

Project Manual

Cornell Cooperative Extension Putnam County

Bid Solicitation Packages

Electrical Systems * Plumbing Systems * HVAC Systems

**The Cornell Barn and Education Center
LOCATED AT 100 Route 312, Brewster, NY 10509**

Document Date: August 8, 2025

Project No.: 2752

For:

Cornell Cooperative Extension
1 Geneva Road, Brewster, NY
(845) 278-6738

Prepared By:

Lothrop Associations Architects D.P.C, P.C.
333 Westchester Avenue
White Plains, NY 10604
(914) 741-1115

**Cornell Cooperative Extension
1 Geneva Road
Brewster, New York 10509**

ADVERTISEMENT FOR BIDS

**PROJECT
THE CORNELL BARN AT TILLY FOSTER
LOCATED AT 100 Route 312, Brewster, NY**

The Bidding Documents may be examined at the following locations:

Cornell Cooperative Extension Putnam County
1 Geneva Road, Brewster NY
OR
www.cceputnamcounty.org

NOTICE TO BIDDERS

Cornell Cooperative Extension Putnam County is soliciting sealed bids for the following trade contracts for **The Cornell Barn at Tilly Foster Farm**, located at **100 Route 312, Brewster, NY 10509**:

- Electrical Systems
- Plumbing Systems
- Heating, Ventilation, and Air Conditioning (HVAC) Systems

Bids will be received until **3:00 PM on August 29, 2025** at **1 Geneva Road, Brewster, NY 10509** or via email to **putnam@cornell.edu**, at which time they will be publicly opened and read aloud.

There will be **no pre-bid meeting** for this project.

Bid documents, including specifications and drawings, may be obtained at **1 Geneva Road, Brewster, NY 10509** or downloaded from www.cceputnamcounty.org beginning immediately. Questions shall be submitted in writing to **Stefanie Hubert, Executive Director**, at **putnam@cornell.edu** by **3:00 PM on August 19, 2025**.

Each bid must be accompanied by a **5% bid bond** and comply with all applicable laws and regulations. Please submit under a condition of irrevocability for a period of forty-five (45) calendar days after submission. Cornell Cooperative Extension Putnam County reserves the right to reject any or all bids and to waive informalities in the bidding process.

Bona fide Bidders may secure copies of the Bidding Documents from Cornell Cooperative Extension Putnam County, 1 Geneva Road, Brewster NY OR www.cceputnamcounty.org starting August 13, 2025 between the hours of 9:00 AM and 4:00 PM., Monday through Friday.

No Bidder may withdraw their Bid within 45 days after date of the opening of Bids.
A non-collusion statement must be provided with Bid proposal.

The Owner reserves the right to waive irregularities and to reject any and all Bids.

Contracts for work under this project will obligate the successful bidder and his subcontractors to observe all applicable federal, state and local laws and regulations in accordance with the INSTRUCTIONS TO BIDDERS

**Cornell Cooperative Extension
Putnam County
The Cornell Barn at Tilly Foster Farm**

CONTRACT INFORMATION

SCOPE OF WORK: ELECTRICAL

- Installation of new service panels, feeders, branch circuits, lighting, receptacles, and equipment connections per plans.
- Installation of emergency lighting and exit signs per code.
- Coordination with HVAC and plumbing contractors for power and controls.
- Testing of all systems and submission of test reports.
- Compliance with the National Electrical Code (NEC) and all local codes

BID SUBMISSION REQUIREMENTS:

- Completed Bid Form
- Bid Bond (5% of total bid)
- License copy
- Three similar projects completed in last five years
- Proof of insurance
- Non-Collusion Affidavit

PROJECT SCHEDULE:

- Last Day for Questions: August 19, 2025
- Bid Due: August 29, 2025
- Award Date: September 5, 2025
- Notice to Proceed: Date TBD
- Substantial Completion: TBD
- Final Completion: May 2026

QUESTIONS AND ADDENDA:

Submit to: Stefanie Hubert
1 Geneva Road
Brewster, NY 10509
putnam@cornell.edu

Deadline: August 19, 2025

**Cornell Cooperative Extension
Putnam County
The Cornell Barn at Tilly Foster Farm**

CONTRACT INFORMATION

SCOPE OF WORK: PLUMBING

- Installation of new domestic water, sanitary, vent, and storm piping systems.
- Installation of plumbing fixtures, carriers, and accessories.
- Coordination with HVAC and plumbing contractors for power and controls.
- Connection to existing utilities.
- Testing of piping systems for leaks and proper operation.
- Compliance with the International Plumbing Code (IPC) and local requirements.

BID SUBMISSION REQUIREMENTS:

- Completed Bid Form
- Bid Bond (5% of total bid)
- License copy
- Three similar projects completed in last five years
- Proof of insurance
- Non-Collusion Affidavit

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**Cornell Cooperative Extension
Putnam County
The Cornell Barn at Tilly Foster Farm**

CONTRACT INFORMATION

SCOPE OF WORK: Heating, Ventilation, and Air Conditioning

- Installation of new high-efficiency HVAC equipment per plans.
- Ductwork fabrication and installation with proper sealing and insulation.
- Coordination with electrical and plumbing contractors for power and controls.
- Refrigerant piping, controls, and electrical connections.
- Air and water balancing.
- Compliance with the International Mechanical Code (IMC), ASHRAE and local requirements.

BID SUBMISSION REQUIREMENTS:

- Completed Bid Form
- Bid Bond (5% of total bid)
- License copy
- Three similar projects completed in last five years
- Proof of insurance
- Non-Collusion Affidavit

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putnam@cornell.edu

Deadline: August 19, 2025

**The Cornell Barn at Tilly Foster
100 Route 312, Brewster NY**

1.01 GENERAL

Pursuant to, and in compliance with, your Invitation to Bidders and the Information to Bidders relative thereto and all of the Contract Documents, including any Addenda issued by the Engineer and mailed to the undersigned prior to the opening of Bids, whether received by the undersigned or not, we hereby propose to furnish all labor and material for property cleanup, abandoned vehicles, brush and grass cutting and removal of garbage and debris, etc. all to the satisfaction and approval of the Building Department and as per specs and plan and the Owner in accordance with the terms and conditions of the Contract Documents for Lump Sum of:

VENDOR: _____

ADDRESS: _____

PHONE: _____ FAX: _____

BASE BID:

TOTAL LUMP SUM BASE BID AMOUNT WRITTEN IN WORDS:

_____ Dollars
and _____ Cents

TOTAL LUMP SUM BASE BID AMOUNT IN FIGURES: \$ _____

1.02 TIME OF COMPLETION

- A. It is agreed by the undersigned that after receipt of a Notice of Award and a consummation of a Contract Agreement in accord with the terms of the Contract Documents, he will start work within ten (10) consecutive calendar days of this notice to proceed and fully complete the work within ninety (90) days, schedule to be approved by Building Department.

1.03 NON-COLLUSIVE BIDDING CERTIFICATION

- A. Statement of Non-Collusion in Bids and Proposal to Political Subdivision of the State is required.

SIGNATURE OF BIDDER

Resolved that _____
(Name of Individual)

be authorized to sign and submit the bid or proposal of this corporation for the following project _____ and to include in such bid or proposal the certificate as to non-collusion required by Section One Hundred Three (d) (103d) of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or mis-statements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution by

Corporation at a meeting of its Board of Directors held on the _ day of _____,
20_____.

(SEAL OF THE CORPORATION)

Secretary

1.04 ACCEPTANCE

- A. When this Proposal is accepted, the undersigned agrees to enter into a Contract with the Owner as provided in the Form of Agreement.

1.05 AFFIRMS

- A. The undersigned affirms and agrees that this Proposal is a firm one which remains in effect and will be irrevocable for a period of forty-five (45) days after opening of Bids.

1.06 TYPE OF BUSINESS

- A. The undersigned hereby represents that it is a _____ (Corporation, Partnership, or an Individual). If a Corporation, then the undersigned further represents that it is duly qualified as a Corporation under the laws of New York State and it is authorized to do business in this State.

1.07 PLACE OF BUSINESS

- A. The following is the name and address of the person to whom all notices required in connection with this Proposal may be telephoned, mailed or delivered.

Name _____

FORM OF PROPOSAL

00300-3

Address _____

Telephone _____

1.08 EXECUTION OF CONTRACT

- A. When written Notice of Acceptance of the Proposal is mailed or delivered to the undersigned within forty-five (45) days after the opening of Bids, or anytime thereafter should the Proposal not be withdrawn, the undersigned, within ten (10) days, will execute the Form of Agreement with the Owner.

Dated _____, 20____

Legal Name of Person
Partnership or Corporation

By _____

Title _____

Address _____

PUTNAM COUNTY INSURANCE REQUIREMENTS

THE FOLLOWING MUST APPEAR ON EACH INSURANCE CERTIFICATE:

UNDER THE CERTIFICATE HOLDER SECTION:

**COUNTY OF PUTNAM
48 GLENEIDA AVENUE
CARMEL, NEW YORK 10512
ATTN.: LAW DEPT./RISK MANAGER**

**ADDITIONALLY, IN THE SPACE (DESCRIPTION OF OPERATIONS/LOCATIONS)
ON THE INSURANCE CERTIFICATE, IT MUST BE NOTED AS FOLLOWS:**

***“PUTNAM COUNTY IS INCLUDED AS AN ADDITIONAL INSURED except for
Professional Liability and Workers’ Comp.”***

It is the requirement of the County of Putnam and/or Putnam County Highway Department that for work performed under contract and/or permit authorized by the County and/or Highway Department and/or any event or performance conducted on county property that the contractor or permittee procure and maintain at their own expense and without expense to the County, until final acceptance of the work by the County, the insurances listed below.

Before commencement of any work, event or performance a certificate or certificates of insurance must be furnished to the county and/or highway department in forms satisfactory to the County and/or Highway Department.

All insurance coverages must be from an A.M. Best Rated “secured” (B+-A++), New York State admitted insurer.

All certificates of insurance must provide that the policy or policies shall not be changed or canceled until at least thirty (30) days prior written notice has been given to the County and/or Highway Department.

When required by the Highway Department the “XCU” exclusion of the policy or policies shall be eliminated or show proof that “XCU” is covered.

**The Contractor shall provide and maintain at its own expense the following
minimum insurance coverage:**

- A. **Workers’ Compensation Insurance** - This is statutorily required and is required for all contracts. Each policy must cover all operations and all locations involved in the contract. If applicable, the policy should also include New York State Disability Benefits. Proof of Workers’ Compensation Insurance is required and should be received by Putnam County on a **C105.2 form, SI 12 form, CE-200 form or U-26.3** - all of these forms are available through your carrier.
- B. **Commercial General Liability** - covering all operations and all locations involved in the contract, including the following coverages:
 - \$2,000,000 General Aggregate
 - 5,000 Medical Expense Limit
 - \$1,000,000 Personal & Advertising Injury Limit
 - \$1,000,000 Each Occurrence
 - \$2,000,000 Products/Completed Operations Aggregate
 - \$50,000 Fire Damage Legal Liability Limit

- C. **Commercial Automobile Liability** - Covering all operations and locations involved in the contract, including the following coverages:
 (1) Owned Automobiles (2) Hired Automobiles (3) Non-Owned Automobiles
 Unless specifically required, each policy shall provide limits of not less than \$1,000,000 Combined Single Limits for Bodily Injury and Property Damage.
- D. If applicable, Professional Liability (errors and omissions) in the amount of at least \$1,000,000 per claim.
- E. **Excess Liability or Umbrella Policy**
 Limits depending on the following contract size
 \$100,000 - \$250,000 - 1 million
 \$250,001 - \$500,000 - 5 million
 \$500,000+ 10 million
- F. **Bid, Performance/Payment, Labor & Material Bonds**
 Required for any contract in excess of \$250,000. These bonds shall be provided by a New York State admitted surety company in good standing. Only the (AIA) - The American Institute of Architects- A312 form- will be accepted. In addition, pursuant to NYS Insurance Law Section 1111 all bonds must include a certificate of solvency for the surety which shall be updated annually. In addition, the Surety must be on the U.S. Treasury List (Circular 570) of acceptable sureties.

STANDARD INSURANCE REQUIREMENTS AND INDEMNIFICATION REQUIREMENT:

All policies and certificates of insurance of the contractor
shall contain the following clauses:

1. Putnam County is named as an additional insured and as Certificate Holder. Insurers shall have no right of recovery or subrogation against the County of Putnam (including its agents and agencies), it being the intention of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses covered by the above described insurance.
2. The Clause "other insurance provisions" in a policy in which the County of Putnam is named as an additional insured, shall not apply to the County of Putnam.
3. The insurance companies issuing the policy or policies shall have no recourse against the County of Putnam (including its agents or agencies) for payment of any premiums or for assessments under any form of policy.
4. Any and all deductibles in the above described insurance policies shall be assumed by and be for the account of, and at the risk of the contractor.

**The Cornell Barn at Tilly Foster
100 Route 312, Brewster NY 10509**

NON-COLLUSION CERTIFICATION

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 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; and
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 other competitor; and
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; and
4. The person signing this bid or proposal, under the penalties of perjury, affirms the truth thereof.

Dated: _____

(Signature of Bidder, if Individual)

(Name of Corporation)

(Signature)

By: _____
(Print Name and Title of Officer)

(CORPORATE SEAL)

IMPORTANT: THIS FORM MUST BE FILLED IN BY BIDDER

**The Cornell Barn at Tilly Foster
100 Route 312, Brewster NY 10509**

INDEMNITY CLAUSE

The contractor shall indemnify and save harmless the owner against all claims on account of injury, loss or damage arising or alleged to arise out of or in connection with the performance of the work, including all expenses incurred by the owner in the defense, settlement or satisfaction thereof including expenses of attorney.

Officer of Company (Signature)

Date

Company Name

Telephone

Address

REFERENCE FORM

**The Cornell Barn at Tilly Foster
100 Route 312, Brewster NY 10509**

REFERENCE FORM

All bidders will be required to complete this form providing three references of past performance. References should involve projects and/or service situations of similar size and scope to this bid. References must have had dealings with the Bidder within the last thirty-six (36) months. The Owner reserves the right to contact any or all of the references supplied for an evaluation of past performance in order to establish the responsibility of the Bidder before the actual award of the bid and/or contract. Completion of the reference form is required.

BIDDER'S NAME: _____

DATE FILED: _____

OFFICER'S NAME: _____

REFERENCE'S NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON _____

REFERENCE'S NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON _____

REFERENCE FORM

REFERENCE'S NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON _____

REFERENCE'S NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON _____

APPLICATION AND CERTIFICATION FOR PAYMENT
TO OWNER: PROJECT:

FROM CONTRACTOR: VIA ARCHITECT:

CONTRACT Stellar surfaces

AIA DOCUMENT G702
APPLICATION NO:

PAGE ONE OF PAGES

Distribution to:
OWNER
ARCHITECT
CONTRACTOR

PERIOD TO:

PROJECT NO'S:
COMMITMENT NO'S
CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

- 1. ORIGINAL CONTRACT SUM \$
2. Net change by Change Orders \$
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$
5. RETAINAGE:
a. 10 % of Completed Work (Column D + E on G703) \$
b. % of Stored Material (Column F on G703) \$
Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$
8. CURRENT PAYMENT DUE \$
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$

Table with 3 columns: CHANGE ORDER SUMMARY, ADDITIONS, DEDUCTIONS. Rows include Total changes approved in previous months by Owner, Total approved this Month, TOTALS, and NET CHANGES by Change Order.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Date:

State of: County of:
Subscribed and sworn to before me this day of
Notary Public:
My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

By: Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

APPLICATION NO:
APPLICATION DATE:
PERIOD TO:
NNI's PROJECT NO:

[illegible]

CONSTRUCTION CHANGE ORDER

| | | | |
|------------------|--|-----------------|--|
| PROJECT NAME | | | |
| LOCATION OF WORK | | | |
| PROJECT MANAGER | | CLIENT | |
| REQUESTING PARTY | | DATE OF REQUEST | |

CHANGE REQUEST OVERVIEW

| | |
|-----------------------------------|--|
| DESCRIPTION OF CHANGES NEEDED | |
| REASON FOR CHANGE | |
| SUPPORT & JUSTIFICATION DOCUMENTS | List all attached documents which support the requested change, and justify any increased cost and time. |
| SPECIFICATIONS | |
| ADDITIONAL INFORMATION | |

CHANGE IN CONTRACT PRICE

| | |
|--|--|
| ORIGINAL PRICE | |
| NET CHANGES OF PREVIOUS CHANGE ORDERS | |
| NET INCREASE / DECREASE | |
| TOTAL CONTRACT PRICE WITH APPROVED CHANGES | |

CHANGE IN CONTRACT TIMES

| | |
|---|--|
| ORIGINAL TIMES | |
| NET CHANGES OF PREVIOUS CHANGE ORDERS IN DAYS | |
| NET INCREASE / DECREASE | |
| TOTAL CONTRACT TIME WITH APPROVED CHANGES | |

| | |
|-----------------------|--|
| ACCEPTED BY SIGNATURE | |
| NAME & TITLE | |
| DATE | |

| | |
|-----------------------|--|
| APPROVED BY SIGNATURE | |
| NAME & TITLE | |
| DATE | |