

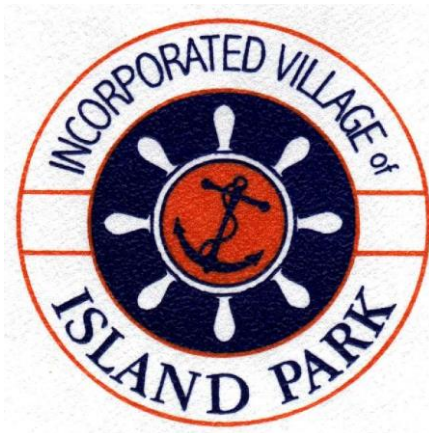
INC. VILLAGE OF ISLAND PARK

127 LONG BEACH ROAD

ISLAND PARK, NEW YORK

REQUEST FOR PROPOSALS FROM CONTRACTORS
for
STORM WATER DRAINAGE SYSTEM CLEANING
AND CCTV INSPECTION PROJECT

**Legal Notice, Instructions to Bidders, Deadline Schedule,
Insurance Requirements, Cost Proposal, and
Contractors Qualification Statement**



Contact Information:

Constance L. Conroy, Village Clerk

Tel. 516-431-0600

Fax: 516-431-0436

Email: cconroy@villageofislandpark.com

FEBRUARY 29, 2016

TABLE OF CONTENTS

LEGAL NOTICE

INSTRUCTIONS TO BIDDERS

I.	Introduction and Overview.....	3
II.	Project Description	3
III.	Deadlines and Completion Date	3
IV.	Scope of Work	4
V.	Submittal Content.....	4
VI.	Selection Process.....	5
VII.	Specific Legal Obligations.....	6
VIII.	New York Law and Venue	7

SCHEDULE A

DEADLINE SCHEDULE

SCHEDULE B

INSURANCE REQUIREMENTS

SCHEDULE C

COST PROPOSAL

SCHEDULE D

CONTRACTORS QUALIFICATION STATEMENT

LEGAL NOTICE

INCORPORATED VILLAGE OF ISLAND PARK PUBLIC NOTICE TO BIDDERS

PLEASE TAKE NOTICE THAT sealed proposals will be received by the Incorporated Village of Island Park on **Monday, March 14, 2016 at 11:00 a.m.** prevailing time at the Village Hall, 127 Long Beach Road, Island Park, New York at which time they will be publicly opened and read and the contract awarded as soon thereafter as practicable for:

STORM WATER DRAINAGE SYSTEM CLEANING AND CCTV INSPECTION PROJECT FOR THE GEOGRAPHIC AREA OF THE INC. VILLAGE OF ISLAND PARK, NASSAU COUNTY, AS DEFINED IN THE NYS DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES HAZARD MITIGATION GRANT PROJECT (HMGP) .

The Inc. Village of Island Park is eligible for Phase I Funding for the development of a Comprehensive Drainage Study and Plan under the program guidelines of the HMGP as administered by NYS Division of Homeland Security and Emergency Service (NYS DHSES). Accordingly, respondents are obligated to comply with applicable federal and state laws and regulations governing the NYS DHSES Program, as well as with the Inc. Village of Island Park's Procurement Policy and Procedures. In addition, respondents are obligated to comply with all municipal codes, ordinances, and regulations. The successful responder must understand that no payments can be made for services until acceptance of the HMGP Phase I Application.

The Scope of Work Package will be available at the Office of the Village Clerk at Village Hall, 127 Long Beach Road, on or after Monday, February 29, 2016 between the hours of 9:00 a.m. and 4:30 p.m. prevailing time, Monday through Friday, except on holidays.

All sealed Request for Proposals must be in before opening date and time and can be mailed or delivered to Village Clerk, Village of Island Park, 127 Long Beach Road, Island Park, New York 11558. Proposal Packets will not be accepted after 11:00 am on the date of the opening. **NO EXCEPTIONS SHALL BE GRANTED.** Do not remove any pages; Proposal Packets are to be submitted intact. For information, please call Constance L. Conroy, Village Clerk at (516) 431-0600 or email clconroy@villageofislandpark.com.

One (1) original and five (5) copies of the Proposal Package must be delivered in a sealed envelope and received by the Village Clerk no later than **11:00 am on March 14, 2016.**

The Inc. Village of Island Park encourages vendor/suppliers that are certified as a Minority or Women Owned Business Enterprise to participate in our bidding process.

The Inc. Village of Island Park will not reimburse any individual or firm for any costs associated with the preparation of their Proposal Package.

The Mayor and Board of Trustees reserve the right to reject any and all proposals.

BY ORDER OF THE MAYOR AND BOARD OF TRUSTEES
of the Incorporated Village of Island Park, New York.

Constance L. Conroy
Village Clerk

Dated: February 23, 2016
Island Park, New York

INSTRUCTIONS TO BIDDERS

I. Introduction and Overview

Procurement shall only be conducted with responsible vendors who have the technical and financial competence to perform as well as an exemplary record of integrity. Before selecting a vendor, the Village of Island Park intends to review the federal and state lists of vendors excluded from procurement. Contracts shall not be awarded to debarred, suspended or ineligible vendors. Accordingly, responses to RFPs must include a completed NYS Vendor Responsibility Questionnaire and notarized certification, along with verification that a completed NYS Vendor Responsibility Questionnaire has been filed with the NYS Office of the State Comptroller: <http://www.osc.state.ny.us/vendrep/>.

In accordance with New York State General Municipal Law Section 104-b, this Request for Proposals (RFP) is designed to identify qualified Contractors to perform cleaning and closed circuit TV (CCTV) inspections of the Village's storm water drainage system. The cleaning and CCTV inspections will support the Village's on-going comprehensive evaluation of the storm water drainage system infrastructure throughout the Village. The overall study is being conducted to generate a strategy for drainage infrastructure upgrades to reduce flooding in the Village.

Respondents will be reviewed on the basis of their eligibility and ability to provide services in a manner sensitive to specific requirements and timetables established by the Village of Island Park.

The Inc. Village of Island Park will select qualified Contractors of the highest quality that employ adequate staff and possess the financial management capacity to be able to focus immediate attention on this project.

A qualified Contractor will be chosen based on a scoring system. Through its Evaluation Team, the Inc. Village of Island Park will select the Respondent whose proposal receives the greatest number of points. The Evaluation Team will only open or evaluate Cost Proposals from those firms that it has determined are qualified on the basis of Specifications and the Technical Factors listed below. A detailed description of the scoring system may be found in the "Selection Process" section of this document. After those firms that are qualified have been identified, the Evaluation Team will factor in the cost of the qualified proposals using the formula set forth below under "Selection Process." The Cost Proposal is included as **SCHEDULE C**.

Respondents will not be reimbursed for costs incurred in the preparation of the proposal. Failure to comply with any of the following instructions shall constitute cause for which the bid may be rejected.

Sealed Proposals will be received by the Village Clerk of the Inc. Village of Island Park, 127 Long Beach Road, Island Park until 11:00AM on March 14, 2016 at which time they shall be publically opened and read aloud and the Contract awarded as soon thereafter as may be practicable. It is the sole responsibility of the Bidder to see that his Proposal is received in the proper time. Any Proposal received after the scheduled closing time for receipt of Proposals shall be returned to the Bidder unopened.

INSTRUCTIONS TO BIDDERS

Each Proposal shall be submitted in a Sealed Envelope bearing the Title of the Work and the Name of the Bidder. The Proposal shall include a sum to cover the cost of all items included in the Bid Documents and shall be identified by the Name of the Person, Firm or Corporation, with the authorized signature thereto.

Each Bidder must submit with their Proposal a Contractors Qualification Statement including their organization and financial status along with a Certificate of Contractors Qualification as of the date of their Proposal. The Required Forms are included in this package, **SCHEDULE D**.

Before submitting a Proposal, all Bidders shall carefully examine the specifications and other Bid Documents, shall become fully informed of the conditions and limitations associated with fulfilling the requirements of the Proposal.

No plea of ignorance or misunderstanding of conditions that exist or that may hereafter exist, or of conditions or difficulties that may be encountered in the execution of the work under this Request for Proposals as a result of failure to make the necessary examinations and investigations as may be expected of a responsible Bidder, will be accepted as an excuse for any failure or omission on the part of a Contractor to fulfill in every detail all of the requirements of the Bid Documents, or will be accepted as a basis for any claims whatsoever for extra compensation, or an extension of time.

The Bidder must be capable of performing the work required under this Request for Proposals and shall perform a substantial portion thereof with his own resources. If the Bidder intends to subcontract portions of the Scope of Work, the Subcontractors Name and Qualifications must be included in the Sealed Proposal.

The Bidder whose Proposal has been accepted will be required to appear at the Office of the Village Clerk and execute the Contract within ten (10) days from the date of service of the Notification of Award, delivered to him in person or mailed to the address given in the Proposal, stating that the Contract has been awarded to him.

The successful Bidder, prior to the execution of the Contract, will be required to furnish Workers Compensation, Commercial General Liability, Automobile Insurance, Umbrella Liability and Indemnification/Hold Harmless Agreement as outlined in the following document titled Insurance Requirements for Independent Contractors/Sub-Contractors.

In case of failure to execute the Contract (including the required Insurance, Indemnification/Hold Harmless Agreement and Contractors Qualification Statement along with the Certificate of Contractor's Qualification Statement) within the time frame stated, the Bidder shall be deemed to have abandoned the Contract.

INSTRUCTIONS TO BIDDERS

The successful Bidder will commence work on the date to be ordered by the Contract as the date of such commencement and shall fully complete the work within the number of consecutive calendar days from said date herein after as the period for completion of this Contract. In case the successful Bidder has failed to complete the work hereunder in accordance with the specifications and time frame specified for the Project as per the Contract, the successful Bidder shall pay the Inc. Village of Island Park the sum of \$1,000.00 for each calendar week that said work shall remain so unfinished.

The Village reserves the right to award a Contract resulting from this solicitation based on the evaluation criteria set forth in the Request for Proposal and to reject any and all bids and to award the Contract to the Bidder who best serves the interest of the Inc. Village of Island Park.

II. Project Description

The Incorporated Village of Island Park ("Village") has issued this Request for Proposal ("RFP") to seek proposals from qualified Contractors to perform cleaning and closed circuit TV (CCTV) inspections of the Village's storm water drainage system. The cleaning and CCTV inspections will support the Village's on-going comprehensive evaluation of the storm water drainage system infrastructure throughout the Village. The overall study is being conducted to generate a strategy for drainage infrastructure upgrades to reduce flooding in the Village.

Proposals are due on Monday, March 14, 2016 at 11:00 a.m. prevailing time at the Village Hall, 127 Long Beach Road, Island Park, New York.

III. Deadlines and Completion Date

The Insurance Requirements and Contractors Qualification Statement along with the Cost Proposal must be delivered in separate envelopes to the Inc. Village of Island Park in accordance with **SCHEDULE A**. Proposals are due on Monday, March 14, 2016 at 11:00 a.m. Any questions relative to the RFP must be received electronically by the Inc. Village of Island Park no later than noon on March 4, 2016. The Inc. Village of Island Park will then compile the questions into a single document for the responses and distribution to all respondents by March 9, 2016. The Inc. Village of Island Park reserves the right to extend receipt of submissions beyond March 14, 2016.

IV. Scope of Work

There are approximately 325 storm water catch basins and 42,000 feet of storm drainage piping in the Village of Island Park. The storm water piping in the Village ranges in diameter from 6 inches to 18 inches, with the majority of the pipe diameters in the 12 to 15 inch range. The selected Contractor will clean and conduct CCTV inspections of 15 percent of the Village's storm water drainage system to obtain information needed to support the drainage system evaluation. For the purpose of Contractor proposals, assume that approximately 50 catch basins and 6,500 linear feet of storm piping will be cleaned using drain line jetting equipment and surveyed using CCTV equipment. The locations to be cleaned and inspected shall be as directed by the Village and the Village's Consultant.

SEE ATTACHED PACKAGE CONTAINING DETAILED PROJECT SPECIFICATIONS.

INSTRUCTIONS TO BIDDERS

The qualified Contractor shall include documentation in the Proposal that demonstrates the firm is adequately staffed, skilled and experienced to perform the services required by the Village. The qualified Contractor must submit the resumes of all personnel along with a schedule of hourly rates for all employees designated to be involved in the Storm Water Drainage System Project. The qualified Contractor shall provide during active project phases, an approved principle to manage designated project phases in coordination with and as directed by the Village.

All work must comply with federal, state and local codes, regulation, laws and ordinances.

V. Submittal Content

Respondent must supply one (1) original and five (5) copies of its submission to the attention of Constance L. Conroy, Village Clerk, no later than 11:00 am on March 14, 2016.

Constance L. Conroy
Village Clerk
Inc. Village of Island Park
127 Long Beach Road
Island Park, New York 11558
clconroy@villageofislandpark.com

The Proposal must contain the following information and documentation:

- **Firm.** Respondent's legal structure, length of time in business, number of employees and detailed contact information for the person authorized to contractually obligate the Respondent and for the person administratively responsible for the Proposal.
- **Subconsultants.** Identify any Subconsultants, including a summary of the organization, experience and technical skills. Respondent shall not employ, contract with, or use the services of any consultant for the work of this Contract (except such third parties which may be used by the Respondent in the normal course of business, such as couriers, imaging services, etc.) without obtaining the prior written approval of the Inc. Village of Island Park.
- **Disclosure.** Disclose all allegations or claims of substandard work, unethical or illegal practices or debarment or suspension from State- or Federally-funded projects, and provide documentation as to the resolution of these matters. Respondent must not be suspended or debarred from participation in State- or Federally-funded projects. Include completed NYS Vendor Responsibility Questionnaire, with notarized certification. <http://www.osc.state.ny.us/vendrep/>.

INSTRUCTIONS TO BIDDERS

- **Relevant Experience.** Previous projects that demonstrate relevant experience and identify public sector clients for whom Respondent has provided similar work in the past five years. For each project described, provide current contact information for the individual with whom Respondent worked.
- **Ability to Conform to Village's Timeline.** Describe firm's workload and the impact on its current capacity to perform services, and describe specifically how the firm will comply with the required delivery schedule set forth in **SCHEDULE A**.
- **Iran Divestment Act.** Respondent must attach a signed statement on company letterhead that is affirmed as true under penalty of perjury.
- **Costs.** Complete the **Cost Proposal - SCHEDULE C**, by providing the price for providing the specified services. The Cost Proposal must be included in a separate sealed envelope.

Attachments, Resumes, and material helpful to the technical evaluation, may also be attached (short project descriptions, brochures).

VI. Selection Process

Proposals responsive to the requirements of this RFP will be evaluated and scored in accordance with the Evaluation Criteria. After evaluation of the specifications and the technical factors, the Cost Proposals will be scored for cost.

During or after the review of responses, the Inc. Village of Island Park may submit written questions and requests for clarification, and may conduct interviews. Respondents must comply with the **Deadline Schedule - SCHEDULE A**, which may be adjusted if necessary.

The Inc. Village of Island Park shall evaluate each respondent in terms of:

	<u>Maximum Points</u>
Total: Specifications and Technical Factors	80
Total: Cost Factors	20
Maximum Points	100

The Inc. Village of Island Park's Evaluation Team will conduct a technical evaluation of the non-cost elements as described in the RFP prior to opening the Cost Proposals. No more than 80 Specifications and Technical Factors total points will be awarded to any proposal.

The Cost Proposal will remain sealed until completion of the technical evaluation, and will only be considered for the best qualified firms. No more than 20 points will be awarded to any Respondent.

INSTRUCTIONS TO BIDDERS

Cost points will be awarded as follows:

- The lowest priced qualifying Technical Proposal will be awarded the full 20 points. Other bidders will be awarded as follows: total cost points = (lowest bidder cost/other bidder cost) x 20.
- The Village will weigh the Specifications and Technical Factors and cost evaluation results of each submittal as two components, which together will have a maximum total score of 100 points.

After evaluation of selected Specifications and Technical Factors and Cost Proposals, the Village reserves the right to award without delay. The Village will issue a Letter of Intent to Award and a Notice to Proceed when all aspects meet the criteria of the RFP and accepted by the Village.

VII. Specific Legal Obligations

a. Procurement

In accordance with Section 104-b(2)(f) and Section 139-j(2)(a), the Inc. Village of Island Park must identify the individual responsible for purchasing and the individual who is the sole point of contact during the procurement. Constance L. Conroy, Village Clerk for the Inc. Village of Island Park, will be the RFP Coordinator.

In accordance with State Finance Law § 139-j and 139-k, this RFP imposes restrictions on communications between the Inc. Village of Island Park, NY and Respondents during the procurement. Respondent is restricted from making contact from the earliest notice of intent to solicit offers through final award and approval of the contract (the restricted period) with Subrecipient's staff other than the RFP Coordinator, unless it is a contact included among expressly provided statutory exceptions set forth in State Finance Law § 139-j(3)(a).

The Inc. Village of Island Park employees also are required to obtain certain information when contacted during the restricted period and make a determination of responsibility of the Respondent pursuant to these two statutes. Certain findings of non-responsibility can result in the rejection for contract award and in the event of two (2) findings within a four-year period the Respondent is debarred from obtaining governmental procurement contracts.

b. Diversity and Income Requirements

Minority and Women Owned Businesses (M/WBE)

The Inc. Village of island Park is committed to awarding a contract(s) to firms that will provide high quality services and that are dedicated to diversity and to containing costs.

INSTRUCTIONS TO BIDDERS

The Inc. Village of Island Park strongly encourages Respondents that are certified by New York State, any other city or state, or the federal government, as M/WBE firms, as well as Respondents that are not yet certified but have applied for certification, to submit responses to this RFP.

All New York State-certified M/WBE firms submitting proposals to this RFP should be registered as such with the New York State Department of Economic Development. For M/WBE firms that are not certified but have applied for certification, Respondents must provide evidence of filing including filing date.

The Inc. Village of Island Park is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (M/WBE Regulations) for all New York State funded contracts as defined therein, with a value in excess of \$25,000.

Iran Divestment Act

Every Proposal made to the Inc. Village of island Park pursuant to a competitive solicitation must contain the following statement, signed by the Respondent on company letterhead and affirmed as true under penalty of perjury:

"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 its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law."

No Response that fails to certify compliance with this requirement may be accepted as responsive.

VIII. New York Law and Venue

This contract shall be construed under the laws of the State of New York. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of this contract shall be brought in the Supreme Court of the State of New York, Nassau County.

SCHEDULE A

DEADLINE SCHEDULE

A.	Date for Publication of Notice:	February 26, 2016
B.	Date RFP Package Available:	February 29, 2016
C.	Date for Questions from Respondents:	March 4, 2016
D.	Date for Response to Respondents' Questions:	March 9, 2016
E.	Date for Submission of Proposals:	March 14, 2016 at 11:00am
F.	Date for Evaluation of Proposals:	March 16, 2016
G.	Date for Award:	March 18, 2016
H.	Date for Notice of Contract Award with Draft Contract:	March 23, 2016
I.	Date for Execution of Contract with Notice to Proceed:	March 25, 2016

The Inc. Village of Island Park reserves the right to modify this Timeline as necessary.

Changes to the Timeline will be forwarded to all respondents.

Changes to the Timeline will also be published at www.villageofislandpark.com.

All Product description, specifications and the Technical Factors with Cost Proposals shall be submitted in hard copy, signed in the original, and received and date stamped by the Owner on or before 11:00 am. on March 14, 2016.

Respondent is responsible for meeting all deadlines.

SCHEDULE B

INSURANCE REQUIREMENTS FOR INDEPENDENT CONTRACTORS/SUB-CONTRACTORS

Page 1 of 3

The independent contractor shall maintain at a minimum the following insurance giving evidence of same to Inc. Village of Island Park on **the form of Certificates of Insurance, copies of the General Liability Declaration Page and copy of the Additional Insured Endorsement, providing 30 days' notice of cancellation, non-renewal or material change.** New York State licensed carrier is preferred; any non-licensed carriers will be accepted at the Municipalities discretion. The insurance carrier must have an A.M. Best rating of at least A- IX. All subcontractors must adhere to the same insurance requirements.

I. <u>Workers Compensation and NYS Disability</u>	
Coverage	Statutory
Extensions	Voluntary Compensation; All States Coverage Employers Liability - Unlimited
II. <u>Commercial General Liability</u>	
Coverage and Limits	Occurrence - 1988 ISO or equivalent General Aggregate
\$2,000,000	Products & Completed Operations
\$2,000,000	Personal & Advertising Injury
\$1,000,000	Per Occurrence Limit
\$1,000,000	Fire Damage \$ 50,000 Medical Expense \$ 5,000
Additional Insured	Inc. Village of Island Park, all elected and appointed officials, employees and volunteers using ISO Form CG2010 (B) or equivalent including Products and Completed Operations.
Extension - Mandatory	Aggregate Limits to apply per project. Contractual Liability to extend to Hold
Harmless	
Extension – If Possible	Endorsement showing that this policy is considered primary and non-contributory. Waiver of Subrogation in favor of the insured.
additional	

SCHEDULE B

INSURANCE REQUIREMENTS FOR INDEPENDENT CONTRACTORS/SUB-CONTRACTORS

Page 2 of 3

III.	<u>Automobile Insurance</u>	
	Limit	\$1,000,000. Combined Single Limit
	Additional Insured	Inc. Village of Island Park, all elected and appointed officials, employees and volunteers.
IV.	<u>Umbrella Liability</u>	
	Coverage	Umbrella Form, or Excess Follow Form
	Minimum Limit	\$5,000,000.
	Additional Insured	Inc. Village of Island Park, all elected and appointed officials, employees and volunteers.

SCHEDULE B

INSURANCE REQUIREMENTS FOR INDEPENDENT CONTRACTORS/SUB-CONTRACTORS

Page 3 of 3

INDEMNIFICATION/HOLD HARMLESS AGREEMENT

The Vendor/Contractor shall indemnify and hold harmless the Inc. Village of Island Park, its officers, employees, and/or agents from any and all liability, damage, loss, claims, demands and actions of any nature whatsoever, for any reason whatsoever, foreseeable of unforeseeable, which arises out of or is connected with, or is claimed to arise out of to be connected with, any undertaking, product, goods, merchandise, products, services sold and/or work supplied, furnished or performed by the Vendor/Contractor or its subcontractors, agents, servants, or employees, including without limiting the generality of the forgoing, all liability, damages, loss, claims, attorneys, court and adjusting fees, demands and actions on account of personal injury, death or property loss to the Inc. Village of Island Park its officers, employees, agents or to any other persons, third parties, or property, but shall not include claims resulting from the gross negligence or willful misconduct of the Inc. Village of Island Park. This indemnity and hold harmless is intended to be as broad as is permitted by law and to include claims of every kind and nature – for tort, under contract; for strict liability or other liability without fault; under statute, rule, regulation or order; and otherwise.

IN WITNESS WHEREOF, the undersigned has duly executed this Agreement the ____ day of _____, 201__.

Name of Firm

Address

Contractor's Signature

(Please Print Name and Title)

Witness: _____

Signature _____

Date _____

Print Name _____

SCHEDULE C

COST PROPOSAL

Page 1 of 2

The Incorporated Village of Island Park is seeking Professional Construction Management Services for Project Management, Inspection, and Audit for various projects throughout the Village.

Bidder: _____

Date: _____

The undersigned, as bidder, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The bidder further declares that he has examined the site of the work and the contract documents relative thereto, and has read all special provisions furnished prior to the opening of bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees if this proposal is accepted to contract with the Incorporated Village of Island Park in the form of contract specified below, to furnish all necessary materials, equipment, means of transportation and labor necessary to provide Professional Construction Management Services for Project Management, Inspection, and Audit for various projects throughout the Village in full and complete accordance with the RFP and contract documents, to the full and entire satisfaction of the Incorporated Village of Island Park.

The Incorporated Village of Island Park is seeking qualified Professional Construction Management Services for Project Management, Inspection, and Audit for various projects throughout the Village.

Base Bid:

_____ Dollars (\$)

SCHEDULE C

COST PROPOSAL

Page 2 of 2

Cost Proposal Signature Page

The undersigned further agrees that in the case of failure on his part to execute the said contract and the bonds within ten (10) consecutive calendar days after being given written notice of the award of contract, the bidder shall be deemed to have abandoned the Contract.

Respectfully submitted this day by: _____ Date: _____

(Name of firm or corporation making bid)

WITNESS:

By: _____
Signature

(Proprietorship or Partnership) Name: _____
Print or type

Title _____
(Owner/Partner/Pres./V.Pres)

Address _____

ATTEST:

By: _____ License No. _____

Title: _____ Federal I.D. No. _____
(Corp. Sec. or Asst. Sec. only)

Email Address: _____

(CORPORATE SEAL)

SCHEDULE D

CONTRACTORS QUALIFICATION STATEMENT

Page 1 of 6

The signatory of this questionnaire certifies under oath the truth and correctness of all statements and all answers to interrogatories made.

SUBMITTED TO: Village Clerk
 Village of Island Park, Nassau County, New York

SUBMITTED

BY: _____

PRINCIPAL

OFFICE: _____

Name and Addresses of Owners, Corporate Officers, Partners, Etc.

PRINCIPAL OFFICERS

PRESIDENT:

Name	Address	Background Profession or Trade
------	---------	--------------------------------

VICE PRESIDENT:

Name	Address	Background Profession or Trade
------	---------	--------------------------------

SECRETARY:

Name	Address	Background Profession or Trade
------	---------	--------------------------------

TREASURER:

Name	Address	Background Profession or Trade
------	---------	--------------------------------

The Contractor is (Check one of the following):

_____ Sub-chapter "S" Corporation

_____ Public Corporation

_____ Closely Held Corporation

_____ Individually Owner Business

The Contractor's Federal Employer Identification Number
is: _____

SCHEDULE D

CONTRACTORS QUALIFICATION STATEMENT

Page 2 of 6

List Stockholders

(Not required if publicly held, however disclosure is required if more than 10% of the Stock is held by one person.)

NAME

ADDRESS

1.

2.

3.

4.

Individual Ownership or Partnership (List all Names and Addresses)

NAME

ADDRESSES

1,

2.

3.

4,

NOTE: Failure to supply above information prior to, or at bid opening will cause an informational bid that will be disqualified.

Persons or firms submitting bids must be engaged in the lines of work required in these specifications, or shall be able to refer to work of similar character performed by them. Bidders must present satisfactory evidence of experience, ability and financial standing, and also a statement as to their plant and machinery.

SCHEDULE D
CONTRACTORS QUALIFICATION STATEMENT
Page 3 of 6

1. Your organization has been in business as a General Contractor under its present business name for _____ years.

2. You normally perform _____ % of the work with your forces.

List the Trades below:

3. Have you ever failed to complete any work awarded to you?

If so, note where and

why. _____

4. List the major construction projects your organization has under construction at on this date.

<u>Project</u>	<u>Owner</u>	<u>Engineer</u>	<u>Contract Amount</u>	<u>Percent Complete</u>	<u>Scheduled Completion</u>
----------------	--------------	-----------------	------------------------	-------------------------	-----------------------------

A. _____

B. _____

C. _____

D. _____

E. _____

SCHEDULE D

CONTRACTORS QUALIFICATION STATEMENT

Page 4 of 6

5. List five major projects your organization has completed in the past five years.

<u>Project</u>	<u>Owner</u>	<u>Engineer</u>	<u>Contract Amount</u>	<u>Date of Completion</u>	<u>Work Done With Own Forces % of Work Trades</u>
A.					
B.					
C.					
D.					
E.					

6. List the contraction experience of the principal individual of your organization (particularly the anticipated Project Supervisors).

<u>Individual's Name</u>	<u>Present Position or Office</u>	<u>Years of Experience</u>	<u>Type of work for which Responsible</u>	<u>In What Capacity</u>
A.				
B.				
C.				
D.				

SCHEDULE D
CONTRACTORS QUALIFICATION STATEMENT
Page 5 of 6

7. Itemized list of Bidder's major plant and equipment

A. _____

B. _____

C. _____

D. _____

E. _____

8. Bank References

A. _____

B. _____

9. Trade Association Membership

A. _____

B. _____

C. _____

SCHEDULE D

**CONTRACTORS QUALIFICATION STATEMENT
Page 6 of 6**

CERTIFICATION OF CONTRACTORS QUALIFICATION STATEMENT

I certify that (our) (my) qualifications statement dated _____, as on
file with the Village Clerk, Inc. Village of Island Park, is current and that it reflects
(our) (my) organization, operations, and financial status as of this

_____ day of _____;

with the following exceptions:

STATE OF:

COUNTY OF:

M_____ being duly sworn deposes and says that
he/she is the

_____ of _____ Contractor and that
answers to the foregoing and all statements therein contained are true and correct.

Sworn before me this _____ day of
_____ 20 _____

NOTARY PUBLIC:

MY COMMISSION EXPIRES: