Bid Proposal

Libraries Transform Project

For the

Scio Memorial Library

P.O. Box 77 3980- NY 19 Scio, New York 14880

Bids are open from 8/20/2026 to 9/9/2026

Questions can be directed to Raeanne Smith 585-593-4816 or sciolibrary@gmail.com

The following items must be included in the Bid:

- Bid Proposal Form
- Statement of bidder qualifications, including:
  - Partnership Disclosure Affidavit
  - Non-Collusion Affidavit
  - Certificate of Insurance Statement

By submitting this bid, the bidder also acknowledges that he has reviewed the following:

- Contract documents
- The site and local conditions
- Laws that affect cost, progress, or performance
- Proposed agreement

_____ _____

Name of Company Contract for

Bid Proposal Form

General Note to All Bidders: Proposals shall be submitted upon the Bid Proposal Form. Bid Proposal packets shall be filled out in its entirety. Please attach a business card and submit this proposal to:

Scio Memorial Library

P.O. Box 77

3980 NY-19 Scio, New York 14880

Company: _____

Address: _____

_____

_____

Phone: _____

Email: _____

Trade: _____

Date: _____

The undersigned, having visited the site and carefully examined the full set of Bidding Documents, as well as the Contract Specifications.

Bid Proposals:

State the lump sum price for all necessary work to be performed.

_____Dollars

($_____)

Scio Memorial Library Job Scope of Work

Scio Memorial Libraries Transform Project

Electrical Work:
The electrical inspection must be completed and passed by a New York State Certified Electrical inspector.

Rear Exterior Door Accessibility: Install accessible door openers to the rear doors.
(Doors facing the parking lot)
Lighting: Replace current lights to L.E.D.
* 35- 3 bulb 2ft by 4 ft lights
* 4- 2 bulb 1ft by 4 ft lights
Bathroom Exhaust fans/Lighting: (2) L.E.D. light and exhaust fans installed in the restrooms
Ceiling (Fan): 52 in white fan with no light and remote. Wall switch installed
Front Exterior Door Accessibility: Install accessible door openers to the front doors.
(Doors facing state route 19)

Fill out this sheet with a breakdown of cost for the work to be completed.

Electrical Work: $_____

Rear Exterior Door Accessibility: $_____

Ceiling (Fan): $_____

Front Exterior Door Accessibility: $_____

Lighting: $_____

Bathroom Exhaust fans/Lighting: $_____

All paperwork required of the Prime Contractor shall also be submitted with this bid for each subcontractor. If no subcontractor will be used state “Prime Contractor” in the applicable space(s) below so that it is clear whether the Prime Contractor or a subcontractor will be preforming the work in each of the listed trades.

Subcontractor List:	State the following subcontractors who will be used on this Project
Plumbing:	N/A
Electrical:	
Construction Work:	
Carpet:	N/A

Failure to provide subcontractor names and documentation in each category above may be cause for bid to be rejected.

Project Schedule Requirements:

The Bidder hereby affirms that all work embodied within this Contract will be substantially complete prior to 12/31/2026. The contractor is advised that work on the project site is not expected to commence prior to May 1, 2026.

This Page Must be notarized

Liquidated Damages:

It is understood that the Date of Substantial completion is an essential condition of this Contract and that TIME IS OF THE ESSENCE for this project. The contractor shall be subject to a minimum assessment of Liquidated Damages in the amount of $500.00 per day for each calendar day that work is not completed beyond the required date stipulated above with the “Schedule Requirements”.

Submitted By:

_____
(Official/ Legal Name of Business)

_____
(Business Address)

_____
(Town, State, Zip Code)

_____
(Business Phone Number)

_____
(E-mail Address)

_____
(Signature of Principal or Authorized Agent)

_____
(Print Name of Principal or Authorized Agent)

** This Page Must be notarized **

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NON-Collusion Affidavit:

(To Be Completed by all Bidders)

Non-Collusion Affidavit. It is mandatory that the Bidder attest to the following information by completing the form in its entirety.

State of New York

County of _____

I, (full Name) _____, of (city or town) _____, in the County of _____, and State of _____, of full age, being duly sworn according to law on my oath dispose and say that:

I am (official title) _____, of the firm/business named _____, and a Bidder making the proposal for the above named project , and that I executed the said proposal with full authority to do so, that said bidder has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project. That all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the owner and the State of New York relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent free.

_____

Signature of Authorized Representative

_____

Name and Title of Authorized Representative

** This Page Must be notarized **

Certificate of Insurance Statement

(To be completed by all Bidders)

1. **Workers Compensation (Statutory) and Employer's Liability:**
   $1,000,000 each accident for bodily injury by accident; $1,000,000 each employee for bodily injury by disease; $1,000,000 policy limit for bodily injury by disease. . This includes sole proprietorships and officers of corporations who will be performing work on the job. (Sole Proprietors that elect to exclude themselves may be considered if they file a Waiver Affidavit with the New York State Workers Comp Board). A "**Waiver of Subrogation"** endorsement in favor of the owner must be included.

2. **General Liability Insurance (CGL):**
   Commercial general liability on an occurrence coverage form. The limits of liability shall not be less than:
   $1,000,000 each occurrence (combined single limit for bodily injury and property damage)
   $1,000,000 for personal and advertising injury liability.
   $1,000,000 aggregate on products and completed operations.
   $2,000,000 general aggregate.

3. **Additional Insured Endorsement:**

   Blanket additional insured coverage should be requested to include the Owner and their officers, directors, representatives, agents and employees and named as an Additional Insured on a primary & non-contributing basis including Ongoing & Completed Operations. A "**Waiver of Subrogation"** endorsement in favor of the owner must be included.

4. **Umbrella Insurance Policy:**
   Commercial umbrella liability insurance at a $1,000,000 per occurrence and aggregate limit & Per Project Aggregate. The coverage should be on a follow-form basis include Owner as Additional Insured on a Primary & Non-Contributory basis. "Waiver of Subrogation" Endorsement in favor of the Contractor must be included.

5. **Hold Harmless:**
   To the fullest extent permitted by law, Contractor will indemnify and hold harmless Owner (if applicable) their agents, officers, directors, partners, representatives, agents and employees from and against any and all claims, suits, liabilities, liens, judgments, damages, losses and expenses, including reasonable legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property resulting from the acts, omissions, willful or negligent misconduct, failure to comply with any aforesaid laws, regulations and codes, breach or default of Contractor, its officers, directors, agents, employees and subcontractors, ***directly in connection with the performance of any work performed directly by Contractor (or by a subcontractor of the Subcontractor*)** Owner pursuant to any Contract, Purchase Order and/or

related Proceed Order or verbal work request, except to the extent those claims, suits, liens, judgments, damages, losses and expenses that are caused by the sole negligence of Owner. Contractor will defend and bear all costs of defending any actions, proceedings brought against Contractor and Owner (if applicable), their officers, directors, agents and employees, arising in whole or in part out of any such negligent acts, omission, failure to comply with any aforesaid laws, regulations and codes, breach or default as a result of work performed directly by the Contractor.

Certificates of Insurance:

1. Contractor shall furnish certificates of Insurance and applicable endorsements to Contractor *before* Contractor commences any work.
2. **Insurance Requirements for Subcontractors:**

Contractor shall ensure that all tiers of his Sub-Trade Contractors shall maintain insurance in like form and amounts, including the Additional Insured requirements. Each Subcontractor shall provide Certificates of Insurance and applicable endorsements to the Contractor *prior to the start* of the Subcontractor's work on this project.

The bidder fully understands the owner insurance requirements as stated in the Modifications to General Condition and agrees to pr provide all insurance required by these documents prior to award of contract.

_____
Signature of Authorized Representative

_____
Name and Title of Authorized Representative

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Payment and Miscellaneous Information

1. The Scio Memorial Library Libraries Transform Project is NOT a prevailing wage job.
2. Payment Schedule:

	Work Completed	Amount
Lighting	All lights	30%
Back Doors	Rear ADA Door	30%
Fans & Electrical	All Electrical work + fans	30%
Retainage	Completion/Certificate of Occupancy has been issued	10%