

**TOWN OF VIRGIL
HIGHWAY DEPARTMENT
INVITATION FOR BIDS
CONCRETE REPLACEMENT PROJECT**

Project Location: Town of Virgil Highway Department
1695 State Route 392
Cortland, New York 13045
Issuing Agency: Town of Virgil
Highway Department

NOTICE TO BIDDERS

The Town of Virgil Highway Department is soliciting sealed bids from qualified and experienced concrete contractors for the replacement of existing concrete at the Town of Virgil Highway Garage located at 1695 State Route 392, Cortland, New York 13045.

The work generally consists of forming, reinforcing, placing, finishing, and sealing approximately 2,540 square feet of 8-inch-thick concrete, as described in these specifications.

The Town of Virgil will furnish the concrete and reinforcing rebar. The Virgil Highway Department will perform all initial site preparation and grade work.

The successful bidder shall furnish all labor, equipment, forms, tools, and incidental materials necessary to complete the concrete installation in accordance with these specifications.

Bidders are encouraged to inspect the site and become familiar with existing conditions before submitting a bid.

The Town reserves the right to reject any or all bids, to waive informalities or technicalities, and to award the contract in the best interests of the Town.

SECTION 1 — SCOPE OF WORK

The project consists of the replacement and installation of concrete at the Town of Virgil Highway Garage. The approximate areas and dimensions are as follows:

Location	Dimensions	Approximate Area
Front Apron	10' × 30'	300 sq. ft.
Overhead Door Pad #1	6' × 20'	120 sq. ft.
Overhead Door Pad #2	6' × 20'	120 sq. ft.
Rear Apron	40' × 50'	2,000 sq. ft.
TOTAL		2,540 sq. ft.

All concrete shall be installed at a finished thickness of 8 inches.

The dimensions listed above are approximate. The successful bidder shall verify field dimensions and existing conditions prior to commencing work.

SECTION 2 — OWNER-FURNISHED MATERIALS

The Town of Virgil shall furnish: Concrete. Reinforcing rebar.

The contractor shall be responsible for all labor and equipment associated with receiving, handling, placing, installing, and properly incorporating the Town-furnished materials into the work.

The contractor shall promptly notify the Town if furnished materials appear damaged, defective, insufficient, or otherwise unsuitable for the intended work.

SECTION 3 — OWNER-PERFORMED PREPARATION

The Town of Virgil Highway Department shall perform the initial site preparation and grade work prior to the contractor's mobilization.

The contractor shall inspect the prepared grade before installing forms or placing concrete.

The contractor shall verify that the prepared grade is suitable for installation of the specified 8-inch concrete section.

If the contractor determines that adjustments to the grade are necessary, the contractor shall notify the Highway Superintendent before proceeding.

The contractor shall coordinate any necessary grade corrections with the Town.

No concrete shall be placed until the contractor has inspected and accepted the prepared grade.

SECTION 4 — CONTRACTOR'S RESPONSIBILITIES

The successful contractor shall provide all labor, equipment, tools, and incidental materials necessary to complete the work, including but not limited to:

- Mobilization and demobilization.
- Inspection and verification of prepared grades.
- Installation and maintenance of all forms.
- Installation of all reinforcing rebar furnished by the Town.
- Proper placement, support, and securing of reinforcing steel.
- Placement and consolidation of concrete.
- Screeding and leveling.
- Floating and finishing.
- Broom finishing.
- Sealing of completed concrete.
- Form removal.
- Cleanup of the work area.
- Coordination of work with the Highway Superintendent.
- Protection of completed work during curing.

All other labor and incidental work required for a complete and professional installation.

The contractor shall provide competent supervision at all times while work is being performed.

SECTION 5 — CONCRETE FINISH

All concrete shall receive a uniform broom finish, unless otherwise directed by the Highway Superintendent.

The finished surface shall be reasonably uniform, free of significant ridges, depressions, segregation, or other defects.

The contractor shall take appropriate measures to prevent damage to the finished surface during the curing period.

SECTION 6 — CONCRETE SEALING

The contractor shall seal all newly installed concrete following placement and finishing.

The contractor shall provide the labor, equipment, and incidental materials necessary to properly apply the concrete sealer in accordance with the sealer manufacturer's recommendations.

The contractor shall coordinate the timing of sealing with the Highway Superintendent and prevailing weather conditions.

SECTION 7 — REINFORCING REBAR

The Town of Virgil will furnish the reinforcing rebar.

The contractor shall be responsible for:

Receiving and handling the rebar.

Installing the rebar in accordance with the project requirements.

Properly supporting and securing the reinforcement.

Maintaining proper reinforcement placement during concrete placement.

Notifying the Highway Superintendent of any shortage, damage, or discrepancy before concrete placement.

The contractor shall not modify the reinforcing layout without prior approval from the Town.

SECTION 8 — ACCESS AND PHASING REQUIREMENTS

The Town of Virgil Highway Garage must remain operational throughout construction.

The contractor shall plan and perform the work so that access to the highway garage is maintained.

Concrete placement shall be completed in two separate pours.

One entrance/access area shall be taken out of service at a time.

The two pours shall be scheduled approximately two weeks apart.

The contractor shall coordinate the exact dates and times of each pour with the Virgil Highway Superintendent.

The contractor shall not block or restrict both garage entrances simultaneously without prior written authorization from the Town.

The contractor shall be responsible for maintaining safe access to the portions of the facility that remain operational.

SECTION 9 — SITE INSPECTION

Each bidder is encouraged to inspect the project site prior to submitting a bid.

By submitting a bid, the contractor acknowledges that they have had an opportunity to examine the project location and become familiar with conditions that may affect the work.

Questions concerning site conditions shall be directed to the Highway Superintendent before the bid is submitted.

No claim for additional compensation resulting from conditions that reasonably could have been observed during a site inspection will be considered unless specifically authorized by the Town.

SECTION 10 — SCHEDULE

The contractor shall coordinate the project schedule with the Town of Virgil Highway Superintendent.

The anticipated work sequence shall consist of:

Contractor inspection of prepared grade.

Coordination of any required grade adjustments.

Installation of forms.

Installation of reinforcing rebar.

First concrete pour.

Finishing and sealing.

Curing period.

Approximately two weeks after the first pour, second concrete pour.

Final finishing, sealing, cleanup, and completion.

The contractor shall provide the Town with adequate notice prior to each concrete pour.

SECTION 11 — SAFETY

The contractor shall be solely responsible for maintaining safe working conditions for its employees, subcontractors, suppliers, and the public during construction.

The contractor shall comply with all applicable federal, state, and local safety requirements.

The contractor shall maintain the project area in a reasonably safe and orderly condition.

SECTION 12 — CLEANUP

Upon completion of the work, the contractor shall remove all construction debris, excess materials, forms, equipment, and other items associated with the contractor's work.

The work area shall be left in a clean and orderly condition acceptable to the Town.

SECTION 13 — INSURANCE

Prior to beginning work, the successful bidder shall provide the Town of Virgil with certificates of insurance demonstrating appropriate coverage for the work.

At a minimum, the contractor shall maintain:

- Commercial General Liability Insurance.
- Automobile Liability Insurance.
- Workers' Compensation Insurance as required by New York State.
- Employers' Liability Insurance as applicable.
- Insurance requirements and limits shall be subject to the Town of Virgil's standard requirements and applicable New York State law.
- The Town may require the successful bidder to name the Town of Virgil and other appropriate municipal parties as additional insured where required by the Town.
- No work shall begin until required insurance documentation has been reviewed and accepted by the Town.

SECTION 14 — PERMITS AND COMPLIANCE The contractor shall comply with all applicable federal, New York State, county, and local laws, regulations, codes, and ordinances applicable to the performance of the work.

Any permits specifically required to be obtained by the contractor shall be the contractor's responsibility unless otherwise directed by the Town.

SECTION 15 — SUBCONTRACTING

The contractor shall identify any proposed subcontractors prior to award of the contract.

The Town reserves the right to approve or reject proposed subcontractors.

The successful bidder shall remain fully responsible for all work performed by subcontractors.

SECTION 16 — BID SUBMISSION

Bids shall be submitted on the attached Bid Form.

The bidder shall provide a single lump-sum price for all labor, equipment, forms, installation, finishing, sealing, cleanup, and other work necessary to complete the project in accordance with these specifications.

The Town-furnished concrete and reinforcing rebar shall not be included in the bidder's material cost.

The bid price shall include all contractor overhead, labor, equipment, mobilization, incidental materials, and other costs necessary to complete the work.

SECTION 17 — PREVAILING WAGE REQUIREMENTS

All laborers, workers, and mechanics employed in the performance of this contract, including employees of the Contractor and all subcontractors, shall be paid not less than the applicable New York State prevailing rate of wages and supplements in accordance with New York State Labor Law Article 8, Section 220, and all other applicable laws and regulations.

The applicable New York State Department of Labor Prevailing Wage Rate Schedule for this project shall be incorporated into and made a part of these bid specifications and the resulting contract. The Contractor shall be responsible for obtaining and complying with the applicable prevailing wage schedule, including any applicable updates, corrections, or revised rates issued by the New York State Department of Labor.

SECTION 18 — BID FORM

TOWN OF VIRGIL HIGHWAY DEPARTMENT CONCRETE REPLACEMENT PROJECT

Project Location: 1695 State Route 392, Cortland, NY 13045

The undersigned bidder hereby submits the following lump-sum bid to complete the project in accordance with the specifications contained in this bid package.

Base Bid

Total Lump-Sum Bid:

\$ _____

Amount in Words:

The above price includes all labor, equipment, forms, installation of Town-furnished reinforcing rebar, concrete placement, finishing, broom finish, sealing, cleanup, mobilization, demobilization, and all other work necessary to provide a complete installation.

Bidder Information

Company Name: _____

Address: _____

Contact Person: _____

Telephone: _____

Email: _____

Contractor License/Registration No., if applicable: _____

Proposed Schedule

Anticipated Start Date: _____

Estimated Duration: _____

First Pour: _____

Second Pour: _____

Signature

The undersigned certifies that they have reviewed the bid specifications, inspected or had the opportunity to inspect the project site, understand the scope of work, and agree to perform the work in accordance with the requirements of this bid package.

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

SECTION 19 — NON-COLLUSION CERTIFICATION

The undersigned bidder certifies that:

The bid has been prepared independently and without collusion with any other bidder.

The bidder has not entered into any agreement or understanding with any other bidder concerning the price or terms of this bid.

No attempt has been made to induce another person or company to refrain from submitting a bid.

The bidder understands that the Town of Virgil may reject a bid if the Town determines that the bidder has engaged in collusive or otherwise improper bidding practices.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

SECTION 20— EQUAL OPPORTUNITY / COMPLIANCE

The successful contractor shall comply with all applicable federal, state, and local laws concerning equal employment opportunity, nondiscrimination, labor practices, and workplace safety.

SECTION 21 — AWARD OF CONTRACT

The Town of Virgil intends to award the contract to the lowest responsible and responsive bidder, subject to the Town's determination that the bidder is qualified and capable of completing the work.

The Town reserves the right to consider factors other than the lowest price where permitted by law, including bidder qualifications, experience, ability to perform the work, schedule, references, and compliance with the bid specifications.

The Town reserves the right to reject any or all bids and to waive informalities or technicalities in the bidding process when deemed to be in the best interests of the Town.

No contract shall be considered binding until formally accepted by the Town and all required documentation has been received.

SECTION 22 — CONTRACTOR QUALIFICATIONS

The bidder shall have sufficient experience, personnel, equipment, and financial resources to complete the project in a timely and professional manner.

Upon request, the bidder may be required to provide:
References for similar concrete projects.
Evidence of prior experience.
Proof of insurance.
Workers' Compensation documentation.
Certificate of Authority, if applicable.
Information regarding proposed subcontractors.
Additional documentation reasonably requested by the Town.

SECTION 23 — CHANGES TO THE WORK

No additional work or additional compensation shall be authorized without prior approval from the Town of Virgil.

Any requested change affecting the scope, price, or schedule shall be documented in writing and approved by the Town before the additional work is performed.

SECTION 24 — PAYMENT

Payment shall be made upon full and satisfactory completion and acceptance of all work required under this contract and receipt of an appropriate invoice.

The Town may withhold payment for incomplete, defective, or unacceptable work until such work has been completed or corrected to the satisfaction of the Town.

The contractor shall submit any required supporting documentation with its invoice.

SECTION 25 — WARRANTY

The contractor shall warrant that all workmanship performed under this contract is completed in a professional and workmanlike manner and in accordance with the requirements of these specifications. The contractor shall promptly correct, at its own expense, workmanship deficiencies attributable to improper installation or failure to comply with the specifications, subject to applicable law and the terms of the final contract.

SECTION 26 — OWNER'S RIGHT TO INSPECT

The Town of Virgil and its designated representatives shall have the right to inspect the work at reasonable times throughout the project.

Inspection by the Town shall not relieve the contractor of responsibility for properly completing the work in accordance with the specifications.

SECTION 27— PROJECT CONTACT

All questions concerning the project, site conditions, scheduling, or specifications shall be directed to:
Matt Simpson, Virgil Highway Superintendent
Town of Virgil Highway Department
1695 State Route 392
Cortland, NY 13045
Phone: (607) 591-0835

CONTRACTOR ACKNOWLEDGEMENT

The undersigned acknowledges receipt and review of the Town of Virgil Highway Department Concrete Replacement Bid Package and agrees to comply with all applicable requirements contained herein.

Contractor: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

TOWN OF VIRGIL — FOR OFFICIAL USE

Bid Opening Date: _____

Bid Opening Time: _____

Bidder: _____

Bid Amount: \$ _____

Bidder: _____

Bid Amount: \$ _____

Bidder: _____

Bid Amount: \$ _____

RECOMMENDED AWARD

Contractor: _____

Award Amount: \$ _____

Date of Award: _____

Authorized Town Representative: _____

Signature: _____