



- No work by contractor shall impede the daily operation of the campus
- All debris shall be removed from the property by the contractor on a daily basis.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

All proposals in response to this RFP are due no later than June 2021

Evaluation of proposals will be conducted after June 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 June 2021
Upon notification, the contract negotiation with the winning bidder will begin immediately.

Project Timeline:

Project must be completed within 8 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.
- Three 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 June 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.

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

No Assignment without Written Consent. Contractor shall not assign this Agreement to any other person or entity without first obtaining the written consent of Catholic Charities of Staten Island-Mount Loretto

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:**
 - Company W9
 - Certificate of Insurance
 - Two Referral's



