

**HOSTOS COMMUNITY COLLEGE – ADA TOILET IMPROVEMENT
PROJECT NO. CA202HS04**

SPECIAL NOTICE TO BIDDERS

BID SUBMISSION REQUIREMENTS

THE BID SHALL CONSIST OF THREE (3) SEPARATE, SEALED ENVELOPES. THE DOCUMENTS THAT MUST BE COMPLETED AND INCLUDED IN EACH SEPARATE ENVELOPE ARE LISTED BELOW.

BID ENVELOPE No. 1: Bid Envelope No. 1 shall contain the following documents:

1. Bid Form, including Affirmation
2. Bid Security
3. Acknowledgement of all Addenda

BID ENVELOPE No. 2: Bid Envelope No. 2 shall contain the following documents:

4. Bidder's Identification of Subcontractors (Revised Bid Page 24A-3)

BID ENVELOPE No. 3: Bid Envelope No. 3 shall contain the following documents:

5. MWBE Subcontractor Utilization Plan
6. Request for Approval of Subcontractor Form (Bidder is Subcontractor) (Signature Required)
7. Equal Employment Opportunity Staffing Plan
8. Confirmation of NYS Vendor Responsibility Compliance
9. New York State Procurement Lobbying Act Forms 3, 4, and 5

FAILURE TO SUBMIT ITEMS (1) THROUGH (4) WILL RESULT IN THE DISQUALIFICATION OF THE BID.

FAILURE TO SUBMIT ITEMS (5) THROUGH (10) MAY RESULT IN THE DISQUALIFICATION OF THE BID.

All of the above referred to blank forms to be completed and submitted with the bid are included in the Bid Booklet. If additional information is required, please contact Michelle Bent (212) 541-0440 or via e-mail DDCM.ContractsDept.@mail.cuny.edu

BIDDER'S IDENTIFICATION OF SUBCONTRACTORS
NOTICE TO BIDDERS

SUBMISSION: The Bidder must, at the time of the bid, submit the "Bidder's Identification of Subcontractors" form (Revise Bid Page 24A-3). This form must be submitted in a separate sealed envelope, clearly marked Bid Envelope No. 2. Failure to do so will result in the disqualification of the bid as non-responsive.

Please be advised that pursuant to GML §101(5) the Bidder is required to submit with its bid the names of subcontractors it intends to use to perform the following work on this contract, as well as the agreed upon amount to be paid each:

- Plumbing and gas fitting;
- Steam heating, hot water heating, ventilating and air conditioning apparatus (HVAC); and
- Electric wiring and standard illuminating fixtures (Electrical).

The list of subcontractors is to be submitted in a separate sealed envelope by completing the form on the next page entitled "Bidder's Identification of Subcontractors". This form provides for the identification of any subcontractors intended to be used in any of the three trades listed above. If the bidder intends to use its own forces for any of the above listed work, bidder should so indicate on the form.

Failure to submit the completed "Bidder's Identification of Subcontractors" form that includes the names of subcontractors and the agreed upon amounts to be paid to such subcontractors will result in the disqualification of the bid as non-responsive.

Please note: for any contract that is subject to M/WBE participation goals under Local Law 129, if the bidder's intention is to use its own forces to do any of the above-references work would result in Bidder's failure to attain the Target Subcontracting Percentage identified in the subcontractor Utilization Plan, the bid will be non-responsive unless the bidder requests and obtains a Waiver of Target Subcontracting Percentage (Subcontractor Utilization Plan, Part III) in advance of bid submission.

After the low bid is announced, the sealed list of subcontractors submitted by the low bidder will be opened and the names of the subcontractors and the agreed upon amounts to be paid to such subcontractors will be announced. The sealed lists of subcontractors submitted by all other bidders shall be maintained by CUCF unopened unless such bidder shall become the low bidder (e.g., the initial low bidder is found non-responsive or non-responsible). All unopened lists of subcontractors shall be returned to the bidders unopened after contract award.

After bid submission, any change of subcontractor or agreed upon amount to be paid to each shall require approval of CUCF upon a showing of legitimate construction need which shall include, but not be limited to, a change in project specifications, a change in project material costs, a change to subcontractor status as determined pursuant to §222 (2) (e) of the Labor Law, or if the subcontractor has become otherwise unwilling, unable or unavailable to perform the subcontract.

SUBMISSION: In addition to its Bid (Bid Envelope No. 1), the Bidder must, at the time of bid, complete and submit this form in a separate, sealed envelope (Bid Envelope No. 2). To complete this form, the Bidder must identify the subcontractors it intends to use for the work listed below, as well as the dollar amount to be paid to each subcontractor. Failure to complete this form and submit it in a separate, sealed envelope will result in the disqualification of the bid as non-responsive.

The Bidder intends to use the following subcontractors. If the Bidder intends to do any of the work referenced below with its own force, the Bidder should complete this form using its own name. If multiple subcontractors for any trade are proposed, Bidder may submit multiple copies of this form.

1. Plumbing and Gas Fitting Subcontractor:

(Print Name)

Agreed Amount to be Paid to Subcontractor: \$ _____

2. HVAC Subcontractor:

(Print Name)

Agreed Amount to be Paid to Subcontractor: \$ _____

3. Electrical Subcontractor:

(Print Name)

Agreed Amount to be Paid to Subcontractor: \$ _____

Bidder's Signature: The Bidder must sign this form in the space provided below.

Name of Bidder (Company Name): _____

By: _____
Signature of Partner or Corporate Officer

Print Name: _____

Title: _____