



**REQUEST FOR PROPOSAL (RFP)  
WINDOW REPLACEMENT – TENDER CARE  
BUILDING #121421**

**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: 12-14-2021**





## TABLE OF CONTENTS

1.	OUR MISSION	3
2.	PROPOSAL GUIDELINES	3
3.	PROJECT PURPOSE AND DESCRIPTION	4
4.	PROJECT SCOPE/LOCATIONS	4
5.	REQUEST FOR PROPOSAL AND PROJECT TIMELINE	4
6.	BIDDER QUALIFICATIONS	5
7.	INSTRUCTIONS TO BIDDERS	5
8.	CONTRACT AWARD	5
9.	INSPECTION AND TESTING	6
10.	INSURANCE REQUIREMENTS	6
11.	INDEMNIFICATION	6
12.	ASSIGNMENT	6
13.	TERMINATION	7
14.	QUESTIONS	7
15.	PAYMENT TERMS	7
16.	MBE/WBE	7
17.	VENDOR REQUIREMENTS	7





## 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:**

- Window Replacement - Preschool

### **4. PROJECT SCOPE**

Furnish and install 18 non-opening rectangular windows and 5 triangular windows

1. All framing to be 1 3/4" x 4 1/2" flush glaze type in bronze or clear anodized finish.
2. All glass to be 1/4" clear (safety where required by code).
3. Each classroom will have one window with an A/C Unit installed into the top frame of the window with an aluminum matching panel.
4. Work is to be scheduled after 3pm or weekends.
5. the project must be completed within 3-weeks after start date
6. All debris must be removed by the contractor and left broom clean on a daily basis.

### **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

- All proposals in response to this RFP are due no later than 12/31/2021
- Evaluation of proposals will be conducted after 1/3/2022. If additional information or discussions are needed with any bidders the bidder(s) will be notified.
- Upon notification, the contract negotiation with the winning bidder will begin immediately.

#### **Project Timeline & Penalties**

- Project must be completed within 3-weeks upon job start-up.
- For each calendar day beyond the scheduled date of Completion, Catholic Charities will deduct the sum of \$100.00 (One Hundred Dollars) as a penalty in the event the work has not been completed as per the agreed date of completion.





## 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 12/31/2021 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: [RFP@cc-si.org](mailto:RFP@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](mailto:mberg@cc-si.org) or call 718 724 4847.

### 15. PAYMENT TERMS

1/3<sup>rd</sup> After Agreement Signing, 1/3<sup>rd</sup> 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

### 18. General Warranty and Guarantee

The contractor warrants that all labor and material furnished and work performed in conjunction with the above project are in compliance with the manufactures installation instructions, and will be free from defects due to defective materials or workmanship for a period of (1) year or a time as specified in the Project.

This Warranty commences on the date of completion and customer sign off. Should any defects develop during the warranty period due to improper material or workmanship shall be made good by the contracted vendor at no expense to Catholic Charities of Staten Island.

