



**NEW YORK
LIQUIDATION BUREAU**

123 William Street
New York, NY 10038 - 3889
(212) 341- 6400

James J. Wrynn
Acting Superintendent as Receiver

Dennis J. Hayes
Special Deputy Superintendent

REQUEST FOR PROPOSAL (RFP)

September 4, 2009

Re: Superintendent of Insurance of the State of New York as Receiver, Rehabilitator, Conservator, or Ancillary Receiver of all Companies Under his Jurisdiction Pursuant to Article 74 of the New York Insurance Law (the "Receiver")

**INVITATION FOR BID: Contract No. 2009F0924-General Contracting Services for
Construction of (3) New Offices**

Dear Prospective Bidder:

The Receiver invites bidders to submit sealed bid proposals for General Contracting Services as stipulated in the enclosed Specifications. The Bureau encourages participation by qualified, certified minority and women-owned business enterprises ("MWBEs") and firms with a demonstrated commitment to diversity in the workplace.

A. PROCEDURE AND REQUIREMENTS

- A.1 Bidders will submit bid prices on the enclosed original Bid Quotation Sheet.
- A.2 In submitting a bid, the bidder guarantees the prices therein shall be irrevocable for ninety (90) days, or for such greater period as the Receiver specifies, after the date on which the Receiver opens the same. After this period a bidder may withdraw its bid by written notice to the Receiver. However, any award the Receiver makes before receiving such notice will be valid.
- A.3 The bidder further agrees that in case of discrepancy between the words and figures giving the unit bid prices, as set forth in its bid, the words shall govern. If a discrepancy exists between a unit price and the total price, the unit price shall govern.
- A.4 Bids shall contain at least the fully executed original Bid Quotation Sheet, Bidder's Affidavit, and Addenda or acknowledgment thereof (if any). Failure to submit these forms as required may render the bid nonresponsive. In order to prevent premature opening of bids, delivery of bid proposals shall be in an envelope indicating the following:

SEALED BID--DO NOT OPEN
CONTRACT No. 2009F0924
September 24, 2009
General Contracting Services for
Construction of (3) New Offices
Submitted by: [name/address of bidder]

- A.5 The mailing, special courier, or Express Mail envelope containing the sealed bid must be denoted as a bid and addressed as follows:

New York Liquidation Bureau
Administrative Services
123 William Street, 8th Floor
New York, New York 10038-3889
Attention: Robert Russo

If the envelope does not contain the above information, the Receiver will not be held responsible for a missed bid opening.

- A.6 Bids shall be date/time stamped upon receipt. Late bids shall not be considered. No oral, electronic or telegraphic bids or modifications will be considered.
- A.7 Bids shall be submitted with all blank spaces in the Bid Quotation Sheet completed. The bid and all other documents requiring signature must be signed by a person with authority to legally bind the bidder, notarized, and otherwise fully and properly completed in accordance with the instructions set forth therein. Failure to fully execute these documents or to meet any other applicable requirement set forth in the Bid Solicitation Package will render the bid nonresponsive, and cause it to be rejected even if it is the lowest quote received.
- A.8 Bids shall be delivered no later than September 24, 2009 at 2:00 p.m addressed as indicated above.
- A.9 All bid proposals will remain sealed until opened in a public session on September 24, 2009 at 3:00 p.m. held as follows:

New York Liquidation Bureau
Administrative Services Division Conference Room
123 William Street, 8th Floor
New York, New York 10038-3889

- A.10 Bidders shall be required to submit past job references upon request.

B. INQUIRIES PRIOR TO BID PROPOSAL SUBMISSION

- B.1 Questions concerning the bid documents and specifications should be forwarded no later than six (6) days before the bid opening date in writing via fax only to (212) 341-6319, to the attention of Robert Russo. Please contact Robert Russo to confirm receipt of questions at (212) 341-6875.
- B.2 Should modifications to bid documents be necessary, the Receiver may issue an addendum to this RFP.
- B.3 The procedure outlined in this section is the only permitted means for bidders to ask questions or for modifications to the bid documents to be made. Except as set forth in B.1, oral communications and communications directed to the Receiver alone by bidders concerning this RFP are forbidden. In particular, a qualified or conditional bid, or one at variance with any provision of the Bid Solicitation Package, including the submission of a supplier's own terms and conditions, will be rejected as nonresponsive.

C. ADDENDA

- C.1 All addenda shall become part of the Contract Documents.
- C.2 If the Bid Quotation Sheet is not annexed to the bid, the bid will be declared nonresponsive. In addition, one copy, or other acknowledgment of receipt, of each addendum must be annexed to the bid.
- C.3 An addendum that changes any part of the Bid Quotation Sheet must be attached to the sheet, or the changes must be otherwise clearly indicated thereon.

D. INSURANCE

- D.1 Insurance coverage must comply minimally with the following requirements, and be indicated on the enclosed Schedule A-1. The form must be submitted with the Bid Quotation Sheet. The following requirements do not apply to contracts for the procurement of goods.

Insurance Requirements

- D.2 General Liability
(Bureau as additional insured and waiver of subrogation)
 - General Aggregate:
\$2,000,000
 - Products/Comp/Op Agg:
\$2,000,000
 - Personal and Adv Injury:
\$1,000,000
 - Each Occurrence:
\$1,000,000
 - Fire Damage
(Any one fire):
\$50,000
 - Med. Exp.
(Any one person)
\$5,000
- D.3 Excess Liability
 - Each Occurrence
\$3,000,000 (minimum)
- D.4 Workers' Compensation and Employer's Liability
 - Statutory Limits
- D.5 It is required that insurance also include any other additional coverage necessary to satisfactorily perform the work specified. The successful bidder must furnish the Owner with Certificates of Insurance with the New York Liquidation Bureau, and Industry City Associates, 168 39th Street, as certificate holders. In addition, under "Special Items," include the "Superintendent of Insurance of the State of New York, as Receiver, the New York Liquidation Bureau, Industry City Associates as Agent for 168 39th Street, as "Additional Insured" as respects to liability coverage.

E. AWARD OF CONTRACT

- E.1 Opening of bids will be in a public session.
- E.2 The Receiver reserves the right, and nothing contained in the Contract Documents shall be interpreted as depriving the Receiver of the right, to:
- (a) award the contract to other than the lowest responsive and responsible bidder if this is deemed to be in the best interest of the Receiver;
 - (b) reject any bid if the evidence submitted by, or investigation of, the vendor fails to satisfy the Receiver that such bidder is responsible and properly qualified to carry out the obligation of the contract;
 - (c) reject any or all bid proposals;
 - (d) waive minor informalities in any bid;
 - (e) resolve tie bids by coin toss or lot witnessed by the involved bidders;
 - (f) conduct a cost analysis prior to making an award, in the course of which bidders will be required to provide any information requested by the Receiver.
- E.3 The successful vendor shall execute a contract prepared by the Receiver.

F. PRIOR ENGAGEMENTS WITH, OR GOODS PROVIDED TO, THE RECEIVER

- F.1 Any previous services performed for, or goods furnished to, the Receiver must be specified on Schedule A. If not applicable, indicate "N/A" on returned form.

G. AVAILABILITY

- G.1 The successful bidder's failure to be consistently available to respond to business communications during normal business hours is a ground to be declared ineligible for future awards from the Receiver.

H. MISTAKE AND DEFAULT REGARDING PROPOSALS

- H.1 A bidder that seeks to rescind its bid because of mistake or error must notify the Receiver in writing, with details of the alleged mistake or error, within two business days of the public bid opening.
- H.2 In determining whether to permit rescission, the Receiver may conduct a hearing at which the bidder may present testimony and documentation at the Receiver's request.
- H.3 If an otherwise qualified bidder fails to submit required information, documents, or materials in timely fashion, the Receiver may declare it in default regarding a proposal.
- H.4 Upon default, the Receiver may contract with any of the original bidders or may invite further bids. The defaulting bidder shall be liable to the Receiver for all losses and damages sustained by the Receiver because of its default.

I. EEO/DIVERSITY/MWBE STATUS

- I.1 Set forth facts sufficient to demonstrate that bidder is an equal opportunity employer and complies with all relevant federal, state and municipal equal employment opportunity and non-discrimination laws, regulations and executive orders. Bidder may attach hard copies of any equal employment opportunity policy statements or other relevant documents.
- I.2 If your firm is a certified as an MWBE with the New York State Department of Economic Development, please provide a copy of your certification. Please provide a copy of your certification from any other jurisdiction or certifying body that has deemed your business to be minority or women owned.

NEW YORK LIQUIDATION BUREAU

General Contracting Services For Construction of (3) New Offices (Brooklyn Warehouse “B” Bay)

Specifications

The Superintendent of Insurance for the State of New York as Receiver and Receiver of all insurance companies, located at 123 William Street, New York, New York 10038-3889, is seeking a reputable professional General Contractor.

- I. SCOPE OF WORK:** General Contractor to construct (3) new private offices (NYLB space) at 168 39th Street, Bush Terminals, 4th Floor.

II. ITEMS TO BE FURNISHED/INSTALLED:

- (A) Provide stamped architectural and engineer drawings. File project with the DOB. Perform an ACP-5 report. Obtain work permits, sign-offs, equipment use cards and letter of completion.
- (B) Furnish labor, materials and equipment to install a new 200 amp panel adjacent to the new offices. Furnish labor, materials and equipment to install a new feeder in conduit from the existing distribution panel located within 150 lineal feet from the new offices.
- (C) 1. **Acoustics** – Furnish and install standard 2’ x 2’ acoustical ceilings in the (3) new rooms.
2. **Drywall & Carpentry** – Furnish labor, materials and equipment to construct full height drywall partitions along the exterior of all rooms and standard drywall between the (3) rooms. Tape and spackle all new drywall. Furnish and install (1) 4’ x 8’ x ¾ “ fire rated plywood panel in the tel/data closet. Provide labor to install hollow metal and hardware.
3. **Electric** – Furnish labor, materials and equipment to perform the following electrical work: **Private Office #1** – (9) parabolic 2’ x 4’ light fixtures, (1) wall switch, (10) duplex receptacles, (6) IG duplex receptacles, (2) copier outlets, (2) printer outlets, (4) general purpose duplex outlets, (12) tel/data stub-ups and (1) exit sign. **Private Office #2**– (3) Parabolic 2’ x 4’ light fixtures, (1) wall switch, (3) duplex outlets, (1) IG duplex outlet, (3) general purpose outlets and (4) tel/data stub-ups. **Private Office #3** Tel/Data Room–(3) Prismatic 2’ X 4’ light fixtures, (1) wall switch, (5) tel/data stub-ups, (5) general purpose duplex outlets and (2) dedicated IG power circuits. Provide labor and materials to power (2) 3 ton ductless HVAC units. Provide labor and materials to perform the electrical demo. Provide labor, materials and equipment to obtain the necessary power and lighting circuits from the existing sub-panel located adjacent to area of construction. Install dedicated 3phase plus ground 208v/100a service for installed UPS with Maintenance Bypass panel.

4. **Flooring** – Furnish and install standard commercial grade broadloom carpet and 4” vinyl base in the new private office and general office area. Furnish and install VCT floor tiles and 4” vinyl cove base in the tel/data room. Supply and install 4” vinyl cove base on the exterior of all rooms. Provide labor and materials to skim patch the floor slab.
 5. **Glazing** – Furnish and install (2) pieces of ¼ ” tempered glass in the new window frames approximately 3’6” x 5’-0”.
 6. **Hardware** – Furnish (3) Schlage D series x 626 locksets, (3) door stops and (3) sets of 4 ½” x 4 ½” x 626 ball bearing hinges. Furnish and install a surface mounted overhead door closer on the tel/data closet.
 7. **Hollow Metal** – Furnish (3) 3’-0 x 7’-0” flush hollow metal door units and (2) 3’-6” x 5’-0” borrowed light window frames.
 8. **H.V.A.C** - Furnish and install (2) 3 ton ductless HVAC units with heat pumps and wireless controls. Provide labor and materials to install a condensate drain line to the adjacent slop sink.
 9. **Painting** – Provide labor, materials and equipment to prepare and paint the (3) new rooms including new drywall, columns, door units and window frames.
 10. **Sprinklers** – Provide labor, materials and equipment to relocate (3) existing sprinkler heads and branch piping. Furnish labor, material and equipment to install (3) new sprinkler heads and branch piping.
 11. **General Conditions** – Remove all debris from the jobsite, leave area in a vacuum clean condition. Install protection. Schedule, coordinate and supervise all trades.
- D. **Rest Rooms** – Provide labor and materials to renovate (2) single stall rest rooms; replace all existing fixtures (toilets, sinks, stalls etc.). Provide heating element for hot water. Also, install (1) urinal in one of the rest rooms.
- E. **Notes & Qualifications:** All work to be performed on straight time. Carpet to be glue down application. Contractor must indicate any other MEP Services and/or field conditions based on contractors proposed design
- F. **Tel/Data: Tel/Data needs are as follows:**

Office area:

1. Install in new office area 70 data cables, Category 6 Horizontal Tel/Data cable, that meet CommScope Systimax GigaSpeed rated for 550 MHZ to be wired from offices and areas to the data room.
2. One two post 19” 42U data rack with Cat 6 rated patch panels.
3. Two four post 19” racks for equipment
4. Wire ladders and wire management.
5. Fiber – CommScope Systimax 12 Strand Laser Optimized 50µ/125µm

armored fiber cable from the new space to the existing offices.

Existing Office area:

1. Install in office area 30 data cables, Category 6 Horizontal Tel/Data cable, that meet CommScope Systimax GigaSpeed rated for 550 MHZ to be wired from offices and areas to the data room.
2. Install 12 data cables in workstation areas outside office space.
3. Install throughout warehouse Category 6 cable for installation of phones and speakers for paging system. Cable count is 20 sets in locations TBD.
4. Install wiremould for tel/data cable installation.
5. One single post 19" 42U data rack with Cat 6 rated patch panels for 62 cables and 12 port fiber patch panel.
6. Wire ladders and wire management.
7. Fiber – CommScope Systimax 12 Strand Laser Optimized 50 μ /125 μ m armored fiber cable from the new space to the existing offices.
8. Install 208c/60a electric service for rack mount UPS

I. PROPOSAL:

(TO BE SUBMITTED)

II. PRICING: Quotation must be itemized and include union and non-union labor costs.

III. QUALITY ASSURANCE:

- The submission of a proposal shall be taken as an acknowledgement by the vendor that the vendor has fully inspected the site for installations.

IV. SUPERVISION:

The work shall be done under the supervision of designated New York Liquidation Bureau personnel.

VI. HOURS OF DELIVERIES:

- Deliveries at 168 39th Street are to be made, Monday through Friday, from 8:00 a.m. to 11:00 a.m. unless otherwise directed by designated personnel.

VII. TOUR OF INSPECTION

- Tour of Inspection and Pre-bid Conference
 - Contact: Robert Russo
 - Phone: 718-768-2822
 - Cellular 347-582-8204
 - Date: September 10, 2009
 - Time: 10:00 A.M.
 - Place: 168 39th Street, 4th Floor, Brooklyn, New York

(SITE TOUR IS MANDATORY)

SCHEDULE A-1

Insurance Coverage currently carried by the bidder:

1. General Liability

Carrier (s):

Policy No.:

Effective Date:

Limits of Liability:

Expiration Date:

2. Excess Liability

Carrier (s):

Policy No.:

Effective Date:

Limits of Liability:

Expiration Date:

3. Workers' Compensation

Carrier (s):

Policy No.:

Effective Date:

Limits of Liability:

Expiration Date:

4. Disability Benefits (DBL)

Carrier (s):

Policy No.:

Effective Date:

Limits of Liability:

Expiration Date:

FAILURE TO COMPLETE AND RETURN MAY RENDER BID NONRESPONSIVE

SchA-1 8/18/98

SCHEDULE A

1. Have you ever contracted to provide goods or services to the Superintendent of Insurance of the State of New York in any of his or her capacities (including contracts in force at the present time)?

YES _____

NO _____

2. Do you have a financial interest in any organization that has contracted to provide goods or services to the Superintendent of Insurance of the State of New York in any of his or her capacities?

YES _____

NO _____

If your answer to either question is “YES,” provide detailed information about each such engagement or organization below.

Name: _____
Print

Signature

Title: _____
(Principal/Officer)

NOTE:

Failure to complete this Schedule A fully and accurately **AUTOMATICALLY** renders your bid nonresponsive.

8/7/2000

BIDDER'S AFFIDAVIT

Contract No: 2009F0924

NEW YORK LIQUIDATION BUREAU
Administrative Services Division - Purchasing Department
STATE OF NEW YORK)
COUNTY _____) SS:

_____ being duly

sworn, deposes and says: he/she is * _____ of _____ **
(principal or officer)

the bidder above named.

The undersigned, acknowledging that he/she is duly authorized to execute this Bid and has carefully examined the Bid Solicitation Package, offers to provide goods or services to the Receiver in strict conformity with each and every provision therein. I also certify that the attached Bid and Bid Quotation Sheet(s) are in all respects true and correct.

Sworn before me this ____ day
of _____ 20 ____

(Notary)

(Company Submitting)

(Signature)

(Title)

(Date)

* If the bidder is an individual, do not fill in this blank; if the bidder is a firm, say here "a principal of the firm" or if a corporation say "The President (or other duly authorized officer)."

** Fill in the name of the bidder here (if a corporation or partnership).

FAILURE TO COMPLETE AND RETURN MAY RENDER BID NONRESPONSIVE

Affid8/02/04

**NEW YORK
LIQUIDATION BUREAU
BID QUOTATION SHEET**
General Contracting Services for Construction of (3) New Offices

Contract No. 2009F0924

DESCRIPTION AND PRICE (in words)

LUMP SUM (in figures)

for _____

_____ dollars

and _____ cents

\$ _____ per year

Sworn to before me this _____

Day of _____ **2009**

NOTARY

COMPANY SUBMITTING

SIGNATURE

PRINT NAME

TITLE (PRINCIPAL/OFFICER)

TELEPHONE /FAX NUMBERS

DATE

Bidder hereby acknowledges receipt of all addenda through and including Addendum No. _____.

Bidder must insert number of last addendum issued.

8/19/98