

Project Title: Medical Science Building/Coles/ Alumni Hall Fire Alarm Project - Bulletin #3

Section I: Invitation for Bids Overview and Bid Procedures

1.0 Introduction

Owner: NYU Langone Medical Center

Location: Medical Science Building
550 First Avenue
New York, NY 10016

1.1 This Invitation for Bids includes:

- ◆ Section I: Invitation for Bids Overview and Bid Procedures
- ◆ Section II: Bid
- ◆ Section III: Attachments
 - Contract Documents: Specifications and Drawings and Form of Agreement (please note that the Form of Agreement will be issued via an addendum)
 - NYULMC Work Policies and Procedures
 - RED+F Qualification Questionnaire
 - Partial Release and Lien Waiver (Sample)
 - Final Release and Lien Waiver (Sample)
 - Approved Subcontractors List
 - Insurance Requirements
 - Bonding Requirements and Form of Bonds

2.0 Solicitation Schedule

Release Date of this Solicitation:	Date: Monday, April 27, 2015
Pre-bid conference and site tour: All bidders must confirm attendance as instructed in paragraph 6.0	Date: Thursday, April 30, 2015 @10:00am
All inquiries should be submitted by:	Date: Wednesday, May 6, 2015
All bids are due at 3 PM on (the Bid Due Date):	Date: Thursday, May 14, 2015
NYULMC anticipates awarding a contract(s) by:	Date: Monday, July 20, 2015

3.0 General Instructions

- 3.1 Any information that NYULMC may have released either orally or in writing before the issuance of this IFB is considered preliminary and NYULMC will not be bound by such information.
- 3.2 To be eligible for award of a contract, a bidder must be deemed qualified by NYULMC.
- 3.3 If someone other than the president, vice president, or general partner of a bidder signs a Bid, the Bid is to include evidence of the agent's authority.

4.0 Point of Contact for this IFB

Prospective bidders are advised that NYULMC's Project Manager and point of contact for all matters concerning this IFB is:

Name: Mohamed Gawad
Address: 339 East 28th Street
New York, NY 10016
Telephone: 646-501-6771
E-mail: Mohamed.Gawad@NYUMC.org

5.0 Requests for Clarification and Addenda

- 5.1 Any inquiry regarding this solicitation shall be made in writing except that NYULMC will entertain oral inquiries at the pre-bid conference, if any. To be considered, inquiries are to be addressed to the Project Manager by the date specified for receipt of inquiries.

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- 5.2 NYULMC will issue responses to inquiries and any other corrections, amendments, and the like which it deems necessary in written addenda issued prior to the Bid Due Date. NYULMC will e-mail addenda to each person recorded as having been furnished a copy of the IFB.
 - 5.3 Bidders must acknowledge receipt of addenda on the Addendum Acknowledgements page of the Bid.
 - 5.4 Bidders should not rely on any representations, statements of clarifications not made in either this IFB, a formal addendum, or at the pre-bid conference. If NYULMC issues an addendum with a digest of the inquiries made and answers given at the pre-bid conference, bidders are to rely on the information contained in such addendum rather than that given orally at any pre-bid conference.
 - 5.5 NYULMC reserves the right to waive minor informalities in bid submissions.

6.0 Pre-Bid Conference and Site Tour

- 6.1 A pre-bid conference and site tour will be held on

Date: Thursday, April 30, 2015

Location: 545 First Avenue, GBH SC2-122

Time: 10:00 am

All Bidders must email the Point of Contact in paragraph 4.0 no later than 5:00 PM Wednesday, April 29, 2015 to confirm attendance for the Site Tour and conference.

- 6.2 No more than 2 people from each bidder may attend the pre-bid conference and site tour.

7.0 Restrictions on Contacts During the Solicitation Process

Prospective bidders are advised that from the date that this IFB is issued until the award of any resultant contract, they are not to contact any NYULMC employees or consultants about any matter related to this solicitation unless the Project Manager has given permission to do so.

8.0 Bid Submission Requirements

- 8.1 Bids shall be made only on the forms provided and all blank and underlined spaces in the forms shall be fully filled in, in ink or typed; amounts shall be fully stated both in writing and in figures. Principals or Officers duly authorized to execute such documents on behalf of their respective firms or organizations must sign bids, and the Certificate included in the Bid Form must be completed accordingly. Bidder's legal name must be fully stated. The completed form shall be without interlineations, alterations, or erasures unless initialed and dated by the signer.
- 8.2 The Division of Work, General Condition breakdown, Proposed Subcontractors form, and Trade Labor Rates matrix provided as part of this solicitation must be completed as part of the submission. Incomplete bids will be disqualified. Formats are not to be modified.
- 8.3 You must complete and submit the RED+F Qualifications Questionnaire
 - 8.3.1 Complete the full RED+F Qualifications Questionnaire if:
 - 8.3.1.1 There are any changes since your last submission of the RED+F Qualification Questionnaire
 - 8.3.1.2 Your latest RED+F Qualification Questionnaire was submitted more than one year prior to the due date of this Bid.
 - 8.3.2 You may complete and submit the Affidavit of No Change (attached to the RED+F Qualification Questionnaire) if:
 - 8.3.2.1 The information reported on your last submission has not changed
 - 8.3.2.2 You submitted your latest full RED+F Qualification Questionnaire within one year of the due date of this Bid.
- 8.4 The base bid is predicated on compliance with the terms of this solicitation, including the contract, drawings, and specifications, without substitution.
- 8.5 Bidders shall propose alternates as called for in the Contract Documents. Bidders may submit additional alternates. NYULMC may or may not accept any alternates.
- 8.6 A list of NYULMC approved subcontractors is included as part of this IFB. Bidders may propose trade subcontractors from the approved list or subcontractors not on the approved list. However, all

subcontractors that are not on the approved subcontractor list must be deemed qualified by NYULMC through a qualification process. The Bidder must provide the subcontractor's RED+F Qualification Questionnaire with the Bid or within 2 days of the Bid Due Date. NYULMC will review the subcontractor's qualifications, which may include a further background check, to determine if the subcontractor is acceptable and which may include a further background check. NYULMC reserves the right to reject a subcontractor for any reason, including that we do not have sufficient resources at the time to review the proposed subcontractor's qualifications, or that doing so would impair the project schedule.

- 8.7 Submit two hard copies of bids (no e-mail bids) by the Bid Due Date and time (Section 2.0) in a sealed, opaque envelope with the words Sealed Bid and the title of the project clearly visible on the outer envelope.
- 8.8 If additional time is required to bid, the Bidder should submit a written request to the Project Manager to obtain such additional time. NYULMC will be the sole judge of whether a time extension will be granted.
- 8.9 Bids received after the Bid Due Date and time will be considered late and will not be considered for awards, except as otherwise permitted under NYULMC procurement procedures.
- 8.10 The bidder or his representative will have the envelope date and time stamped upon delivery to the address below and then will place the envelope in the lockbox for bids.
Name: Mohamed Gawad
Real Estate Development & Facilities
NYU Langone Medical Center
339 East 28th Street
New York, NY 10016
- 8.11 If a recipient of this solicitation chooses not to submit an offer, that recipient is asked to submit a declination letter.
- 8.12 Bids shall contain all documents in the format specified in Section II.

9.0 Bid Evaluation

NYULMC will evaluate bids as follows:

- 9.1 Any bidder must be found qualified to receive an award of a contract at the time of award. It must demonstrate to the satisfaction of NYULMC that it has the necessary skill, experience, integrity, facilities, and financial resources to perform the work and be otherwise qualified under applicable laws and regulations.
- 9.2 NYULMC will award the contract to the lowest qualified bidder, considering such alternates as NYULMC may, in its sole discretion, choose to accept.

10.0 Withdrawal of Bids

Bidders may withdraw their bids from consideration at any time prior to the Bid Due Date by notifying the Project Manager of such withdrawal in writing.

11.0 Conditions, Terms and Limitations

- 11.1 NYULMC reserves the right to reject all bids submitted.
- 11.2 NYULMC is not liable for any pre-contract activity or costs incurred by bids in preparing bids.
- 11.3 NYULMC may contact anyone, whether listed as a reference or not, to obtain information about a bidder, any team member, or other information relevant to a bid.
- 11.4 All IFB submission materials become the property of NYULMC.

12.0 Use of Small, Minority-Owned and Women-Owned Business Enterprises

Contractors must take all necessary affirmative steps to assure that small, minority-owned, and women-owned business enterprises are utilized for the work, whenever possible.

- 12.1 Affirmative steps shall include:
 - 12.1.1 Placing qualified small and minority and women's business enterprises on solicitation lists;
 - 12.1.2 Assuring that minority businesses, and women's business enterprises

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- are solicited whenever they are potential sources;
 - 12.1.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by minority and women's business enterprises;
 - 12.1.4 Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority and women's business enterprises; and
 - 12.1.5 Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

13.0 Performance and Payment Bonds

Performance and Payment Bonds are required for all projects with a construction value of over \$150,000. Item 3 NYULMC Bid Workbook, Division of Work worksheet includes these items. Please provide pricing for the bonds. Bonding instructions and the Form of Bonds are included in the attachments.

14.0 FEMA Federal Emergency Management Agency (FEMA) Clauses

As certain funding for a project may be provided by or through the FEMA, the contract contains FEMA clauses that are applicable to this contract