



REQUEST FOR PROPOSAL (RFP)
WINDOW REPLACEMENT – ADMINISTRATION BUILDING #10
#040121

IMPORTANT
THIS IS A REQUEST FOR COMETITIVE BIDS AND ANY BIDS, EMAILED, MAILED OR
TRANSMITTED TO ANY PERSON OTHER THAN
STACY MORTON WILL BE DISQUALIFIED

CATHOLIC CHARITES OF STATEN ISLAND
6581 HYLAN BLVD.
STATEN ISLAND, NY 10306

DATE: APRIL 1, 2021





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1. OUR MISSION

Catholic Charities of Staten Island (CCSI) is a not-for-profit agency of the Archdiocese of New York, founded in 1871 by Father John C. Drumgoole, has always responded with services for those in need.

The Mission response continues in the tradition of Father Drumgoole and its Catholic heritage. In line with the Gospel mandate and the social mission of the Catholic Church, it seeks to promote family life, create a caring and healing community, and to allow all those it serves the realization of their God-give potential. The Mission strives in all its programs to promote the universal ideals of justice, peace and compassion and to work in concert with other community resources.

As the population of Staten Island increases and the need for large congregate care programs serving geographically diverse populations decreases, the Mission directs its services to the residents of Staten Island.

These services include infant and pre-school day care; residential and other programs for developmentally challenged youth; social services to families in crisis to enhance relationships, build upon strengths and achieve stable healthy family lives; assistance to senior citizens to maintain relationships, function as independently as possible and contribute of their experience and wisdom in intergenerational programs, and to share its resources with parish communities.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until April 30, 2021. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.





Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Catholic Charities of Staten Island.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

- Replacement of 65 existing windows

4. PROJECT SCOPE

Location: Left/ West

- Furnish and install (22) new 48" x 66" white aluminum double hung window with half screen. Glazing to be clear annealed insulated units.
- Furnish and install (3) new 48" x 40" white aluminum double hung window with half screen.
- Glazing to be clear tempered insulated units.

Location: Front

- Furnish and install (8) new 48" x 66" white aluminum double hung window with half screen.
- Glazing to be clear annealed insulated units.
-

Location: Right/ East

- Furnish and install (22) new 48" x 66" white aluminum double hung window with half screen.
- Glazing to be clear annealed insulated units.

- Furnish and install (4) new 48" x 40" white aluminum double hung window with half screen.
- Glazing to be clear tempered insulated units.





Location: Rear

- Furnish and install (4) new 48" x 66" white aluminum double hung window with half screen.
- Glazing to be clear annealed insulated units.

- Furnish and install (2) new 48" x 40" white aluminum double hung window with half screen.
- Glazing to be clear tempered insulated units.

Notes

All work is to include exterior capping.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

All proposals in response to this RFP are due no later than April 30, 2021

Evaluation of proposals will be conducted after April 30, 2021. If additional information or discussions are needed with any bidders the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than May 7, 2021.

Upon notification, the contract negotiation with the winning bidder will begin immediately.

Project Timeline:

Project must be completed within 5-weeks upon job start-up. There will be no exceptions.

6. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience.
- Two referral's listing the names and contact numbers of clients.
- Time frame for completion of the project.
- Bidder will be required to sign a Hold Harmless Agreement.





7. Instructions to Bidders

Each bidder shall be responsible for inspecting the site and verifying the scope of the project.

- Site inspections can be arranged between the hours of 9 A.M. to 2 P.M. Monday – Friday by calling 718 724-4847.
- Written Bid Submissions must be received on or before April 30, 2021 and submitted to the Finance Director listed below

Stacy Morton
Catholic Charities of Staten Island
6581 Hylan Blvd. Building 10
Staten Island, NY 10309
Email: smorton@cc-si.org

IMPORTANT: BIDS EMAILED, MAILED OR TRANSMITTED TO ANY PERSON OTHER THAN STACY MORTON WILL BE DISQUALIFIED

8. Contract Award

As in the best interest of Catholic Charities of Staten Island we reserve the right to reject all bids in whole or in part. Since the date of delivery may be a factor in the awarding of bids, it is necessary that the bidder indicate the length of time that would be required by his company to complete the project if awarded the contract.

RIGHT TO REJECT BIDS: After the proposals/bids are opened, CCSI reserves the right to reject any or all bids, and to waive technical errors and informalities or to request resubmission. No Proposer/Bidder shall have any right against the CCSI arising from such rejections.

A "Purchase Order", when furnished to the successful bidder, shall result in a binding contract without further action by either party providing the bidder completes the project within the specified time frame.

9. Inspection and Testing

- Catholic Charities of Staten Island-Mount Loretto shall have the right to reject defective materials and/or workmanship. Material and/or workmanship not in conformance with the specifications will be considered defective.
- Rejected materials and/or workmanship, at no additional cost to Catholic Charities of Staten Island-Mount Loretto shall be satisfactorily corrected.

10. Insurance Requirements



- Throughout the time work is being performed under this Agreement, Contractor shall obtain and maintain public liability insurance for damages relating to any one person or for damages relating to any one occurrence.
- Contractor's Certificate of Insurance, must be prepared as follows:
- Provides evidence of: \$1 million General Liability Coverage
- \$1 million Commercial Auto Coverage (if company vehicle will be driven onto parish property)
- NY Statutory Workers Compensation.

Name as Additional Insured, in the exact manner as outlined here:

- Catholic Charities of Staten Island, Mount Loretto, The Archdiocese of NY and Timothy Cardinal Dolan
- The insurance policy must contain a provision that the policy cannot be terminated, canceled, or substantially altered without thirty (30) days written notice to Catholic Charities of Staten Island-Mount Loretto.
- Contractor shall provide notice of compliance with this insurance provision before beginning the work to be performed under this Agreement.

11. Indemnification

Contractor shall indemnify and hold harmless Catholic Charities of Staten of Staten Island-Mount Loretto, its officers, board members, assigns, agents, servants, employees, and insurance companies from any and all damages, legal fees or expenses, losses, claims and actions which may arise out of performing the services contemplated by this Agreement.

12. Assignment/Sub-Contractors

No Assignment without Written Consent.

The Contractor shall not assign, sublet or subcontract all or any part of the agreement without the prior written consent of CCSI and no purported assignment by the Contractor shall be binding on CCSI without such consent.

13. Termination

Catholic Charities of Staten Island-Mount Loretto may terminate this Agreement by giving to Contractor seven (7) days written notice of the intent to terminate this Agreement. In the event this Agreement is terminated as provided herein, Contractor shall only be paid the pro rata compensation based on the percentage of work completed as required in this Agreement to the date of termination.

14. Questions





For all technical or project questions email Mike Berg, Facility Director at: mberg@cc-si.org or call 718 724 4847.

15. PAYMENT TERMS

1/3rd After Agreement Signing, 1/3rd Mid-Point Completion, Balance to be paid 30 days after completion and inspection. - **NOTE: THERE ARE NO EXCEPTIONS TO PAYMENT TERMS**

16. MBE/WBE Companies

- We make good faith efforts to utilize City-certified minority and women-owned business enterprise (M/WBE) vendors whenever possible and encourage M/WBEs to apply.

17. Vendor Requirements Upon Contract Award

- **The following documents will be required:**
 1. Company W9
 2. Certificate of Insurance
 3. Two Referral's

