices.● The contractor shall provide documentation of system performance, including airflow measurements, temperature differentials, and refrigerant pressures.● The contractor shall provide the owner with as-built drawings, equipment manuals, warranty information, and any other documentation related to the mini-split system installation.	
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End of Section

**Tupper Lake Energize Uptown Fund
Section 04
Bid Form – Page 1 of 5**

Instructions: All bids shall be submitted using this form and must include all other documentation described in the Project Specifications.

Project Name: 106 Park Street, Tupper Lake – HVAC Renovations
Contractor Name:

Proposal Detail		
Item	Description	Bid Price
1.	HVAC	
	Total	

Instructions: The Bid Certification must be signed by a person authorized to enter into a contract on behalf of the company listed.

Bid Certification	
<p>I, the undersigned contractor, have inspected the above listed property and understand the extent and character of the work to be completed as described in the Project Specifications.</p> <p>I propose to furnish all labor, materials, and equipment necessary to accomplish the work, as described in the Project Specifications, on the property located at _____, for the sum of _____ dollars (\$_____).</p> <p>I will commence the work within _____ calendar days from the date the notice to proceed is received and will complete the work within _____ calendar days after starting the work. This bid is valid for a period of 90 days.</p>	
<p>_____ Company Name</p> <p>_____ Title</p>	<p>_____ Signature</p> <p>_____ Date</p>

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Section 04
Bid Form – Page 2 of 5

Instructions: Complete the following table. Attach additional sheets if necessary.

Company Information					
Company Name:			Officers, Partners, Owner Name(s):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:	Cell:		Phone:	Cell:	
Email:			Email:		

Instructions: List the construction experience of each of the company principals: (Indicate number of years in the industry and if experience is new construction, rehabilitation, historic renovations, energy efficiency, etc.). Attach additional sheets if necessary.

Experience	
Principal Name:	Principal Name:
Experience:	Experience:

Instructions: List business references including local banks, subcontractors, and material suppliers.

Business References					
Name:			Name:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		

Instructions: List customers with whom the company has recently done business.

Customer References					
Name:			Name:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:	Contract Amount:		Phone:	Contract Amount:	

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Section 04
Bid Form – Page 3 of 5

Instructions: Attach documentation of insurance. If you do not have insurance, state in the explanation section that it will be obtained prior to the start of construction.

Insurance & Lead-based Paint Certification	
Documentation Submitted with application (Check all that apply)	<input checked="" type="checkbox"/>
Liability Insurance <i>(Franklin County Economic Development Corporation should be listed as the certificate holder and additional insured. Housing Trust Fund Corporation should also be listed as additional insured.)</i>	<input type="checkbox"/>
Workers' Compensation Insurance	<input type="checkbox"/>
Explanation if not attached.	

Instructions: Principal owners must sign and date the following Attestation.

Attestation
<p>The undersigned contractor certifies that all information given herein is correct and that the information may be verified from any source and further agrees:</p> <ol style="list-style-type: none"> 1. That the contractor will perform the work in accordance with the description of work, general specifications, the NYS Uniform Fire Prevention and Building Code, the Village of Tupper Lake Code, and all other applicable rehabilitation guidelines and standards and be subject to a final inspection by the Village of Tupper Lake. 2. That if the work performed by the contractor is found to be unsatisfactory or if the contract relations between the contractor, property owner, or other parties are found to be unsatisfactory, the Franklin County Economic Development Corporation may remove his/her name from the list of selected contractors without notice. 3. That contractor has proper insurance. 4. That she/he will abide by all applicable equal employment opportunity regulations.
<p>_____</p> <p>Contractor Name (Please Print)</p>
<p>_____</p> <p>Contractor Signature</p>
<p>_____</p> <p>Date</p>

**Tupper Lake Energize Uptown Fund
Section 04
Bid Form – Page 4 of 5**

NON-COLLUSIVE BIDDING CERTIFICATION

BY SUBMISSION OF THIS BID, BIDDERS AND EACH PERSON SIGNING ON BEHALF OF BIDDER CERTIFIES, AND IN THE CASE OF JOINT BID, EACH PARTY THERETO CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:

1. The prices of 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.

A BID SHALL NOT BE CONSIDERED FOR AWARD NOR SHALL ANY AWARD BE MADE WHERE 1, 2, 3 ABOVE HAVE NOT BEEN COMPLIED WITH; PROVIDED HOWEVER, THAT IF IN ANY CASE THE BIDDER(S) CANNOT MAKE THE FORGOING CERTIFICATION, THE BIDDER SHALL SO STATE AND SHALL FURNISH BELOW A SIGNED STATEMENT WHICH SETS FORTH IN DETAIL THE REASONS THEREFORE:

[BIDDERS AFFIX ADDENDUM TO THIS PAGE IF SPACE IS REQUIRED FOR STATEMENT]

Subscribed to under penalty of perjury under the laws of the State of New York, this _____ day of _____, 20__ as the act and deed of said individual, corporation or partnership.

Person Legally Responsible for Binding Bidder

Name _____ Title _____

Signature _____

Joint or combined bids must be certified on behalf of each participant

Legal name of person, firm or corporation _____
Legal name of person, firm or corporation

Person(s) Legally Responsible for Binding Participant

Name _____ Name _____

Title _____ Title _____

Business Address _____ Business Address _____

Tupper Lake Energize Uptown Fund

Section 04

Bid Form – Page 5 of 5

Bidder's Identifying Data

Bidder's Name _____

Business Address _____

Street

City

State

Zip

Telephone _____ Fax _____ E-mail _____

Federal id. Number _____

If Bidder is a Partnership complete the following:

Name of Partners or Principals

Business Address

If Bidder is a Corporation complete the following:

Name

Business Address

President

Secretary

Treasurer
