

PROJECT DESCRIPTION AND FORM OF PROPOSAL
Jefferson Community College
Day Care Center Roof Replacement

DESCRIPTION CONTRACT NO. DC1 – Roof Replacement

Jefferson Community College is seeking proposals from qualified contractors to replace the existing roofing system at the College's Day Care Center. The Day Care Center existing construction is light frame wood construction with wood trusses, plywood roof deck and shingled roofing. Portions of the existing roofing system include two layers of asphalt shingles. The Contractor is to remove the existing roof system to the existing plywood deck as detailed on the attached drawings prepared by BCA Architects & Engineers.

Jefferson Community College will apply for the Jefferson County Building Permit.

- Work under this Contract *DC1 – Roof Replacement* may generally be described to include, but not be limited to the following:
 - Procurement and general requirements. The contractor is advised that he is responsible for the payment of Article 8 Prevailing Wage in accordance with the New York State Department of Labor Bureau of Public Work.
 - Bonds and Insurance:
 - Contractor shall provide bid security of 5 percent of their proposal (bid) in the form of a bid bond or certified check.
 - Contractor shall provide labor, material, and payment bond for their work.
 - Insurance(s):
 - Worker's Compensation and Employer's Liability.
 - Non-Occupational Disability Insurance.
 - Comprehensive General Liability: General Aggregate (except Products Complete & Operations) \$2, 000,000; Products complete & Operations Aggregate \$1,000,000.
 - Bodily Injury Liability & Property Damage Liability combined single limit \$1,000,000 each occurrence; \$2,000,000 aggregate.
 - for all damages arising during the life of the Contract, and shall include at least the following designated hazards:
 - a) Premises and Operations
 - b) Independent Contractors
 - c) Completed Operations, including products
 - d) Broad Form Property Damage, including "XCU" (explosion, collapse, and underground)
 - e) Contractual Liability.
 - f) Fire damage.
 - g) Personal and Advertising Injury with Employment Exclusion deleted.
 - h) Labor Law coverage is mandatory for all General Liability Policies.
 - Completed projects shall carry General Liability coverage for 2 years after substantial completion.
 - Comprehensive Automobile Liability (including non-owned and hire automobiles), having limits of liability not less than \$1,000,000.00.
 - Excess Liability (mandatory)
 - \$ 2,000,000.00 for Contracts under \$2,000,000.00
 - Labor Law Coverage is mandatory for all Excess Liability Policies
 - Waiver of Subrogation
 - To the fullest extent permitted by state law, a waiver of subrogation clause shall be added to the general liability, auto, and worker's compensation policies in favor of the Owner, his officers, agents, or employees with respect to this project.
 - Additional Coverages
 - The Architect, Jefferson Community College and Jefferson County along with their respective officers, agents, and employees shall be named as additional insureds for

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ongoing operations and products/completed operations on all Contractors' commercial general liability policies which must be primary and non-contributory with respect to additional insured's.

- The Roof Replacement Contractor is to provide all labor, material, equipment, and installation for the roof replacement including but not limited to the following:
 - Removal of all layers of existing shingles and deteriorated flashings.
 - Replacement of deteriorated Roof Sheathing,
 - Ice and Water shield 30 # roofing felt.
 - Heavy-duty architectural shingles and related flashings, drip edges and pipe boots.
 - Metal cladding to be installed over the existing stepped fascia.
 - Temporary removal of existing gutters. Reinstall existing gutters upon completion of the roofing system replacement

The outline above is a general indication of the requirements of this Contract and is not intended to be all inclusive. The complete Contract Documents in their entirety, to include any and all addenda, form the basis of the responsibility of this Contract.

All work of this contract shall be coordinated with the Owner and the Owner's academic schedule. All work shall be coordinated with all other activities, construction, or others at each site throughout the progress of the work of this project.

The Roofing Contractor shall use all means possible and shall be responsible for coordinating the installation of all materials of this Contract with work of all other trades involved with this project. All work shall be done in strict accordance with the Contract Documents and in compliance with all applicable Local, State and Federal Codes.

Prior to the Bid Date of this project, the Contractor shall be completely responsible for visiting the project site to become completely familiar with the scope of this project.

Each bidder agrees to waive any claim it has or may have against the Jefferson Community College, Jefferson County, BCA Architects & Engineers, and the respective employees, arising out of or in connection with the administration, evaluation or recommendation of any bid.

It shall be completely understood that the use of asbestos containing materials in this project is strictly forbidden and all materials are provided in accordance with the Federal Asbestos Hazard Emergency Response Act (AHERA), and the New York State Asbestos Safety Act (SASA).

Milestone Dates:

BIDs Due: 07/25/2025

Substantial Completion: 08/22/2025

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New York State Public Works Contractor and Subcontractor Registry: Starting December 30, 2024, all contractors and subcontractors submitting bids or performing construction work on public work projects or private projects covered by Article 8 of the Labor Law are required to register with the New York State Department of Labor (NYSDOL) under Labor Law Section 220-i.

Visit <https://dol.ny.gov/contractor-and-subcontractor-landing> for additional information and to complete your registration.

The law defines a “contractor” as any entity entering a contract to perform construction, demolition, reconstruction, excavation, rehabilitation, repair, installation, renovation, alteration, or custom fabrication. The law defines “subcontractor” as any entity subcontracting with a contractor to perform construction, demolition, reconstruction, excavation, rehabilitation, repair, installation, renovation, alteration, or custom fabrication, which is subject to Article 8 of the Labor Law. Contractors are responsible for verifying that any subcontractors they work with are registered.

Contractors need to register before submitting any new bids or commencing new work on a covered project on or after December 30, 2024. Subcontractors need to register before commencing new work on a covered project on or after December 30, 2024.

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The Undersigned _____
Contractor

Address Zip Code

hereby certifies that he/she has examined and fully comprehends the requirements and intent of the drawings and specifications as prepared by BCA Architects & Engineers, for **CONTRACT NO. DC1 – Roof Replacement** to furnish all labor, materials, supplies, plant and equipment and other facilities to properly perform the work for the total:

BASE BID SUM of _____ DOLLARS (\$ _____)

Alternate #1 – Removal and replacement of existing gutters.

In lieu of reinstalling the existing PVC gutters, the Roofing Contractor shall provide aluminum K-Style gutter with a minimum opening width of 5" nominal with downspouts, stainless steel leaf guards and other related accessories for a complete and proper gutter system. Color of replacement gutter to be coordinated with Owner's Representative.

_____ DOLLARS (\$ _____)
ADD

Alternate #2 – In lieu of heavy-duty asphalt shingle, Provide 26 ga, metal roofing system.

In lieu of heavy-duty asphalt shingle roofing system, the Roofing Contractor shall provide 26ga, exposed fastener metal roofing system such as Fabral MightiRib or equivalent. Provide ice & water shield over entire plywood decking. Metal Roofing system to be secured to the existing deck utilizing manufacturer recommended fasteners. Lap seams shall be sealed with butyl sealant at all side and end lap joints. Valleys to be constructed with valley pan, with 6" exposure on each side of valley. At side walls, extend ice and water shield up and cover with metal side wall flashing. Metal Ridge Cap shall be vented ridge cap. Color of metal roofing to be coordinated with Owner's Representative.

_____ DOLLARS (\$ _____)
ADD/DEDUCT

Receipt of the following Addenda is hereby acknowledged:

No. _____ dated _____

No. _____ dated _____

No. _____ dated _____

No. _____ dated _____

No. _____ dated _____

No. _____ dated _____

No. _____ dated _____

No. _____ dated _____

(Name of Bidder)

Signed _____

Title _____

Street _____

City/State _____

Zip Code _____

Telephone _____

Fax _____

Cell Phone _____

Email _____

Date _____, 20__

Each contractor is required to submit a Certificate of Contractor Registration provided by NYS DOL in accordance with Labor Law Section 220-i with their Form of Proposal.

NON-COLLUSIVE BIDDING CERTIFICATE

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 of perjury, that to the best of his 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.

(Signed) _____

 Title

RESOLUTION - for corporate bidders only

RESOLVED that _____ be authorized to sign and submit the bid or proposal
(individual)
 of this corporation for the following project

(describe project)

and to include in such bid or proposal the certificate as to non-collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by _____
 corporation at a meeting of its Board of Directors held on the _____ day of _____, 20__.

(SEAL OF CORPORATION)

 Secretary

**Statement Concerning Authority to do Business
in the State of New York for non-New York State Companies**

Please complete all requested information in both sections below.

A certificate of authority is required of out of state companies if the company has property, employees or agents used in conducting its business activities within the state of New York. Generally, business activities are defined as having an office in the state, making sales or promotional calls within the state, delivering products or merchandise and/or making service calls within the state.

Companies conducting mail order activities with New York customers are not considered doing business within New York State if the company **has no property, employees, agents and/or representatives in or, traveling into the state.** _____ is such a mail order company, and as such, is not
(Fill in company name)
required to hold a Certificate of Authority.

Performance under the attached bid will not result in any action that would result in a requirement to obtain a Certificate as all commerce will be conducted by mail. It is the opinion of the legal counsel for this firm:

Name _____
Address _____ (Complete the information)
Address _____
Telephone _____

that this firm is not required to file an Authority to do Business in New York State as required by Section 1301 of the NYS Business Corporate Law.

=====
Complete one of the following two acknowledgements in addition to above information.

Individual Acknowledgment for Sole Proprietors or Partnerships

Signature

State of _____
County of _____ ss.

On this ____ day of _____ two thousand and _____ before me, the subscriber, personally appeared _____ to me personally known and known to me to be the same person described in and who executed the within Instrument, and he/she acknowledged to me that he/she executed the same.

Notary Public

Corporate Acknowledgment for corporations or LLC's

Signature

State of _____
County of _____ ss.

On this ____ day of _____ two thousand and _____ before me personally known, who, being by me duly sworn did depose and say that he/she resides in _____ that he/she is the _____ of _____ the corporation described in, and which executed, the above Instrument; that he/she knows the seal of said corporation; that the seal affixed to said Instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that he/she signed his/her name thereto by like order.

Notary Public

SUBMIT THIS LIST WITH YOUR BID IN A SEPARATE SEALED ENVELOPE

WICKS REFORM 2008 (For all Contracts advertised or solicited for bid on or after 7/1/08)

In the spaces provided below, list the name and amount to be paid to the applicable HVAC, Plumbing, and/or Electrical subcontractors for the project. The list may not be changed unless the Owner finds a legitimate construction need, including a change in specifications or costs or use of a Project Labor Agreement (PLA), and must be open to public inspection.

Refer to Division 00 Specification Section "WAGE RATES" for additional requirements and information.

MECHANICAL (HVAC) SUBCONTRACTOR (write "N/A" if not applicable)

Company _____

Contact Name _____

(_____)

Phone Number _____

Written Amount _____

DOLLARS (\$) _____

Figures _____

PLUMBING SUBCONTRACTOR (write "N/A" if not applicable)

Company _____

Contact Name _____

(_____)

Phone Number _____

Written Amount _____

DOLLARS (\$) _____

Figures _____

ELECTRICAL SUBCONTRACTOR (write "N/A" if not applicable)

Company _____

Contact Name _____

(_____)

Phone Number _____

Written Amount _____

DOLLARS (\$) _____

Figures _____

FEDERAL LAW CERTIFICATION

I, _____ [insert name], the _____ [insert title] of _____ [name of company], _____ [Nine Digit DUNS Number] hereby swear or affirm that the following is true:

1. The company, its principles or entities related to the company named above, is not now, nor ever has been, debarred from contracting with the United States Government or any State government.

2. The company is not now under investigation by any agency of the Federal Government or the government of any State for any actions by the company, its principles or any related entity, for any alleged malfeasance or misfeasance of any kind or nature which could lead to a debarment from governmental contracting or criminal prosecution, as well as render any contracts signed in reliance on this certification voidable by the party relying on this certification. This includes any violations related to the Davis-Bacon Act, the federal prevailing wage statute, the Copeland Act and the Contract Hours and Safety Standards Act which covers hours of work and safety standards in federal public contracting.

3. I have full legal authority under my company's organizational documents or bylaws to make this certification on the company's behalf.

4. I understand that submission of a false statement on this document will subject me to criminal prosecution.

(Date)

(Signature)

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID

STATEMENT OF SURETY'S INTENT

To:

(Owner)

We have reviewed the Bid of _____
(Contractor)

of _____
(Address)

for _____
(Project)

Bids for which will be received on _____
(Bid Opening Date)

and wish to advise that should this Bid of the Contractor be accepted, and the Contract awarded to him, it is our present intention to become surety on the performance bond and labor and material bond required by the Contract.

Any arrangement for the bonds required by the Contract is a matter between the Contractor and ourselves and we assume no liability to you or third parties if, for any reason, we do not execute the requisite bonds.

We are duly authorized to do business in the State of New York.

Attest:

(Surety's Authorized Signature)

Attach Power of Attorney

**(Corporate Seal, if any.
If no seal, write "No Seal"
across this place and sign.)**

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective Aprils 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the Owner receive information that a Bidder/Contractor is in violation of the above-referenced certification, the Owner will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the Owner shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The Owner reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, deposes and says that he/she is the _____ of the _____ Corporation and that neither the Bidder/ Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED

SWORN to before me this _____ day of _____

20____

Notary Public: _____

EITHER THIS FORM OR THE "DECLARATION OF BIDDER'S INABILITY TO PROVIDE CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT" FORM ON THE FOLLOWING PAGE MUST BE COMPLETED AND SUBMITTED WITH THE BID

**DECLARATION OF BIDDER'S INABILITY TO PROVIDE CERTIFICATION OF COMPLIANCE
WITH THE IRAN DIVESTMENT ACT**

Bidders shall complete this form if they cannot certify that the bidder /contractor or any proposed subcontractor is not identified on the Prohibited Entities List. The District reserves the right to undertake any investigation into the information provided herein or to request additional information from the bidder.

Name of the Bidder: _____

Address of Bidder: _____

Has bidder been involved in investment activities in Iran? _____

Describe the type of activities including but not limited to the amounts and the nature of the investments (e.g. banking, energy, real estate) _____

If so, when did the first investment activity occur? _____

Have the investment activities ended? _____

If so, what was the date of the last investment activity? _____

If not, have the investment activities increased or expanded since April 12, 2012? _____

Has the bidder adopted, publicized, or implemented a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran? _____

If so, provide the date of the adoption of the plan by the bidder and proof of the adopted resolution, if any and a copy of the formal plan. _____

In detail, state the reasons why the bidder cannot provide the Certification of Compliance with the Iran Divestment Act below (additional pages may be attached):

I, _____ being duly sworn, deposes and says that he/she is the _____ of

the _____ Corporation and the foregoing is true and accurate.

SIGNED

SWORN to before me this

_____ day of _____, 20____

Notary Public: _____