



GRIFFITH DARDANELLI ARCHITECTS
BCA ARCHITECTS & ENGINEERS

MEMORANDUM

Number of Pages (including this one): **4**

TO: Contractor

FROM: William Fortin

DATE: August 22, 2019

**RE: Stillwater Central School District
2019-2020 Door and Locker Reconstruction at the Elementary School
SED No. 52-20-01-04-0-003-019**

GDA/BCA Project No. 2019-525 (1519)

This memo is to alert your office regarding the subject project currently out to re-bid, for the Stillwater Central School District.

Attached is the Notice to Bidders; Summary of Work; and Construction Scheduling for your information.

Bid documents can be obtained by contacting planroom@gdarc.com or by calling (518) 370-0767 x 26.

emailed only - copy will not be mailed.

NOTICE TO BIDDERS

The **STILLWATER CENTRAL SCHOOL DISTRICT** Invites Sealed Bids **2019-2020 Door & Locker Reconstruction at the Elementary School.**

Sealed Bids will be received by the Stillwater Central School District, 1068 Hudson Avenue, Stillwater, N.Y. 12170 until **3:00 PM** local time on **September 10, 2019**, at which time and place the Bids will be publicly opened and read aloud for the following branches or subdivisions of work:

GENERAL CONSTRUCTION WORK

Any proposal received after the time and date above stated will be returned to the Bidder unopened.

Each Bid must be made upon the prepared bidding sheets, in duplicate, furnished with the Contract Documents, and sealed within an opaque envelope. The Contract for which the Bid is submitted, and the name of the Bidder shall be indicated on such envelope.

Drawings and Specifications, and other Contract Documents may be examined and obtained on or about **August 22, 2019** by contacting the office of the Architects: *Griffith Dardanelli Architects / BCA Architects & Engineers*; 670 Franklin Street, Suite 201; Schenectady, NY 12305; (518) 370-0767.

Bidders will be issued a set of Bidding Documents on deposit of \$ 50.00 by check drawn to the order of *BCA Architects & Engineers, Attn: S. Dardanelli*. Certification is not required. No cash will be accepted. Electronic files may be available, provided the bidder receives at least one paper copy of the Bid Set and properly completes a waiver of release form, for an amount of \$25.00 non-refundable.

Bidding documents must be picked up, or if mailing is desired, the documents will be sent C.O.D. via UPS. To obtain a refund, bid documents must be returned to the office of the Architects at 670 Franklin Street, Suite 201, Schenectady, NY 12305.

Deposits will be refunded as follows:

- a. Prior to Bid Date:
 1. \$50 if initial plans (1 set per Bidder) are returned in good condition, and returned seven (7) calendar days or more prior to Bid Date.
 2. \$25 if:
 - a. plans are returned in good condition, and returned six (6) calendar days or less prior to Bid Date.
 - b. for each additional set of plans (beyond one set per Bidder) returned in good condition prior to Bid Date.
- b. After Bid Date:
 1. \$50 if a Prime Contract Bid is received and initial set of plans (1 set per Bidder) is returned in good condition within 30 days.
 2. \$25 if:
 - a. No Prime Contract Bid (including subcontractors) is received and plans are returned in good condition within 30 days.
 - b. for each additional set of plans (beyond 1 set per Bidder) returned in good condition within 30 days.
- c. No refund if plans are not returned within 30 days of award or rejection of Bids.

With his proposal, and attached thereto, each Bidder shall furnish a Bidder's Bond of a responsible surety company authorized to do business in the State of New York or a certified check payable to the Owner in the amount of 10% of the Bid. No Bid will be considered which is not accompanied by such Bond or certified check.

For the convenience of the Bidders, subcontractors, material and equipment dealers, drawings and specifications will be on file also at:

- ConstructConnect (Formerly Reed Construction Data); 30 Technology Parkway South, Suite 100; Norcross, GA 30092
- Eastern Contractor's Association; 6 Airline Drive; Albany, NY 12205
- McGraw-Hill Construction Dodge Data & Analytics (Dataflow); 71 Fuller Road; Albany, NY 12205

PART 1 GENERAL

1.01 SUMMARY OF THE WORK

- a. All work on drawings, or specified, is subject to the Contract Documents and Division 1 for the entire project and the contractor for any portion is required to refer especially thereto.
- b. Drawings and specifications are complementary and must be so interpreted to determine the full scope of the work. Wherever any material, article, operation or method is either specified or shown on the drawings, the contractor is required to provide each item and perform each prescribed operation according to the designated quality, qualification or condition, furnishing all necessary labor, equipment and incidentals.
- c. The work to be done under this contract generally consists of performing, installing, furnishing and supplying all materials, equipment, labor and incidentals necessary or convenient for the construction and the carrying out of all duties and obligations imposed upon each contractor by the Contract Documents.
- d. The following items are not included in the work by this contract:
 1. Items marked N.I.C. (Not in Contract), or Future.
 2. Movable furniture or furnishings, except those specifically specified or indicated on the drawings.
 3. Items or portions of work marked "By Owner".
- e. The main features of the work, without limiting the scope or intent of the drawings and specifications, are as follows:
 1. Removal and installation of locker assemblies and associated items.
 2. Removal and installation of doors, door hardware, and associated items.
 3. Restoration of finishes disturbed by the work.
- f. Division of Work into Separate Contracts:
 1. The work of this project shall be bid and awarded by **ONE (1)** prime contract as follows:
 - a. **GENERAL CONSTRUCTION WORK (GC):**
 1. All General Construction Work as shown on the drawings as listed on the Drawing Index.
 2. Bidding Requirements.
 3. Contract Forms and Conditions of the Contract.
 4. Specification Divisions 1 thru 10 as listed in the Project Manual Index.
- g. See Division 1 - General Requirements for correlation of work of all contracts.

END OF SECTION

PART 1 GENERAL

1.01 CONSTRUCTION SCHEDULE

- a. STARTING DATES:
1. Bid Due Date: **SEPTEMBER 10, 2019.**
 2. Contract Award: Approximately **SEPTEMBER 17, 2019 (Board Meeting).**
 3. Executed Contracts: Approximately **SEPTEMBER 30, 2019.**
 4. Submittals (shop drawings, etc.), Procure and Stockpile Materials:
 - a. Immediately after Contract Award. (See Division 1 for requirements.)
 5. Start Construction:
 - a. As soon as possible after Contract Award and submittal of Certificate of Insurance and required Bonds and as defined below.
 - b. Coordinate with Owner. Arrangements may be made to facilitate construction if they permit continuous operations and are acceptable to the Owner.
 - c. Submit product data samples as soon as possible for color selection and approval for ordering.
- c. CONSTRUCTION SCHEDULE:
1. **START CONSTRUCTION: October 1, 2019**
 - a. Product submittals, color samples, etc: **October 1, 2019**
 - b. Reconstruction work: **December 23, 2019 (Holiday Break)**
(Intent is for the work to be done over school breaks, when students are not in the building. Lockers to be done over school breaks. Door Replacement to be done over school breaks or 2nd shift).
 2. **SUBSTANTIAL COMPLETION (READY FOR USE): APRIL 20, 2020**
 3. **FINAL COMPLETION (PAPERWORK, ETC.): MAY 20, 2020**
- d. All work shall be coordinated with the Owner's representative. See Specification Sections 01050 and 01570.
- e. The existing building(s) will be occupied. Work in the building(s) shall be performed when building is not in use (after hours, weekends, vacations, etc.) to avoid any direct contact between Contractors and school occupants.
1. Intent is for Work to be scheduled around week long breaks in instruction.
- f. School Calendar 2019 - 2020
1. September 2, 2019: Labor Day
 2. September 3 - 4, 2019: Professional Development Day (No students)
 3. September 5, 2019: Start of Classes
 4. October 14, 2019: Columbus Day (Classes not in session)
 5. November 11, 2019: Veteran's Day (Classes not in session)
 6. November 27 - 29, 2019: Thanksgiving Recess
 7. **December 23 - 31, 2019: Holiday Recess**
 8. **January 1, 2020: New Years Day**
 9. **January 6, 2020: Classes resume**
 10. January 20, 2020: M.L. King Jr. Day
 11. January 21 - 24, 2020: Regents Testing Days
 12. **February 17 - 21, 2020: Mid-Winter Recess**
 13. March 16, 2020: Superintendents Day
 14. **April 10, 2020: Good Friday**
 15. **April 13 - 17, 2019: Spring Recess**
 16. May 25, 2020: Memorial Day
 17. June 3, 2020: Regents Testing
 18. June 18 - 26, 2020: Regents Testing

END OF SECTION