

REQUEST FOR PROPOSALS

REBID: WINDOW & SYNTHETIC STUCCO REPLACEMENT & TRIM REPAIR KAPPA ALPHA THETA SORORITY, ITHACA, NEW YORK

Iota House Corporation of Kappa Alpha Theta requests written proposals from qualified contractors for work on the building located at 519 Stewart Ave / Ithaca, NY. All proposals shall comply with the following terms and conditions. Proposals should be emailed to Alyson Ganz, Iota House Corporation President, at <alysonganz@gmail.com> by 2:00 PM on **Thursday, January 30, 2025**, with hard copies mailed to and received by Alyson Ganz, 4 Apple Ridge Dr, Natick, MA 01760 within 72 hours following proposal due time and date.

Note that this is a rebid of the project from Spring of 2024 with a modified scope.

IMPORTANT: Refer carefully to General Conditions on drawing T-2.1 for specific project requirements and schedule limitations.

The work includes new fiberglass replacement windows, replacement of synthetic stucco, and limited repair/replacement of wood trim as a single contract per drawings dated December 27, 2024.

Bid documents will be e-mailed at no charge to interested Contractors upon receipt of an e-mail request to <jpicciano@crawfordstearns.com>. Call 315-471-2162 to verify receipt of request. Contractors shall be responsible for all printing, including any addenda, for their own use and for distribution to subs and suppliers.

The Owner is a certified not-for-profit entity exempt from payment of applicable sales or other taxes. The Owner and Contractor must comply with applicable requirements of the NYS Department of Taxation and Finance regarding capital improvements to real property.

There will be no Pre-bid meeting. Before submitting a proposal, interested Contractors shall visit the site and examine all applicable conditions at their own convenience. Visits shall be during daylight hours by appointment. The south interior stairway will be accessible to facilitate viewing of one typical window (W318) from the interior, located in the stairwell on the third floor. Interior work is limited to replacement of windows, repair/painting of drywall at windows, and reinstallation of window stools and blinds. See 1/A-6.

Contact the Owner's rep, Alyson Ganz, Iota House Corporation President, at <alysonganz@gmail.com> in advance for access and further information. Contact the Architect with questions regarding work scopes.

If a Bidder finds discrepancies between site conditions and the bid documents, or is in doubt as to their meaning, they should contact the Architect for interpretation. Bidders are responsible for incorrect assumptions made without requesting clarification.

1. A Bid Bond as certified check or other form acceptable to the Owner in the amount of \$5,000 will be required.
2. The Owner may elect to require a Performance Bond for 100% of the work. Where indicated on the bid form, the Bidder shall note the additional cost for such coverage as a percentage of the total contract cost (and any extras). This amount is NOT to be included in bid costs.
3. The Owner reserves the right to reject any or all bids and to waive any informalities in the bidding process.
4. Bids shall include all labor, materials, equipment, fees, and charges necessary for the completion of the work of each scope as required and reasonably implied by both the bid documents and by the Bidder's site inspection. Bidders are advised to verify that each of their suppliers and subcontractors receive and review all portions of the contract documents (including any addenda) thoroughly.
5. Bids shall remain valid for not less than forty-five (45) days from the due date.
6. Bids should include separate "add" or "deduct" prices for all alternates and unit costs. The successful Bidder shall agree to honor all such prices for a period of not less than sixty (60) days from the date of bid.
7. By signing and submitting a bid the Bidder shall be attesting that the bid was arrived at fairly and without illegal or unethical collusion between bidders.

END

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WINDOW & SYNTHETIC STUCCO REPLACEMENT & TRIM REPAIR
KAPPA ALPHA THETA SORORITY
ITHACA, NEW YORK

BID FORM

To: Iota House Corporation of Kappa Alpha Theta **Date:** _____
519 Stewart Ave
Ithaca, NY 14850

Bidder: _____

Having inspected the site and carefully examined the Bidding and Contract Documents dated December 27, 2024, including any Addenda issued, the above-noted Bidder proposes to provide all materials and labor and to make all payments and fees necessary for execution of the work described by these documents.

**Window & Synthetic Stucco Replacement & Trim Repair at the
Kappa Alpha Theta Sorority**

[Provide separate costs, each including proportional amounts for General Conditions, Bonds, and other costs specifically associated with the work, for the scopes described by the bid documents.]

1. **Bids:** Refer carefully to Project Work Scopes & Alternates (PWS&A) on the drawings.

Scope A: Windows & Window Trim per T-4: \$ _____

Scope B: Exterior Trim per T-4: \$ _____

Scope C: Synthetic Stucco Replacement per T-4: \$ _____

Alternates:

Alt 1: Install new wood interior casings per A-7: \$ _____

Alt 2: Replace exterior door and frame at SE shed: \$ _____

Alt 3: Replace exterior window trim: \$ _____

Alt 4: Replace metal water table cover: \$ _____

Unit Costs:

UC 1: Replace exterior casings at one window: \$ _____

UC 2: Replace 10 linear feet of water table molding: \$ _____

UC 3: Replace 10 square feet of board sheathing: \$ _____

UC 4: Replace one wood window sill: \$ _____

2. **Schedule of Work:** Per note 1, drawing T-2.1, our proposed schedule is attached. []

3. **Addenda:** Bidders shall acknowledge receipt of or awareness of all Addenda below.

Addendum # _____ Date: _____

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4. **Bid Bond:** Bid Security in accordance with the Request for Proposals is attached, [] or

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will be mailed in accordance with the Request for Proposals. []

5. **Performance Bond:** A Performance Bond for 100% of the work (and extras) could be provided for a cost of% in addition to base costs [] OR ... a Performance Bond is not available []. Please select one option.

6. **By:** This Bid is submitted by: _____

Legally located at: _____

Receiving mail at: _____

Telephone: _____ Fax: _____

Federal ID No: _____ E-mail: _____

Authorized Signatory Cell Phone: _____

The Undersigned hereby represents that the Bidder is a Corporation [], Partnership [], Sole Proprietorship [], or Other [] operating according to the laws of the State of New York and the Undersigned is legally authorized to represent and obligate the Bidder as stipulated above.

Name of Authorized Signatory

Title

Signature of Authorized Signatory

Date

RESOLUTION (For Corporate Bidders Only)

RESOLVED that the signatory above is authorized to sign and submit the bid of this corporation for the above noted project and to include the certificate of non-collusion required by section 103-d of General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury. The foregoing is a true and correct copy of the resolution legally adopted by the corporation at a meeting of its board of directors and is still in full force and effect as of the date of this bid or proposal.

(SEAL OF THE CORPORATION)

Secretary

[Failure of the Bidder to complete the Corporate Resolution is not necessarily grounds for disqualification of the bid.]