DETACH AND USE THIS FORM

WRITE THE PROJECT TITLE IN THE SPACE BELOW, SAME AS THE CERTIFICATION PAGE. REPLACE \* AND TYPE PROJECT TITLE BOLD.

|  |  |
| --- | --- |
| **BID FORM FOR:** **\* WORK****\*****\*****\*****\*****\*, NY** | State of New YorkOffice of General ServicesDesign and Construction GroupDivision of Contract Management35th Floor, Corning TowerThe Gov. Nelson A. RockefellerEmpire State PlazaAlbany, NY 12242 |

WITHIN THE NOTE BELOW, CHANGE \* TO THE NUMBER OF PAGES CONTAINED IN THE PROCESSED BID FORM.

***THIS IS A \* PAGE BID FORM. ALL PAGES MUST BE COMPLETED.***

THE STATE RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS. EACH BID FORM SHALL BE ACCOMPANIED BY BID SECURITY (AS DESCRIBED IN THE INSTRUCTIONS TO BIDDERS) IN THE AMOUNT STATED IN THE ADVERTISEMENT FOR BIDS.

The Undersigned agrees to complete the Work within the time stated in Section 011000 of the Specifications.

The Undersigned acknowledges his/her understanding of the social policy concerning minority and women business participation in the State building construction program, and pledges to cooperate with the State in the implementation of this policy, and further pledges to exert good faith efforts to achieve participation of minority and female employees.

The Undersigned certifies, as to each of the occupations listed in the Prevailing Rate Schedule applicable to this Project, the ability and willingness to exert good faith efforts to achieve the goal for minority and women workforce participation as set forth in the Supplementary Conditions.

The Undersigned certifies the ability and willingness to exert good faith efforts to achieve the goals for Minority and Women-Owned Business Enterprise and Service-Disabled Veteran-Owned Businesses participation as set forth in the Supplementary Conditions.

The Undersigned declares that the Bidding and Contract Documents have been carefully examined and that all things necessary for the completion of the Work shall be provided.

REVISE PARAGRAPH BELOW FOR AGREEMENT DURATION IN CONJUNCTION WITH THE ADVERTISEMENT FOR BIDS. USE 10 DAYS FOR STANDARD, 5 DAYS IF CONTRACT IS A CROC (CRITIAL RETURN OF CONTRACT).

The Undersigned agrees that the bid security shall be subject to forfeiture if this bid is accepted by the State and he/she does not submit executed copies of the Agreement WITHIN TEN (10) / FIVE (5) DAYS OF RECEIPT OF A WRITTEN REQUEST TO PROVIDE SUCH AGREEMENT. A Performance Bond and a Labor and Material Bond, each in an amount equal to the contract sum, shall be supplied with the executed Agreement and shall be the statutory form of public bonds required by Sections 136 and 137 of the State Finance Law.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
4. This contract shall not cause or result in a violation of Section 74(3)(e) of the Public Officers Law which states: “No officer or employee of a state agency, member of the legislature or legislative employee should engage in any transaction as representative or agent of the State with any business entity in which he/she has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his/her official duties.”
5. The Bidder understands and agrees to comply with the requirements of the Procurement Lobbying Law, State Finance Law § 139-j and § 139-k, and with OGS’s procedures relating to permissible contacts during a procurement as required by State Finance Law § 139-j(3) and § 139-j(6)(b). Such requirements and procedures are posted at <https://ogs.ny.gov/acpl>.
6. The bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law (NYS Iran Divestment Act of 2012). The list can be viewed at the following link:

 <https://ogs.ny.gov/iran-divestment-act-2012>

1. Will New York State Businesses be used in the performance of this contract (refer to Document 007324)?

 Yes ☐ No ☐

(8) The New York State Human Rights Law (Human Rights Law), Article 15 of the Executive Law, prohibits discrimination and harassment based on age, race, creed, color, national origin, sex, pregnancy or pregnancy-related conditions, sexual orientation, gender identity, disability, marital status, familial status, domestic violence victim status, prior arrest or conviction record, military status or predisposing genetic characteristics.

The Human Rights Law may also require reasonable accommodation for persons with disabilities and pregnancy-related conditions. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner. The Human Rights Law may also require reasonable accommodation in employment on the basis of Sabbath observance or religious practices.

Generally, the Human Rights Law applies to:

* all employers of four or more people, employment agencies, labor organizations and apprenticeship training programs in all instances of discrimination or harassment;
* employers with fewer than four employees in all cases involving sexual harassment; and,
* any employer of domestic workers in cases involving sexual harassment or harassment based on gender, race, religion or national origin.

In accordance with Executive Order No. 177, the Bidder hereby certifies that it does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected status under the Human Rights Law.

Executive Order No. 177 and this certification do not affect institutional policies or practices that are protected by existing law, including but not limited to the First Amendment of the United States Constitution, Article 1, Section 3 of the New York State Constitution, and Section 296(11) of the New York State Human Rights Law.

 (9) In accordance with State Finance Law § 139-l, by submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees.  Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

If the bidder cannot make the foregoing certification, such bidder shall so state and shall furnish with the bid a signed statement that sets forth in detail the reasons that the bidder cannot make the certification.

 (10) In accordance with Section 165(5) of the State Finance Law, the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either (answer yes or no to one or both of the following, as applicable):

1. have business operations in Northern Ireland Yes ☐ No ☐ and if yes:
2. shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of compliance with such principles.

 Yes ☐ No ☐

 (11) Certification Under Executive Order No. 16 - Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia

Executive Order No. 16 provides that “all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” The complete text of Executive Order No. 16 can be found here: <https://www.governor.ny.gov/executive-order/no-16-prohibiting-state-agencies-and-authorities-contracting-businesses-conducting>

The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations.

As defined in Executive Order No. 16, an “entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or which the commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

Is Vendor an entity conducting business operations in Russia, as defined above? Please answer by checking one of the following boxes:

☐ 1. No, Vendor does not conduct business operations in Russia within the meaning of Executive Order No. 16.

☐ 2.a. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but has taken steps to wind down business operations in Russia or is in the process of winding down business operations in Russia. (Please provide a detailed description of the wind down process and a schedule for completion.)

☐ 2.b. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but only to the extent necessary to provide vital health and safety services within Russia or to comply with federal law, regulations, executive orders, or directives. (Please provide a detailed description of the services being provided or the relevant laws, regulations, etc.)

☐ 3. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16.

 (12) In accordance with New York State Labor Law Section 220-i, the bidder certifies that it is registered with the New York State Department of Labor (NYSDOL) for public work projects. By submission of this bid and providing the registration number in the space indicated on this bid form, the bidder affirms that its registration is current and valid as of the date of bid submission.

Addenda to the Contract Documents are available at:

 <https://online.ogs.ny.gov/dnc/contractorConsultant/esb/ESBPlansAvailableIndex.asp>

The Undersigned acknowledges receipt and review of all Addenda to the Contract Documents on the above website, listed by number in the space below:

The Undersigned proposes to perform the Work required for this project in accordance with the Contract Documents for the following amount:

ITEMS 1 & 2 (See Document 002214 - SUPPLEMENTARY INSTRUCTIONS TO BIDDERS - TOTAL BID)

Item 1: Furnish, coordinate and install in accordance with the Contract Documents and provide standard one year warranty:

USE SECTION BELOW FOR CONTRACTS *WITHOUT* BID ALTERNATE(S):

INCLUDE 1.a AND 1.b BELOW IF CONTRACT DOES NOT HAVE BID ALTERNATE(S).

DELETE 1.a AND 1.b IF CONTRACT DOES HAVE BID ALTERNATE(S).

 a. All Item 1 Work except Allowance(s) $ .00

FILL IN ALLOWANCE AMOUNT IN b. BELOW AS DESCRIBED IN SECTION 012100. REPLACE \* WITH ALLOWANCE AMOUNT.

 b. Allowance(s) (As described in Section 012100) $ \*.00

INFORMATION ON ALTERNATES:

BUL APPROVAL IS REQUIRED BEFORE INCLUDING A SINGLE ALTERNATE ON A PROJECT. FOR MULTIPLE ALTERNATES ON A PROJECT, APPROVAL OF THE DIRECTOR OF DESIGN IS REQUIRED IN ADDITION TO BUL APPROVAL. AN ALTERNATE SHOULD BE A SIGNIFICANT PERCENTAGE OF THE PLANNED WORK. ALTERNATE WORK SHOULD BE AT LEAST 5% AND PREFERABLY 10% OR MORE OF THE VALUE OF THE CONTRACT WORK. IDEALLY AN ALTERNATE SHOULD AFFECT ONLY ONE TRADE. IF AN ALL-TRADE ALTERNATE IS CONSIDERED, THE WORK MUST BE VERY CLEARLY IDENTIFIED AND SEPARATE FROM BASE CONTRACT WORK. PREFERABLY DEDICATED DRAWINGS SHOULD BE USED FOR THE ALTERNATE WORK. WHEN MULTIPLE ALTERNATES ARE APPROVED, THEY SHOULD BE ARRANGED IN ORDER OF PRIORITY, AND THE CLIENT MUST BE INFORMED THAT SELECTION OF ALTERNATES FOR AWARD WILL BE BASED ON THIS PRIORITY LISTING. ADJUST THE NUMBER OF ALTERNATES TO SUIT REQUIREMENTS OF SECTION 012300.

USE SECTION BELOW FOR CONTRACTS *WITH* BID ALTERNATE(S):

INCLUDE 1.a AND 1.b BELOW IF CONTRACT HAS BID ALTERNATE(S).

DELETE 1.a AND 1.b IF CONTRACT DOES NOT HAVE BID ALTERNATE(S).

 a. All Work except Allowance(s) and Alternate(s) $ .00

FILL IN ALLOWANCE AMOUNT IN b. BELOW AS DESCRIBED IN SECTION 012100. REPLACE \* WITH ALLOWANCE AMOUNT.

 b. Allowance(s) (As described in Section 012100) $ \*.00

 Total Item 1 Amount (Sum of a & b) $ .00

REPLACE THE BRACKETED TEXT WITH THE PROJECT SPECIFIC ENTRIES

Item 2: Provide Elevator Preventative and Corrective Maintenance for the [FACILITY] in accordance with Document 008091. Item 2 amount is from the “\*” line (“[INSERT NAME OF CLIENT CONTRACT BID FORM]”) included within this Bid Form.

 Item 2 Amount $ .00

Item 3: Total Bid Amount (Sum of Items 1 & 2) $ .00

ADJUST THE NUMBER OF ALTERNATES TO SUIT REQUIREMENTS OF SECTION 012300. DELETE IF THERE ARE NO ALTERNATES.

ALTERNATES (As Described in Section 012300)

 ALTERNATE NO. 1 ADD $ .00

 ALTERNATE NO. 2 ADD $ .00

The term of this warranty/ maintenance repair and services contract will be as described in Document 008091.

The selected low bidder will enter into a contract with the Office of General Services Design and Construction Group, acting through OGS, for Item 1, and the selected low bidder will enter into a contract with the [CLIENT] for Item 2. All contracts will be provided to the successful contractor for execution and the successful contractor’s execution of all contracts which collectively cover all of Items 1 and 2 shall be a condition precedent to the State’s contract award for any item.

Note: Bid submitted must include a value for each Item amount listed on the Bid Form. Failure to do so will result in the rejection of the Bid.

INSERT CLIENT CONTRACT BID FORM HERE:

DO NOT DELETE THE SECTION BELOW:

Federal Employer I.D. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NYSDOL CONTRACTOR RegistrATION No. (per NYS Labor Law 220-i) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your firm a NYS-Certified Minority and Women-Owned Business Enterprise (MWBE)? Yes ☐ No ☐

 MWBE Certification file No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGN BID HERE

 Authorized Signature

PRINT NAME OF SIGNER

TITLE OF SIGNER

OFFICIAL COMPANY NAME

MAILING ADDRESS

 Street

 City State Zip

TELEPHONE NO. FAX NO.

 Area Code Area Code

E-MAIL ADDRESS

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