

May 20, 2022

# PROJECT MANUAL



CITY OF WATERVLIET  
2 Fifteenth Street  
Watervliet, New York 12189  
tel 518.270.3800

## PROJECT:

WATERVLIET CITY HALL  
REPLACEMENT OF STEAM BOILER  
2 Fifteenth Street  
Watervliet, New York 12189

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WATERVLIIET CITY HALL WINDOW REPLACEMENT

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\* Please note all highlighted items above are to be submitted with all Bids. Thank you.

DOCUMENT 000300

**NOTICE TO BIDDERS**

The City of Watervliet will receive sealed bids for the following:

**WATERVLIIET CITY HALL – REPLACEMENT OF STEAM BOILER**

Sealed bids will be received by the City of Watervliet at 2 Fifteenth Street, Watervliet, New York 12189 until **10:00 a.m.** on the **3<sup>rd</sup> June 2022.**

Plans and Specifications may be **obtained** digitally. Email David Wheatley, City Clerk & Clerk to the Council [dwheatley@watervliet.com](mailto:dwheatley@watervliet.com) for documents

There will be a **MANDATORY** Pre-Bid meeting will be held at **10:00 a.m.** on the **27<sup>th</sup> May 2022,** at, 2 Fifteenth Street, Watervliet, New York 12189.

The Award of Contract to the qualified firm or individual submitting the lowest responsible bid shall be preceded by a mandatory conference and subject to approval from representatives from the City of Watervliet.

The City of Watervliet reserves the right to reject any or all bids for any reason or to waive any informality in the bidding. No Bids shall be withdrawn for a period of sixty (60) days subsequent to the bid opening without the express written consent of the Owner.

The City of Watervliet encourages that affirmative action be taken for the employment of minority group members and woman, and ensure that Minority Business Enterprises and Women-owned Business Enterprises are given the opportunity to participate in this Invitation for Bid.

Mayor Charles Patricelli  
City of Watervliet

## **SCOPE OF WORK:**

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NEW STEAM GAS-FIRED BOILER IN DIRECT REPLACEMENT OF EXISTING STEAM BOILER LOCATED AT:  
THE CITY OF WATERVLIET CITY HALL, 2 15<sup>th</sup> STREET, WATERVLIET, NEW YORK 12189.

The scope of work to be performed is as follows:

Direct replacement of existing steam boiler:

1. Purchase one new HB Smith Series 19HE Steam Boiler along all necessary insulation, piping, fittings and valves. Size of boiler to match existing boilers gross output.
2. Supply and install new Webster Gas Burner. Burner to be SG Series Economical, Gas Only Burner. Burner model to match maximum firing rate of existing burner. Contractor to confirm existing water column pressure.
3. Supply and install low water and pump controls.
4. Remove all connected piping, electrical and burner from failed boiler.
5. Disassemble and remove failed boiler all components from the site.
6. Contractor to pressure test all existing boiler piping to remain.
7. Install new boiler and burner assembly as per manufacturer written instructions on existing boiler equipment pad.
8. Provide and install all new piping, valves, fitting, etc.... required to connect to existing gas, steam piping, condensate, and flue piping.
9. Wire new boiler and burner as per manufacturer written instructions to existing power supply and existing control wiring.
10. Provide new Greenheck Drainable Stationary Louver. Custom size to fit opening. Color to be clear anodized. Reuse existing damper, ductwork and controls.
11. Fill boiler, perform startup of boiler/burner, adjust burner for proper combustion, skim boiler and test all safety controls.

MISCELLANEOUS:

1. Proper testing and setting of new equipment shall be included in bid amount included.

EXCLUSIONS:

1. Any expense related to asbestos
2. Permit fees.
3. Engineering fees if required.
4. Any repairs or alteration needed to existing building gas pip/regulators will be additional to contract.

WORK HOURS:

The bid is based on normal work hours (8:00 to 4:30) Monday through Friday.

COMPLETION:

The scope of work must be completed within 14 days of delivery on New Boiler.

**Instruction to Bidders****1. SUBMISSION OF BIDS:**

A. The Owner reserves the right to consider informal any bid not prepared and submitted in accordance with the provisions of this information for Bidders and the General Conditions and to waive any informalities in or to reject any or all bids either before or after the bid opening. No bidder may withdraw a bid within sixty (60) days after the actual date of the bid opening.

**2. PREPARATION OF PROPOSAL:**

A. Bidders shall prepare their bids on the "Bid form" furnished in the specifications. All blank spaces pertinent to the contract category proposal must be filled in, in both words and figures for the lump sum for which the proposal is made.

B. All bids must be submitted in sealed envelopes bearing on the outside of the envelope the name of the bidder, his address, the name of the project and the category of work covered by the bid. If forwarded by mail, the sealed envelope containing the proposal, marked as above, must be enclosed in another envelope addressed to the Owner. Each bidder shall assume the risk of any delay in the mail or in handling of mail by employees of the Owner or others.

C. IMPORTANT: In the event that a prospective bidder, after securing drawings and specifications, decides not to present a proposal for the work, it is requested that the Architect be so notified at the earliest possible moment prior to the date of receipt of bids.

**3. BID PROPOSALS AND BIDDERS:**

A. The Owner reserves the right to reject any or all bid proposals and to waive any informalities or defects in such proposals either before or after the time of opening of bids.

B. Bidders may not withdraw proposals within sixty (60) days following date of opening of bids.

C. All costs in connection with preparation and submission of bid proposals shall be borne by the bidders.

D. Bidders shall submit promptly, upon request of the Owner or Architect, documentary evidence as to financial, technical, and practical ability to carry out the work.

**4. QUALIFICATIONS OF BIDDERS:**

A. The Owner may make such investigation as he deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish to the Owner all information and data for this purpose as the Owner may request including, but not limited to, current financial statements and a list of completed projects (within the last three years) with names and addresses of Owners.

B. The Owner reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

**5. CONDITIONS OF WORK:**

A. Each bidder must inform himself fully of the conditions relating to the construction and labor under which the work is now being or will be performed. Failure to do so will not relieve a successful bidder of his obligations to furnish all material and labor necessary to carry out the provisions of the contract documents and to complete the contemplated work for the consideration set forth in his bid.

B. Insofar as possible, the Contractor in the carrying out of his work must employ such methods or means as will not cause an interruption of or interference with the work of any other contractor.

**6. ADDENDA AND INTERPRETATIONS:**

A. No interpretations of the meaning of the plans, specifications or other contract documents will be made to any bidder orally. Every question for such interpretations shall be in writing, addressed to David Wheatly at e-mail at [dwheatley@watervliet.com](mailto:dwheatley@watervliet.com).

B. Any and all such interpretations and any supplemental instruction will be in the form of Addenda.

**7. STATE LAWS AND REGULATIONS:**

A. The Contractor and each and every subcontractor performing the work at the site of the project to which this contract relates shall comply with the applicable provisions of the "Labor Law", as amended, of the State of New York, and all other applicable laws and regulations governing such activities.

**8. OBLIGATION OF BIDDER:**

A. At the time of the opening of bids, each bidder will be presumed to have read and to be thoroughly familiar with the drawings and contract documents including all addenda. The failure or omission of any bidder to receive or examine any form, instrument, or document shall in no way relieve any bidder from any obligation in respect to his bid.

B. Bidders shall be presumed to have visited the site prior to submission of proposals and to have familiarized themselves with surface and subsurface conditions, existing structures and any and all conditions that may in any way affect the work. Failure to have so acted shall in no way relieve bidders from any obligations in respect to their bids.

C. If the bidder, prior to the submission of his bid, fails to notify the Architect in writing of the existence of any condition, ambiguity, inconsistency or error in any of the contract documents, or of a conflict between provisions in a contract document and provisions of a State Law or any applicable code, his bid will be conclusively presumed to have been based upon the interpretation of such ambiguity or inconsistency, or the directions correcting such error or conflict which may subsequently be given by the Architect.

D. With the delivery of the executed contract, the successful bidder must deliver the Owner three (3) copies of an executed bond in the amount of 100% of the accepted bid as security for the faithful performance of the contract and for the payment of all persons performing labor or furnishing materials in connection therewith, prepared in the standard form of Performance Bond, Labor and Materials Payment Bond, AIA Form A312.

**9. EXEMPTION FROM SALES AND COMPENSATING USE TAXES:**

A. The Owner is exempt from payment of sales and compensation use taxes of the State of New York and of cities, counties and other subdivisions of the State, for materials sold to it pursuant to the provisions of this contract. These taxes are not to be included in bids.

**10. TIME OF COMPLETION:**

A. Bidders are advised that time of completion is of the essence and shall be taken into account by the bidders in the preparation of the proposals.

**11. SUBSTITUTION OF EQUAL ITEMS:**

A. Whenever these specifications mention an item by name and use specified descriptions of same as refers thereto, it is intended to convey to the Bidder an understanding of the standard of excellence required. Items of equal type, quality and approximate size which conform substantially to the standard of excellence established to provide equivalent merit, strength, durability and appearance and to perform the required function in accordance with these specification maybe submitted as equal with approval of the Owner and Architect.

**12. SUBCONTRACTORS:**

A. Subcontractors must be persons or firms that perform work with persons either in their direct employ or over whom they have personal and direct supervision.

B. Requests for approval of major subcontractors, and other subcontractors as may be designated by the Architect, shall include a written statement by the proposed subcontractor that delivery and installation of materials and equipment can and will be performed in accordance with the approved progress schedule.

**13. PERMITS AND FILING FEES:**

A. The Contractor is responsible for obtaining all permits, licenses, fees and other filing fees necessary to obtain any required governmental approval for the work set forth in this Contract. All costs associated with the above are included in the Contract price.

**14. EQUAL OPPORTUNITY REQUIREMENTS:**

A. The contractor agrees to abide by the provisions of Article 15-A of the Executive Law as may be amended from time to time (the "Statute") and the regulations promulgated there under by the Division of Minority and Women's Business Development of the New York State Department of Economic Development as may be amended from time to time (the "Regulations"). The contractor also agrees to include the provisions of this exhibit in every contract and subcontract in such manner that the requirements of this provisions will be binding upon each contractor and subcontractor as to work in connection with this agreement.

**15. STATE/FEDERAL WAGE RATE SCHEDULE:**

A. Wage Rates: State or Federal Wage Rate determination does **NOT** apply to this project.

# REQUEST FOR INFORMATION

Project:	R.F.I. Number:
To:	Date:
	A/E Project Number:
From:	Phone:
	Fax:

Specification Section:          Paragraph:          Drawing Reference:          Detail:

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Request:

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

Response:

Attachments

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Response From:                          To:                          Date Rec'd:                          Date Ret'd:

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Signed By:

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Copies:       Owner       Consultants       \_\_\_\_\_       \_\_\_\_\_  
 File       \_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_

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**BID FORM**

1. (a.) This bid form incorporates of work to be performed for the

**WATERVLIIET CITY HALL REPLACEMENT OF STEAM BOILER**

This also includes all labor, material accessories and other related items of work required for the completion of the Contract. All work shall meet the approval of the Authorities having jurisdiction.

(b.) This work is to be accomplished for all items of work shown on the drawings and/or the project manual.

(c.) The Undersigned, having familiarized (himself/themselves) with the location conditions affecting the work and its cost, and with the bidder documents prepared by:

(d) If awarded this Contract, the Undersigned agrees to complete the project within 14 calendar days of the commencement of the Contract, as defined in the General Conditions and Specifications.

**TOTAL BID PRICE**

TOTAL BID PRICE \$ \_\_\_\_\_  
IN NUMBERS

\$ \_\_\_\_\_  
IN WRITING

\_\_\_\_\_  
CONTRACTOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Company Name (Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number