



*This project is in part funded by a grant from the NYS Office of Parks, Recreation and Historic Preservation through Title 9 of the Environmental Protection Act of 1993*

# Town of Schroon



Labor for Ice Hockey Rink Roof Construction

Town of Schroon, Essex County New York  
Michael Marnell, Town Supervisor

# Town of Schroon

1. The Town of Schroon is looking for labor for the construction of the Ice Hockey Roof located on Fairfield and LeLand Ave Sports Hub.  
*The Town of Schroon strongly encourages minority and/or women owned businesses to respond.*
2. A Minority/Women Business Enterprise Utilization Plan with subcontracts and/or suppliers must be included with the proposal.
3. Proposals will be received no later than **2PM on Monday, June 11, 2018**, at which time the proposals will be opened and recorded as received. Evaluation of proposals will not take place at that time. Award consideration will be made *no later than 90 days* from the date the proposals are opened.
4. Description of the information and content required for your bid is attached. Please complete and add any necessary information on additional sheets and return to;  
Supervisor Michael Marnell  
Town of Schroon Office  
15 Leland Ave – PO Box 578  
Schroon, NY 12870-0578
5. The contract will be awarded to the responsible bidder whose proposal is within the competitive price range and determined to be most advantageous to the Schroon Ice Rink Facility.
6. Return three (3) copies of the proposal
7. Mark the return Envelope: “OUTDOOR RINK RESPONSE”
8. Your signature on the completed proposal will serve as a warranty that your bid is genuine and that this proposal is made without any understanding, agreement or connection with the same proposal is in all respects fair and without collusion or fraud, and you agree with all contract provisions.

Please contact Supervisor Michael Marnell at 518.532.7737 extension 11, with any questions.

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Michael Marnell, Town Supervisor

Environmental Protection Act of 1993 Title 9

Attached to this proposal:

1. Appendix A: Standard Clauses for all New York State contracts (see enclosed copy).
2. Attachment A-1: ORPHP Participation by Minority Group Members and Women with Respect to State Contracts and Equal Opportunity Participation (see enclosed copy).
3. Minority/Women-Owned Businesses Enterprise (MWBE) Utilization Program form (see enclosed copy).
4. Exhibit 1: Non-Collusive Bidding Certification (see-enclosed copy).
5. Statement for Legal Notice – Bidding Process (see-enclosed copy).
6. Prevailing Wage Rate Schedule (available from NYS Department of Labor).
7. Agreement between Owner and Contractor (American Institute of Architects Standard Form of Agreement or equivalent).

Proposal Content:

Proposer must describe in detail how he or she will meet the requirements of this RFP, and may provide additional related information within their proposal. The proposal should be presented in a format that corresponds to, and references, the sections outlined in the Specification or Scope of Work, and should be presented in the same order. Responses to each section and subsection should be labeled to indicate which item is being addressed. Proposals should be straightforward and concise. Emphasis on providing a complete and clear description of the offer. If a complete response cannot be provided without referencing supporting documentation, you must provide such documentation with the proposal indicating where the supplemental information can be found.

Additional Requirements/Forms:

- The MWBE Utilization Plan. This plan will need to be completed and then submitted to NYS Office of Parks, Recreation and Historic Preservation for approval before a contract is signed with the Town.
- Cumulative Payment Statement. This form will be used by the Town and by the subcontractor to document payments to the MWBE Vendors.
- Contractor Payment Request Certification
- MWBE Solicitation Log

The Town of Schroon is not liable for any costs incurred by Proposers before entering into a formal contract. Costs of developing the proposals or any other such expenses incurred by the Proposer in responding to the RFP, are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the Town of Schroon.

This project is funded by the New York state Office of Parks, Recreation and Historic Recreation and the Town required prevailing wage rates be applied to this project.

The Town of Schroon Town Supervisor and Department of Public Works should be expected to work with the Contractor and Subcontractor in completing this project.

Proposer's Background:

*Proposer must provide a company file. Information shall include:*

- a. Company ownership. If incorporated, the state in which the company is incorporated and date of incorporation.
- b. Location of the company offices
- c. Number of employees both locally and nationally.
- d. Location(s) from which employees will be assigned.
- e. Name, address, and telephone number of the Proposer's point of contact for a contract resulting from this RFP.

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- f. Company background/history and why Proposer is qualified to provide serviced described in RFP.
- g. Length of time Proposer has been providing services described in RFP. Please provide a brief description.
- h. Resumes for key staff to be responsible for performance of any contract results from this RFP.

**Right to Reject Proposals:**

The Town of Schroon reserves the right to reject any proposal based upon the Proposer's prior history with the Town of Schroon or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.

The MWBE Utilization Plan for 30% MWBE participation is an absolute requirement, No Exceptions.

**Proposals References:**

*Proposals should provide a minimum of five (5) references from Outdoor Ice Rink Roof and/or Pavillion projects performed for any local government clients within the last five years. Information provided shall include:*

- a. Client/Business Name
- b. Project Description
- c. Project Dates (starting and ending)
- d. Client/Business project manager name and telephone number.

**Submittal Deadline:**

The Submittal Deadline is 2:00pm, June 11, 2018. Proposals must arrive at the Schroon Town Offices at PO Box 578 or 15 Leland Avenue, Schroon, NY 12870. **The receiving time in the Town Offices will be the governing time for acceptability of proposals. No Exceptions.**

**Proposal includes MWBE Requirements:**

Funding for this project comes in part through an Environmental Protection Fund grant administered by the New York State Office of Parks, Recreational and Historic Preservation (OPRHP). Under Article 15A, Executive Law, the State of New York is committed to providing Minority and Women Owned Business (MWBE) equal opportunity to participate in government contracts. The following goals have been set for this project: 30% MWBE, with 13% MBE and 17% WBE. The successful bidder may be required to furnish reports showing the participation of various business enterprises of subcontractors and suppliers on the contract.

Either the lowest bidder must submit, with their bid or within seven days of notification of selection, a MWBE Utilization Program/List of Subcontractors and Suppliers form and documentation NYS Certified Minority and Women-Owned Business Enterprise (MWBE) were contracted during preparation of said bid. Participants that do not submit the MWBE Utilization Program Form and evidence of their good faith efforts will be deemed non-responsive and their bid may be rejected. Evidence of good faith efforts entails contract by certified mail, follow-up phone contact and a summary of all contact and results of contact. Prior to the award of a contract to the lowest bidder, review and acceptance of the bid summary and all M/WBE documentation by OPRHP is required.

## **Scope of Work**

Services – Construction of Outdoor Ice Rink Roof

Town of Schroon

### **Description of Project**

The labor needed will be to construct a roof over the existing hockey rink We are requesting a Pre-Engineered Timber Column Structure to be constructed (materials include; composed of fiberglass shingles, plywood-sheathing membrane, lumber framing and trusses and prefinished metal trim). The purpose of the roof is to provide year round weather protection to the Rink. This will reduce maintenance to the Rink and add years to the life of the Rink surface.

### **Bid 1: Labor for Ice Hockey Rink Roof**

- I. Labor for Roof (Specifications are Attached)
  - A. Materials to include:
    - 1) Prefinished metal trim,
    - 2) Fiberglass shingles and plywood-sheathing membrane (Dur Tru Def Brnwd Shingle)
    - 3) 50-foot span Scissors type Trusses with 49 standard 2 gable

### **Subcontract**

- I. To be determined by the contractor as needed.
  - a. MWBE must be considered for this process

## Proposal Form

Services – Construction of Outdoor Ice Rink Roof

To: Michael Marnell, Supervisor  
Town Schroon  
PO Box 578  
Schroon, NY 12870

From: \_\_\_\_\_

Name of Proposer

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

City, State, Zip

*The cost of all labor, material and equipment necessary for the completion of the work itemized, even though not shown or specified, shall be included in the unit price for the various items shown hereon. The Town of Schroon reserves the right to increase or decrease the quantity of any item or omit items as may be deemed necessary and the*

*same shall in no way affect or make void the contract. When increases or decreases are made, appropriate additions or deductions from the contract total price will be made at the stipulated unit price.*

Please check your calculations before submitting your Proposal; the Town of Schroon will not be responsible for Proposer's inaccuracies.

## Proposal Documents To Be Returned

Proposal should be clearly labeled and submitted in a sealed envelope bearing the name of the Proposer, RFP number, and Submittal Deadline. Proposers authorized representative must properly initial any erasures or alterations of any kind. Proposals that contain omissions or improper erasures or irregularities may be rejected. No oral, electronic, or telephonic proposals or modifications will be considered.

The following documents must be completed and submitted on or before the Submittal Deadline for the Proposal to be considered complete.

1. Proposal Form
2. Non-Collusion Affidavit
3. Proposer's Statement Regarding Insurance Coverage
4. Proposer Statement of Relevant Experience
5. MWBE Utilization Plan

Additional information to be provided:

1. Company ownership. If incorporated, the state in which the company is incorporated and the date of incorporation.
2. Location of the company offices.
3. Number of employees both locally and nationally.
4. Location(s) from which employees will be assigned.

5. Name, address, and telephone number of the Proposers point of contact for a contract resulting from this RFP.
6. Company background/history and why Proposer is qualified to provide the services described in this RFP.
7. Length of time Proposer has been providing services described in this RFP. Please provide a brief description.
8. Resumes for key staff to be responsible for performance of any contract resulting from this RFP.

## Proposer's Statement

### Regarding Insurance Coverage

Proposer Hereby Certifies that the Proposer has reviewed and understands the insurance coverage requirements specified in the Request for Proposal for the Outdoor Ice Rink Roof Construction. Should the Proposer be awarded the contract for work, Proposer can meet the specified requirements for insurance, and agrees to name the Town of Schroon as Additional Insured for the work specified.

#### Insurance Required:

Worker's Compensation in compliance with statutory limits

Professional Liability Insurance

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Name of Proposer (Person, Firm or Corporation)

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Signature of Proposers Authorized Representative

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Name & Title of Authorized Representative

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Date of Signing

### Proposers Statement of Relevant Experience

#### Services and Special Conditions for Labor Services for the Construction of the Ice Hockey Roof Rink

List five references for which your firm provided related Roof Construction services for an outdoor rink or similar. These services must have been provided to a municipality or other governmental unit within the last five years.

I hereby certify that I have performed the work listed below.

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Signature of Proposer

<b>Description</b>	<b>Dates</b>	<b>Contract Amount</b>	<b>Customer Contact</b>	<b>Customer Telephone</b>

Town of Schroon, Essex County New York
