

**INVITATION FOR BIDDERS**

PLEASE TAKE NOTICE that the sealed bids will be received by the City of Glen Cove Purchasing Agent located at City Hall, 9 Glen Street, Glen Cove, N.Y. 11542 until 11:00 a.m. on **May 22, 2018** at which time they will be publicly opened and read aloud and the contract awarded as soon thereafter as practicable for:

**BID NO. 2018-001**  
**FLOORING REPLACEMENT FOR CITY OF GLEN COVE VOLUNTEER FIRE**  
**DEPARTMENT**

The Bidding Documents may be obtained at the Office of the Purchasing Agent, City Hall, 9 Glen Street, Glen Cove, N.Y. upon non-refundable payment of \$100.00 in cash or check payable to City of Glen Cove for each set. The Bidding Documents are available beginning April 20, 2018.

Each bid must be made on the proposal form prepared for this work and in the manner designated therein and be accompanied by a certified check or bid bond in an amount of ten percent (10%) of the gross amount of the bid. The bid shall be enclosed in an opaque sealed envelope addressed to the Purchasing Agent of the City of Glen Cove and marked on the outside with the name and address of the bidder, and the words "Bid for FLOORING REPLACEMENT FOR CITY OF GLEN COVE VOLUNTEER FIRE DEPARTMENT - BID# 2018-001".

The successful bidder must comply with all State and Federal Statutes relating to labor and Workers' Compensation.

Requests for information regarding this Invitation should be sent only in writing to Nancy Andreiev, Purchasing Agent of the City. Ms. Andreiev may be contacted at [nandreiev@cityofglencove.org](mailto:nandreiev@cityofglencove.org).

The City reserves the right to reject any and all bids received, to waive any informality in the bids received and to accept that bid which in its judgment best serves the interests of the City.

Nancy Andreiev, Purchasing Agent  
City of Glen Cove, New York

**NOTICE TO BIDDERS****BID NO. 2018-001**

Flooring Replacement for City of Glen Cove Volunteer Fire Department

City of Glen Cove and  
City of Glen Cove Volunteer Fire Department  
9 Glen Street  
Glen Cove New York 11542

**1.0 Introduction****1.1 Project Location**

The City of Glen Cove Volunteer Fire Department is located at 10 Glen Cove Avenue, Glen Cove, NY 11542. The City of Glen Cove (City) is located within Nassau County, New York.

**1.2 Project Description**

The purpose and intent of this Notice is to solicit bids from qualified contractors to manage and perform replacement of flooring within the Glen Cove Volunteer Fire Department (GCVFD) building. The City owns the GCVFD building, which was constructed in 1964. An assessment of the flooring throughout the entire building identified severe buckling, cracking, and splitting of flooring which poses a potential liability to the safety of the Volunteer Firemen/women who serve the Glen Cove community and could potentially impede their ability to respond to a fire emergency. The replacement of inferior flooring is necessary to remedy the flooring's disrepair, and increase the building's operational safety.

**1.3 Project Funding**

The City has received funding for this project, entitled "Replacement of the Floor in the Fire Department Facility" (Project ID #8402), under the Dormitory Authority of the State of New York (DASNY) State and Municipal Facilities Program (SAM). The grant award totals \$125,000 and is allocated for construction costs. Grant administration for the project is managed by the Glen Cove Community Development Agency (CDA).

**1.4. Requests for Information**

No oral requests for information, clarification or interpretation will be honored. All such Requests for Information regarding this Bid should be sent in writing to Nancy Andreiev, Purchasing Agent of the City no later than May 4, 2018 at 5:00pm. Ms. Andreiev may be contacted at [nandreiev@cityofglencoveny.org](mailto:nandreiev@cityofglencoveny.org). All replies to such requests will be made in the form of an addendum and will be sent via email to each prospective Bidder who received copies of the Bidding Documents prior to the date bids are due.

## **1.5 Project schedule**

The estimated and desired schedule for completion of the project Scope of Services (described in Section 2.0 of this document) is four months.

## **2.0 Scope of Services**

### **2.1 Flooring Removal, Materials, and Installation**

The contractor shall utilize materials consistent with today's standards of commercial flooring to remedy the flooring's disrepair, and increase the building's operational safety. The following are the specifications for the project:

- a. Interlocking vinyl plank flooring, with a wood-like look, shall be installed as a free floating floor atop a sheet membrane over existing flooring in four rooms and closets totaling 1,810 square feet.
- b. Carpet tile flooring and rubber cove base molding shall be installed in the GCVFD building's second story hallway, pump room, and the GCVFD Chief's office, an area comprising 1,335 square feet. Existing flooring in the pump room and Chief's office is to be removed.
- c. The building's rear staircase flooring shall be removed and replaced with rubber stair treads and raised square design. Matching tile is to be installed on landing and stair risers. The staircase consists of 18 stairs, each 4 feet wide, and a landing measuring 16 square feet. The first step and landing step shall be fitted with safety inserts for the visually impaired.
- d. Flooring on the building's second story in the rear hallway, small storage closet, pump storage room, rear of pump room, first floor entry, two lower hallways, and refrigerator room shall be removed and replaced with rubber tiles, raised square design, and rubber cove base. Matching stair treads and risers will be installed on fourteen lower steps. Existing flooring on the steps shall be removed. These locations total 875 square feet.
- e. On the building's first story, the personnel lounge and dispatch office flooring (595 square feet) shall be removed and replaced with vinyl tile that resembles stone, and rubber cove base.
- f. Existing flooring in the kitchen shall be removed and replaced with rubber floor tile and wall base molding. The kitchen totals 210 square feet.

The colors of all flooring are to be determined in coordination with GCVFD. All areas will require floor surface preparation for manufacturer's warranty. The contractor must provide the manufacturer's specified adhesives and patch compounds for each material utilized.

### **2.2 Project Management and Coordination**

The contractor shall coordinate with the City's Director of Public Works or his designee(s), GCVFD, and the CDA on project management related decisions, project-funding related decisions, and for submission of project invoices for processing. All work is to be completed without affecting the day to day operations and emergency response capacity of the GCVFD.

## **2.3 Authorization to Do Business, Licenses and/or Certificates, Permits**

The contractor shall be authorized to do business in the State of New York and shall possess and maintain all professional licenses and/or certificates required to perform the Scope of Services of this project in the City of Glen Cove. The Contractor shall obtain whatever approvals or documentation for the project that may be required by the City of Glen Cove Building Department.

## **3.0 Lowest Responsible Bidders**

### **3.1 Lowest Responsible Bidder**

This bid shall be awarded to the lowest responsible bidder.

## **4.0 M/WBE Policy**

### **4.1 M/WBE Policy**

Minority and Women Owned Business Enterprises (M/WBEs) are strongly encouraged to participate in this bid. Please see “Exhibit F Non-Discrimination and Affirmative Action Policy for the Project”, which is included hereto as a Bidding Document, for more information on the City’s non-discrimination and affirmative action policy for the project.

## **5.0 Requirements Related to DASNY SAM Funding**

### **5.1 Invoices and Supporting Documentation for Expenses**

The CDA is required to provide DASNY invoices of project expenses and relevant supporting documentation pursuant to DASNY reporting requirements for the subject project. The successful bidder shall provide the CDA invoices and supporting documentation of project expenses.

### **5.2 Project Audit**

DASNY shall, upon reasonable notice, have the right to conduct, or cause to be conducted, one or more audits, including field inspections, of the City to assure that the City is in compliance with DASNY requirements for the project.

**6.0 Procurement Schedule**

1. Issuance of Invitation to Bid..... April 20, 2018
2. Required pre-bid walk through..... April 30, 2018  
A required pre-bid walk through of the GCVFD building will be held on April 30, 2018 at 10:30am- 11:30am. Location of the walk through will be the Glen Cove Volunteer Fire Department, 10 Glen Cove Avenue, Glen Cove NY 11542.
3. Requests for Information Deadline..... May 4, 2018 at 5:00pm
4. Bid Opening ..... May 22, 2018 at 11:00am
5. Anticipated Date for Award of Contract..... As Soon As Practicable

**Timothy Tenke**  
Mayor



Phone: (516) 676-2000  
Fax: (516) 676-0108  
[www.glencove-li.us](http://www.glencove-li.us)

## CITY OF GLEN COVE

City Hall  
9 Glen Street  
Glen Cove, NY 11542-4106

May 14, 2018

Flooring Replacement for City of Glen Cove Volunteer Fire Department  
BID NO. 2018-001  
Addendum #1

**Note to Bidders: Please acknowledge this Addendum #1 as Cancellation of BID NO. 2018-001**

Please note that BID NO. 2018-001- Flooring Replacement for City of Glen Cove Volunteer Fire Department is hereby cancelled due to unforeseen circumstances affecting the Flooring Replacement project. Contractors who purchased bidding documents for BID NO. 2018-001 will be entitled to obtain bidding documents without the payment of a fee if another bid is released for the project. Such contractors that do not wish to participate and obtain bidding documents in the event of another bid release can be issued a refund for the fee paid for BID NO. 2018-001 bidding documents. Please contact Nancy Andreiev, Purchasing Agent of the City for this refund.

Any questions about this addendum should be sent in writing to Nancy Andreiev at [nandreiev@cityofglencoveny.org](mailto:nandreiev@cityofglencoveny.org).

Sincerely,

A handwritten signature in blue ink that reads "Nancy Andreiev". The signature is written in a cursive style.

Nancy Andreiev, Purchasing Agent  
City of Glen Cove  
[nandreiev@cityofglencoveny.org](mailto:nandreiev@cityofglencoveny.org)