

<b>Greene County Soil &amp; Water Conservation District</b>	<b>Instructions to Bidders</b>
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**Project Name:** BSH -01/00 Broadstreet Hollow Site #1

**Location:** Town of Lexington

The Greene County Soil & Water Conservation District is seeking bids from qualified contractors for a project to restore a stream reach in the Town of Lexington. The project reach is approximately 1100 linear feet and will include excavation and fill to create a new stream channel as well as the construction of in-stream rock structures to provide streambank protection and grade control.

### **I. Bid Documents**

1. Contractors shall follow all instructions, and develop their bids based on the bid documents. A complete list of bid documents is provided in the Bid Document Contents page at the beginning of this document.
2. It is the responsibility of the Bidder to review all drawings and specifications carefully and to make a personal examination of the location and nature of the proposed work. In the event there are questions as to the meaning or intent of any bid document, the Bidder shall contact the Contracting Officer at least five (5) days prior to the date of bid opening. A submission of a bid shall indicate that the Bidder thoroughly understands the nature of the work.
3. Copies of the Bid Documents can be obtained at the Greene County Soil & Water Conservation District Office, located in the Greene County Office Building on Mountain Ave in Cairo. District office Hours are 8:00 to 4:30 M-F.
4. Bidders shall be required to submit a deposit of twenty five dollars (\$25) per set of Bid Documents. Bid Document Deposits may be refunded upon return of all Bid Documents in good condition, within ten (10) days of the bid opening.
5. For Bid Documents mailed to Bidders, an additional, non-refundable shipping charge of Ten dollars (\$10) shall be paid to the GCSWCD. The GCSWCD is not responsible for the bidders receipt of bid documents

which are mailed.

## **II. Bid submissions**

1. Contractors shall submit sealed proposals to Greene County Soil & Water Conservation District. Bids will be placed in a sealed envelope marked "**Stream Project- Broadstreet Hollow Site #1** and must include the Contractors name, contact person, address and phone number clearly visible on the exterior of the envelope.
2. All bids must be submitted on the Bid Form provided in this document. Bid Forms must include an original signature(s). Bid Forms with an unsigned Certification of Non-collusion, or bids not provided on the Bid Form will be automatically rejected.
3. All bids must be mailed, or hand delivered to the District Office no later than **4:00 PM on August 30, 2000**. Faxed bids will not be accepted.

## **III. Bid Review and Approval**

1. Bids will be open and publicly read at **4:00 PM, August 30, 2000** in the Districts office
2. The GCSWCD reserves the right to reject any and all bids and to waive formalities and technicalities as the interest of the GCSWCD may require.
3. All bids must remain valid for a minimum period of Sixty (60) days. No successful bidder shall withdraw their bid within Sixty (60) days of the bid opening.
4. Bidders must complete all sections of the Bid Form. Partial or incomplete bids will not be accepted. To assist with determination of the lowest responsible bidder, all Bid Forms shall include Unit Costs as requested as well as a Total Bid Price. Specific items will be paid as set forth in the Project Specifications.
5. Errors in computations may be corrected by the Contracting Officer when the bids are canvassed. Where the Unit Cost and the Total Cost are at variance, the Unit Cost will prevail.
6. The GCSWCD reserves the right to review the Bidders ability to successfully complete the project. Upon request of the GCSWCD, the

Bidder shall provide financial records, references, a list of prior jobs similar to the project and other information that is requested. The GCSWCD will not pre-qualify any Bidders.

#### **IV. Bid Security**

1. All Contractors shall provide a bid deposit in the amount of **ten percent (10%)** of their total bid price. Bid bonds and cashiers checks are acceptable forms of bid security. Bid Bonds and/or cashiers checks shall be included with the sealed bid.
2. Bid Bonds must be presented on a standard AIA form or in a manner consistent with bonding regulations in New York State.
3. The Bid Security of the three (3) lowest bidders is deemed to be effective until the execution and delivery of the Contract Agreement, together with Payment and Performance Bonds or until such time that any or all bids are rejected.

#### **V. Payment and Performance Security**

1. At the time of execution of the Project Agreement, the Contractor must provide GCSWCD with a Payment and Performance Bond in the amount of 100% of the Contract Price.
2. Payment and Performance Bonds must be presented on a standard AIA form or in a manner consistent with bonding regulations in New York State.

#### **VI. Site Showing**

1. To assist bidders with the development of a bid price, the GCSWCD will conduct a Site Showing at the project location. **Attendance at the site showing is mandatory for the submission of a bid. Bids received from Contractors who did not attend the site showing will not be accepted. Contractors must be on time for the Site Showing, and must remain until such time that the site showing is completed.**
2. Interested Bidders shall meet for the Site Showing at **1:00 PM on August 25, 2000**. Bidders shall meet the GCSWCD at the Project Site (see Site Location Map).

## **VII. Construction Time Frames**

Due to the nature of the work, Contractors must be prepared to complete the work within the time frames contained in the Special Conditions of the Bid Documents. Since the project will involve extensive de-watering of the stream channel, work must be completed in an expeditious manner in order to return the stream flow to the channel as quickly as possible. For this project, **Ten (10)** calendar days have been allocated for primary construction tasks involving de-watering and in-channel work.

## **VIII. Women & Minorities Business Requirements**

The GCSWCD encourages WMOB to submit bids. The project has no formal WMOB requirements.

## **IX. New York City Vendex Process**

Since partial funding for this project is provided by New York City Department of Environmental Protection, Contractors must meet the requirements of the Vendor Information Exchange System (VENDEX) prior to execution of a contract. Contractors are responsible to review the VENDEX information in **Attachment B** and to familiarize themselves with the process.

## **X. Errata, Addenda and Supplemental Specifications**

The Bid Documents are subject to change and amendment. In the event of changes, the GCSWCD will prepare and distribute to all Bidders holding Bid Documents any changes made in the document. Changes after the site showing, will only be provided to those Bidders present at the site showing. It is the responsibility of the Bidder to obtain any errata, addenda or supplemental specification prior to submission of their bid. Bidders may check on the status of Bid Document Changes by calling the GCSWCD at (518) 622-3620 M-F, 8:00 to 4:30.

## **XI. Bidder Inquiries**

All questions regarding the Bid Documents, shall be addressed to the GCSWCD in writing. No questions regarding the bid package will be answered by phone. Inquiries shall be directed to;

Rene' VanSchaack, Executive Director  
Doug DeKoskie, Stream Restoration Program Leader

Fax (518) 622-0344

Phone (518) 622-3620

All written questions shall be answered in writing and provided to all Contractors in possession of a bid package. Questions answered after the site showing, will only be provided to those contractors that attended the site showing.

## **XI. Special Conditions**

**XI-1** For the purpose of this project, NYS Prevailing Wage Rates do not apply as the project is not owned by a municipal or public entity. Upon completion of the work under this contract, the project remains in the ownership of the private landowners.

