

**SECTION A**

**NOTICE TO BIDDERS**

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**BID NO. VA-1602**

**VILLAGE OF BRONXVILLE**  
**FRONT ENTRANCE IMPROVEMENTS**

**VILLAGE OF BRONXVILLE**  
**WESTCHESTER COUNTY, NEW YORK**

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Village of Bronxville until March 24, 2016, at the Office of the Superintendent of Public Works, 200 Pondfield Road, Bronxville, New York 10708, at which time and place said sealed bids will be publicly opened and read aloud for the removal of existing site features and the furnishing and installing of new materials:

**The work shall include, but not be limited to the following:**

Removal of existing path lights, shrubs/perennials, approximately 2 feet of path on both sides of existing brick walkway, existing planter curb and brick wall, existing flagpole brick base, existing steps and railings (towards street), existing asphalt pavement and existing concrete pavement. Remove, salvage and reuse of existing sundial and marble pad, and existing curb. Install new bluestone pavement, plantings, transplant existing tree, asphalt pavement, handrails, utility sleeves, planter wall and Village seal (provided by Village). Reset existing curb, existing flagpole base, relocated sundial and existing brick path.

No bids will be received or considered after the time stated above.

Specifications and Bid Proposal Forms may be procured at the Office of the Superintendent of Public Works, 200 Pondfield Road, Bronxville, NY 10708 on March 24, 2016, upon payment of a cash fee, certified check or money order of \$25.00 for each set (non-refundable).

A bid bond, certified check or bank check in the amount of 5% of bid must accompany the bid proposal.

All bids must be submitted in a sealed envelope bearing the name and address of the bidder and clearly marked "**BID FOR VILLAGE OF BRONXVILLE FRONT ENTRANCE IMPROVEMENTS - BID NO. VA-1602**".

The Board of Trustees of the Village of Bronxville reserves the right to accept or reject any or all bids and to waive any informalities at their discretion, and to award contracts in a manner deemed to be in the best interests of the Village of Bronxville even if such award is to other than the lowest bidder. It is intended that, whenever possible, positive recommendations will be presented to the Board of Trustees so that an awarding of the bid can be made at the next scheduled meeting. Your cooperation in adhering to the procedures outlined above and contained within the specifications would be greatly appreciated.

Wayne T. Ballard

Dated: January 05, 2016

Village of Bronxville

**SECTION B**

**INFORMATION FOR BIDDERS**

## INFORMATION FOR BIDDERS

PROPOSALS are requested for the **VILLAGE OF BRONXVILLE FRONT ENTRANCE IMPROVEMENTS, BID NO. VA-1602** and related work for the Village of Bronxville, New York, in accordance with specifications and other Contract Documents prepared by IQ Landscape Architects, P.C., and consultants.

Each Proposal shall be made on a form prepared by the Engineer and included as one of the Contract Documents; and shall be submitted in a sealed envelope bearing the title of work and name of the Bidder. The Contractor's Bid shall be submitted in the entire bound Specifications and Contract Documents booklet including all original forms, any deviation shall be grounds for disqualification of bid.

In case of a difference between the stipulated amount of the Proposal written in words and the stipulated amount written in figures, the stipulated amount stated in words shall govern.

Proposals shall not contain any recapitulations of the work to be done. Alternate proposals will not be considered unless called for. Oral proposals or modifications will not be considered.

Before submitting a Proposal, Bidders shall carefully read the Specifications and other contract Documents, shall visit the site, and shall fully inform themselves as to all existing conditions and limitations, and shall include in the Proposal a sum to cover the cost of all items included in the Contract Drawings and Documents.

Proposals shall be delivered by the time and to the place stipulated in the advertisement. It is the sole responsibility of the Bidder to see that his Proposal is received in proper time. Any Proposal received after the scheduled closing time for receipt of Proposals shall be returned to the Bidder unopened.

Any Bidder may withdraw his Proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of Proposals.

Proposals will be opened and publicly read aloud at the time and place set forth in the Notice to Bidders.

The contract will be awarded to the lowest and/or best qualified responsible Bidder who complies with these instructions and with the Legal Notice. The Village reserves the right to reject any or all Proposals or to waive any formality or technicality in any Proposal in the interest of the Village. No Bidder may withdraw his Proposal for a period of 45 days after the date of opening thereof.

If any person contemplating submitting a Proposal is in doubt to the true meaning of any part of the Drawings, Specifications or other Contract Documents, or finds discrepancies in, or omissions from, the Drawings or Specifications, he may submit to the Engineer a written request for an interpretation or correction thereof, The person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the documents will be made only by Addendum duly issued and a copy of the Addendum will be mailed or delivered to each person receiving a set of the Contract Documents. Neither the Village nor the Engineer will be responsible for any other explanations or interpretations of the Contract Documents.

Any Addenda issued during the time of the bidding, or forming a part of the Contract Documents received by the Bidder for the preparation of a Bid shall be covered in the Proposal and shall be made a part of the Contract. Receipt of each Addendum shall be acknowledged in the Proposal.

No person, firm or corporation shall be allowed to make, file or be interested in more than one Proposal for the same Contract as the prime bidder. A person, firm or corporation who has submitted a sub-proposal

to a Bidder, or who has quoted prices on materials to a Bidder, is not hereby disqualified from submitting a sub-proposal or quoting prices to other Bidders.

The work under this contract shall be completed within seventy four (74) calendar days after signing of the contract, unless the Village waives adherence to this date in writing. The Contract will be required to pay as liquidated damages, the sum of seven hundred dollars (\$700.00) for each calendar day beyond said time that is required to satisfactorily complete the work of this project.

The attention of persons intending to submit proposals is specifically called to the fact that no plea will be accepted in which a Contractor pleads misunderstanding or deception of estimates of quantities, character, scope of work, location or other conditions surrounding same. Permission will not be given to withdraw, modify or explain any proposal or bid after it has been deposited. To be entitled to consideration, a Certified Check or Bond payable to the Village of Bronxville, New York shall accompany the sealed bid, for the sum equal to 5% of the bid price. The checks of the unsuccessful bidders shall be returned within 30 days of the bid opening. Within seven (7) days of notification of acceptance and approval of the proposal, the successful bidder shall furnish the performance bond described herein, at which time the 5% check or bond will be returned. If the successful bidder fails to execute a contract and furnish the required security within seven (7) days from the date of mailing of said contract by the Village Attorney of the Village of Bronxville, then the check deposited as aforesaid and the monies standing to the credit of the same shall be forfeited as liquidated damages, or the payment of the bond shall be enforced for the benefit of the said Village of Bronxville.

The **Performance Bond** that the Contractor is to provide, shall be issued by a solvent insurance company authorized to do business in the State of New York and which will indemnify and insure the Village of Bronxville, New York, so that all work herein required to be performed and all material to be furnished, will be satisfactorily completed in accordance with this proposal. The amount of the bond shall be 100% of the amount of the contract price. The form of this bond is included herein.

The Contractor shall also pay for and furnish a separate Labor and Material Bond payment, guaranteeing prompt payment of monies due to all persons supplying the Contractor or any Subcontractor with work, labor or materials employed and used in carrying out the Contract. The amount of such bond shall be 100% of the amount of the contract price. The form of this bond is included herein.

In addition, at the time of submitting for final payment, a two-year **Maintenance Bond** guaranteeing against defective materials and workmanship will be required in an amount equal to one hundred percent (100%) of the contract amount. The form of this bond is included herein.

The Contractor shall comply with all local, state, and federal laws, rules and regulations applicable and with the New York State Labor Law.

All costs and expenses for obtaining and providing required shop drawings, submittals, Insurances and Bonds shall be deemed included in all items of this contract and therefore no separate payment item is provided.

All proposals shall be in the prescribed form, and no other form shall be used. The prices must be written in ink in words and also stated in figures, and any proposal not in accordance with these instructions or not on the blanks furnished, or containing bids not asked for, may be rejected. Where separate prices are required for various items, it is understood that the Village Board shall have complete discretion in awarding the contract as a whole or in part.

**Any questions regarding the plans or specifications shall be directed to IQ Landscape Architects no later than March 18, 2016.**