



The State University
of New York

Project Manual

For construction contracts greater than \$20,000

Modernize Elevator Harder Hall
351039

Bids due: November 20, 2026 by 4:30PM

New York State College
of Ceramics at Alfred
University
2 Pine Street, Alfred, NY 14802
(Atten: Melissa Badeau)



Project Number: 351039 Date: 10/12/2027
Project Name: Modernize Elevator, Harder Hall
Agency/Div Code: 3320210 Contract No.: D168036

Bidding Documents

Section	Title	Page #
---------	-------	--------

Notice to Bidders.....	NB-1
------------------------	------

Information for Bidders

Section	Title	Page
1	Definitions	IB-1
2	Issuance of Bidding and Contract Documents & Procurement Lobbying	IB-1
3	Proposals	IB-1
4	Examination of Bidding and Contract Documents	IB-2
5	Computation of Bid	IB-2
6	Payment of Bid Security	IB-3
7	Qualifications of Bidders	IB-4
8	Submission of Post-Bid Information	IB-5
9	Award of Contract	IB-8
10	Required Bonds and Insurance	IB-9
11	~~Minority and Women-Owned Business Enterprises~~	IB-10
12	Equal Employment Opportunity Requirements	IB-10
13	Executive Order 162 (EO162) – Workforce Utilization Report	IB-11
14	~~Service Disabled Veteran-Owned Business Enterprises~~	IB-12
15	Encouraging Use of New York State Businesses in Contract Performance	IB-12
16	Single Contract Responsibility	IB-12
17	Examination of Site and Conditions of Work	IB-13
18	General Terms and Conditions	IB-13
18.1	Vendor Debriefing and Contract Award Protest Procedure	IB-13
18.2	Proposal Confidentiality	IB-13
18.3	Information Security Breach and Notification Act	IB-14
19	Bidder Certifications	IB-14
19.1	State Finance Law §139-l – Sexual Harassment Prevention in the Workplace Policy	IB-14
19.2	State Finance Law §139-m – Gender-Based Violence and the Workplace Policy	IB-14
19.3	State Finance Law §139-d – Non-Collusive Bidding Certification	IB-15
19.4	Public Work Contractor and Subcontractor Registry	IB-15
19.5	Executive Order 16 – Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia	IB-15
19.6	Executive Order 177 (EO177) – Human Rights Law Certification	IB-15
21	Additional Terms and Conditions	IB-16



Proposal 1 to 6

Technical Specifications

Division 1 - General Requirements

Section A - Description of Work 0100-1
Section B - Alternates 0100-1
Section C - Special Conditions 0100-1 - 0100-9

Division 1 – Cutting and Patching
Division 2 – Clean Up
Division 3- Temporary Access and Parking
Division 4 – Field meetings
Division 5 – Operating Instructions and Manuals
Division 6 – Utility Shutdowns and Cut Overs
Division 7 – Temporary Power for Construction Activities
Division 8 – Sanitary Facilities
Division 9 – Temporary Heat
Division 10 – Temporary Light
Division 11 – Temporary Water for Construction Purposes
Division 12 – Conducting Work
Division 13 – Safety and Protective Facilities
Division 14 – protection of Existing Structures, Vegetation and Utilities
Division 15 – Abbreviations and References
Division 16 – Use of Elevators
Division 17- Salvage of Materials
Division 18- Storage of Materials
Division 19- Shop Drawings and Samples
Division 20- U.S. Steel
Division 21- Non-Asbestos Products
Division 22- Material Safety and Data Sheet
Division 23- Architect’s/Engineer’s Seal
Division 24- Construction Permit
Division 25- Other Contracts
Division 26- Asbestos

List of Drawings

Site Development
Architectural
Mechanical
Electrical
Used)

*(Indicate Applicable Drawings
Delete These Instructions and Drawing Types Not
Used)*

State University of New York Construction Agreement

Summary

**Article I
General Provisions**

Section 1.01 Definitions 1, 2

Section 1.02	Captions	2
Section 1.03	Nomenclature.....	2
Section 1.04	Entire Agreement.....	2
Section 1.05	Successors, Assigns and Agents	2
Section 1.06	Accuracy and Completeness of Contract Documents	3
Section 1.07	Organization of Contract Documents.....	3
Section 1.08	Furnishing of Contract Documents	3
Section 1.09	Examination of Contract Documents and Site	3
Section 1.10	Invalid Provisions	3
Section 1.11	No Collusion or Fraud	3, 4
Section 1.12	Notices	4
Section 1.13	Singular-Plural; Male-Female.....	4

Article II

Contract Administration and Conduct

Section 2.01	Consultant's Status.....	4, 5
Section 2.02	Finality of Decisions	5
Section 2.03	Claims and Disputes	5, 6
Section 2.04	Omitted Work	6
Section 2.05	Extra Work.....	6, 7
Section 2.06	Contractor to Give Personal Attention.....	7
Section 2.07	Employment of Workers	7
Section 2.08	Detailed Drawings and Instructions.....	7
Section 2.09	Contract Documents to Be Kept at Site	7
Section 2.10	Permits and Building Codes.....	7, 8
Section 2.11	Surveys	8
Section 2.12	Site Conditions.....	8
Section 2.13	Right to Change Location	8
Section 2.14	Unforeseen Difficulties.....	8, 9
Section 2.15	Moving Materials and Equipment.....	9
Section 2.16	Other Contracts	9
Section 2.17	Inspection and Testing	9, 10
Section 2.18	Subcontractors	10, 11
Section 2.19	Shop Drawings and Samples	11, 12, 13
Section 2.20	Equivalents - Approved Equal	13, 14
Section 2.21	Patents, Trademarks and Copyrights	14
Section 2.22	Possession Prior to Completion	14
Section 2.23	Completion and Acceptance	14, 15
Section 2.24	Record Drawings	15, 16
Section 2.25	Guarantees	16
Section 2.26	Default of Contractor	16, 17, 18
Section 2.27	Termination.....	18, 19

Article III

Time of Performance

Section 3.01	Commencement, Prosecution and Completion of Work.....	19, 20
Section 3.02	Time Progress Schedule.....	20
Section 3.03	Time Schedule for Shop Drawings and Samples	20
Section 3.04	Notice of Conditions Causing Delay	20
Section 3.05	Extension of Time.....	20, 21
Section 3.06	Contractor's Progress Reports	21, 22

Article IV

Payment

Section 4.01	Compensation to Be Paid Contractor.....	22
Section 4.02	Value of Omitted and Extra Work	22, 23
Section 4.03	Adjustment for Bond and Insurance Premiums	23
Section 4.04	Unit Prices	23, 24
Section 4.05	Allowances.....	24
Section 4.05A	Field Orders	24
Section 4.06	Deductions for Unperformed and/or Uncorrected Work	24, 25
Section 4.07	Liquidated Damages	25
Section 4.08	Contract Breakdown	25
Section 4.09	Prompt Payment Requirements.....	25
Section 4.10	Progress Payments	25, 26
Section 4.11	Applications for Progress Payments	26
Section 4.12	Progress Payments for Materials Delivered to Site.....	26
Section 4.13	Transfer of Title to Materials Delivered to Site	26
Section 4.14	Progress Payments for Materials Stored Off Site	26, 27
Section 4.15	Withholding of Progress Payments.....	27, 28
Section 4.16	Lien Law	28
Section 4.17	Substitution of Securities for Retainage.....	28
Section 4.18	Final Payment	28
Section 4.19	Acceptance of Final Payment	28, 29
Section 4.20	Guarantee Payment.....	29
Section 4.21	Acceptance of Guarantee Payment	29
Section 4.22	Contractor Limited to Money Damages.....	29
Section 4.23	No Estoppel or Waiver.....	29, 30
Section 4.24	Limitation of Actions.....	30
Section 4.25	Electronic Payments.....	30

Article V**Protection of Rights and Property**

Section 5.01	Accidents and Accident Prevention	31
Section 5.02	Adjoining Property.....	31
Section 5.03	Emergencies.....	31
Section 5.04	Fire Safety.....	31
Section 5.05	Risks Assumed by Contractor.....	31, 32
Section 5.06	Compensation and Liability Insurance.....	32, 33, 34
Section 5.07	Builder's Risk Insurance	34, 35
Section 5.08	Effect of Procurement of Insurance	35
Section 5.09	No Third Party Rights.....	35, 36

Article VI.....36**Minority and Women's Business Enterprises (MWBEs) / Equal Employment Opportunities (EEO) Provisions****Article VII****Provisions Required by Law**

Section 7.01	Provisions Deemed Inserted	36
Section 7.02	Wage Rates	36

Article VIII**Vendor Responsibility****Article IX**

Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance

Signature of Parties and Governmental Approvals..... 38

Acknowledgments 39

Schedule I 40

Attachments – Terms, Conditions

1. Schedule I, II, III (Schedule I Unit Prices, Schedule II Allowances, Schedule III Field Order Allowances)
2. [Exhibit A Standard Contract Clauses](#)
3. [Exhibit A-1 Affirmative Action Clauses](#)

Attachments –Contractor Documentation

4. [Form 7554-07](#) – Contractor Proposal
5. [Form 7554-10](#) - Bid Bond and Acknowledgement *(required with bid)*
6. Bidder's Certifications (State Finance Law §139-l, §139-m, §139-d *from SUNY Procedure Item #7554 "Construction Contracting Procedures"*)
 - [Form 7554-20A](#) Bidder's Certifications

Attachments –Additional Contractor Documentation (required after bid opening from the low bidder)

7. ~~Affirmative Action and Minority & Women-Owned Business Enterprises from SUNY Procedure Item #7557 "Participation by Minority Group Members and Women (MWBEs) with Respect to State University of New York Contract" (applies >\$100,000)~~
 - ~~[Form 7557-121b](#) MWBE Prospective Bidders Notice~~
 - ~~[Form 7557-107](#) M/WBE Utilization Plan *(required within seven days of the bid)*~~
 - ~~The Contractor's EEO Policy Statement or [Form 7557-104](#) *(required within seven days of the bid)*~~
 - ~~[7557-108](#) M/WBE EEO Work Plan or EEO Staffing Plan *(required within seven days of the bid)*~~

~~Note: In accordance Procedure Item #7557 MWBE Utilization Plans, EEO policy statements and EEO Work Plans are due within seven days of submittal of the bid.~~

8. ~~Service Disabled Owned Business Enterprise from SUNY Procedure Item #7564 "Participation by Service-Disabled Veteran-Owned Business (SDVOBs) with Respect to State University of New York Contracts" (applies >\$100,000)~~
 - ~~[Form 7564-121b](#) SDVOB Prospective Bidders Notice~~
 - ~~[Form 7564-107](#) SDVOB Utilization Plan *(required within seven days of the bid)*~~
9. State Finance Law §§139-j and 139-k *from SUNY Procedure Item #7552 "Procurement Lobbying Procedure for State University of New York" (applies >\$15,000)*
 - [Form A](#) - Summary: Policy and Procedure of the State University of New York Relating to State Finance Law §§139-j and 139-k
 - [Form B](#) - Affirmation with respect to State Finance Law §§139-j and 139-k
 - [Form C](#) - Disclosure and Certification with respect to State Finance Law §§139-j and 139-k
10. Bidder's Post Bid Certifications (Executive Order 16 and 177) *from SUNY Procedure Item #7554 "Construction Contracting Procedures"*
 - [Form 7554-20B](#) Bidders Post Bid Certifications
11. Procurement Forms *from SUNY Procedure Item #7553 "Purchasing and Contracting (Procurement)"*
 - [Form I](#) Omnibus Procurement Act of 1992 *(applies >\$1,000,000)*

Commented [MB1]: Alfred University, as a private institution with a statutory unit, is exempt from this requirement. We will not require MWBE or SDVOB participation in this project.

Commented [MB2]: See above

- [Form II](#) Omnibus Procurement Act of 1992, Out of state firms (*applies >\$1,000,000*)
 - [Form XIII](#) Public Officers Law Compliance
12. Bonds and Certificate of Insurance *from SUNY Procedure Item #7554 "Construction Contracting Procedures*
- [Form 7554-11](#) Labor & Materials and Performance Bonds (*applies >\$50,000*)
 - [Form 7554-12](#) Certificate of Insurance (*applies to all contracts*)
 - NYS Workers Compensation and Disability Insurance (*applies all contracts*)
13. Vendor Responsibility
- OSC's [Vendrep - Online System](#) or [Link to paper forms](#) (*form applies $\geq$ \$100,000*)
14. NYS Labor Law, Section 220-a
Contractor, Subcontractor, and Sub-subcontractor's Certification (AC2947)
[Form 7554-13](#)
- Form AC 2947, Prime Contractor's Certification
 - Form AC 2948, Subcontractor's Certification
 - Form AC 2958, Sub-subcontractor's Certification