



ALBANY
CONVENTION
CENTER
AUTHORITY

Bidder Information

The Albany Convention Center Authority (ACCA) is a public benefit corporation established to design, develop, plan, finance, create, site, construct, renovate, administer, operate, manage, and maintain a convention center and related facilities to be located in the City of Albany, New York; and pursuant to Section 2675-e of the Public Authorities Law, the Authority has the power to contract for services of professional consultants, advisors and contractors, and to do all things necessary, convenient or desirable to carry out its purposes and for the exercise of its powers. The ACCA is seeking lump-sum bids from qualified firms to:

Furnish, Remove & Install Commercial Carpet & LVT Flooring

General:

The information provided in this Request for Quote (RFQ) is intended to assist interested parties in the preparation of their bid. This information is not intended to limit the content of a bid or exclude any relevant or essential data from the bid.

In issuing this RFQ, the ACCA is seeking Lump-Sum Bids from qualified firms to furnish all material, labor, and equipment necessary to install commercial carpet and LVT flooring within the Albany Capital Center, located at 55 Eagle St. Albany, NY 12207.

The ACCA is an equal opportunity employer and welcomes proposals from NYS certified Minority and Women Owned businesses. The ACCA Affirmative Action Economic Inclusion Plan is a part of this bid. The MWBE utilization goals for this project are MBE: 14.34% WBE: 8.41%

Wage rates for the Work of this RFQ are those determined by Collective Bargaining Agreements in effect for all applicable trades and it is the sole responsibility of the bidder to anticipate and include in the base bid any changes in rate(s) for the duration of the project.

Certified Payrolls are required with each application for payment. "Pencil Copy" applications for payment will be due to the Owner, for review by the Architect of Record (AOR) by the 25th of each month. Upon approval by the AOR, accepted applications must be presented to the Owner by the 10th of the following month. Payment will be made to the Contractor within 20 days thereafter.

The ACCA is a tax-exempt entity, all bids shall exclude sales tax on labor, material, & equipment rentals. All work shall be in accordance with the drawings and specifications prepared by Sanders Architects, comply with NYS Uniform Building Code, follow good industry practice, and be performed safely in full compliance with all OSHA regulations, and the work site will be maintained in a secure, clean, and workman like manner at all times, without exception.

Scope:

The Work in the base bid includes:

- All material, labor, and equipment necessary to Furnish, remove existing, prep (if required) and install new material on floor surfaces that are entirely within the Albany Capital Center. Existing carpet to be removed shall be recycled. ACCA is applying to the Milliken Landfill Diversion Program (details to be provided).
- The scope includes: all general conditions, material, labor, and equipment necessary, for temporary protection of existing surfaces and occupied spaces, necessary floor prep, removal and recycling of existing materials, and coordination with the facility operator as required for: scheduling any work "By Others", maintaining safety, efficiency, and to be assured of the timely delivery of the overall project.
- The contractor shall include 10% attic stock in material inventory.
- The project is to be completed in phases, installed in sequential order during normal working hours based upon available dates in the event calendar from a schedule developed by the Contractor with input from the Operator.
- Owner will accept invoices for stored material for future phases to assure the timely completion of the Work.
- All work is to be completed by 9/30/24.

Submittals will be required for:

- Schedule for: Material delivery, removal and phased installation, end date 9-30-24 or before.
- All items on the finish schedule prepared by Sanders Architects and Interface including:
 - Carpet
 - LVT
 - Base, if applicable

Bids are due to: Albany Convention Center Authority C/O of the Albany Capital Center 55 Eagle St. Albany, NY 12207: **Monday May 20th, 2024, by 2:00 PM** to the attention of Monica Kurzejeski Executive Director.

All responses received will be opened publicly at that time. The ACCA will then take all bids under review and issue a determination following the ACCA Board Meeting to be scheduled for the last week of May.

Responses may be sent via email to: mkurzejeski@accany.com with hard copies to follow.

The sole contact person for this RFP is Monica Kurzejeski @ (518) 487-2225. Inquiries may be made in writing to: mkurzejeski@accany.com No other contacts are permissible during the RFQ period, which commences 4.12.24 and ends on 5.20.24 @ 2:00 PM.

Bid Form

Project: Furnish, Remove & Install Commercial Carpet & LVT Flooring

Legal Name of Bidding Firm:

Mailing address:

Telephone: _____-_____-_____

Email: _____

Base Bid, excluding NYS Sales Tax: \$ _____.

Certified to: _____

Title: _____

Date: ____-____-_____

Contact Person:

Telephone:

____-____-_____

Email:

RFQ Required Documents

Summary of Permissible Contacts Policy:

Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between the Albany Convention Center Authority (“Authority”) and an Offerer/bidder during the procurement process.

An Offerer/bidder is restricted from making contacts during the Restrictive Period that are reasonably interpreted as an attempt to influence the procurement to any person at the Authority or another Governmental Entity other than the Designated Contact Person of the Authority, unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3)(a).

The Restrictive Period commences with the earliest written notice of an intent to solicit offers, such as this “Request for Proposal”, and terminates with the final award and approval of the procurement contract by the Authority. The Designated Staff Person of the Authority, as of the date hereof, has been identified in this solicitation. In addition, Authority employees are required to obtain certain information when contacted during the Restricted Period where such contact is reasonably interpreted as an attempt to influence the procurement. Such information will be made part of the procurement record and used to make a determination of the responsibility of the Offerer/bidder. If the Authority determines that the offerer knowingly and willfully made a contact during the Restrictive Period to any person other than the Designated Staff Person of the Authority and such contact was reasonably interpreted as an attempt to influence the procurement, the Authority is required to make a finding of non-responsibility. In addition, the failure to timely disclose accurate or complete information or otherwise cooperate with the Authority shall be considered in the determination of responsibility of the offerer.

A finding of non-responsibility may result in rejection for contract award and in the event of two findings within a 4-year period, the Offerer/bidder may be rendered ineligible to submit a proposal on or be awarded any procurement contract by a Governmental Entity for a 4-year period from the date of the second final determination.

Further information about these requirements can be found in Sections 139-j and 139-k of the State Finance Law. **It is the offerer’s responsibility to adhere to the provisions therein.**

Other Required Documents

1. Affirmation of understanding and compliance with the Authority's permissible contacts provisions:

Offerer affirms to the Albany Convention Center Authority that it understands and agrees to comply with the procedures of the Authority relative to permissible Contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

By: _____ Date: _____
Signature

Printed Name: _____

Title: _____

Contractor Name: _____

Contractor Address: _____

2. Offerer Disclosure:

ALBANY CONVENTION CENTER AUTHORITY

Offerer Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter into the Procurement Contract

Address: _____

Name and Title of Person Submitting this Form: _____

Name of Procurement: **Furnish, Remove & Install Commercial Carpet & LVT Flooring**

Date: _____

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No Yes
If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j? (Please circle)

No Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No Yes

6. If yes, please provide details below.

Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

(Add additional pages as necessary)

Offerer certifies that all information provided to the Authority is complete, true and accurate.

By: _____ Date: _____

Signature

Name: _____ Title: _____

Economic Inclusion and Equal Opportunity Notice

The Authority has adopted an economic inclusion resolution and supports a fair and equitable process for soliciting, reviewing, and selecting proposals. We encourage firms and individuals of all social and economic disadvantage, race, color, sex gender, disability, and national origin to apply. The selection of the successful respondent will be made without regard to race, color, sex age, religion, national origin, or political affiliation.

Pursuant to Executive Law Article 15-A and 5 NYCRR Part 142:

Each proposing respondent must represent and warrant that, if successful in obtaining a Contract, it shall: not unlawfully discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status; undertake or continue existing programs of affirmative action to ensure that Minority Group Members and women are afforded equal employment opportunities; make and document its conscientious and active efforts to employ and utilize M/WBE's, Minority Group Members and women in its workforce relative to contracts executed by the Authority or to projects or initiatives utilizing Authority funds. Such action shall be taken with reference to, but not limited to, solicitations or advertisements for employment, recruitment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.

The Authority may request each employment agency, labor union, or authorized representative of workers with whom the respondent has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative does not unlawfully discriminate, and that such union or representative will affirmatively cooperate in the implementation of the Contracting Party's obligations herein.

A copy of the respondent's Equal Employment Opportunity ("EEO") policy statement shall be included as part of the response.

Any respondent submitting a proposal shall include a Staffing Plan (Schedule A-1) of the anticipated workforce to be utilized on said Contract, or where the anticipated workforce cannot be identified, information on the respondent's total workforce, including apprentices, itemized by ethnic background, gender, and Federal Occupational Categories or other appropriate categories specified by the Authority.

After an award of the Contract and monthly thereafter during the term of the Contract, the Contracting Party shall submit to the Authority a Workforce Employment Utilization Report (Schedule A-2) of the workforce actually utilized on the project, itemized by ethnic background, gender, and Federal Occupational Categories or other appropriate categories specified by the Authority. In the case where the contractor's workforce does not change within the monthly period, the contractor shall notify the Authority in writing.

This Bidder Information includes attachments: Schedule A-1 and Schedule A-2

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STAFFING PLAN

Project/RFP Title _____ Location of Contractor /Firm _____

Contractor/Firm Name _____

Check applicable categories: (1) Staff Estimates include: Contract Specific Workforce Total Workforce Subcontractors

TOTAL ANTICIPATED WORK FORCE											Total Percent Minority Employees	Total Percent Female Employees	
Federal Occupational Category	Total Number of Employees		Black (Not of Hispanic Origin)		Hispanic		Asian or Pacific Islander		Native American Alaskan Native				
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female			
Officials/Admin.													
Professionals													
Technicians													
Sales Workers													
Office & Clerical													
Craft Workers													
Operatives													
Laborers													
Service Workers													
TOTALS													

CERTIFICATION:

I, _____ (Print Name), the _____ (Title), do certify that (i) I have read this Staffing Plan and (ii) to the best of my knowledge, information and belief the information herein is complete and accurate.

Signature _____ Date _____ Telephone Number (____) _____

Forward to:
Albany Convention Center Authority, 55 Eagle Street, Albany, New York 12207, 518-487-2225

**Albany Convention Center Authority
WORKFORCE EMPLOYMENT UTILIZATION REPORT
NON-CONSTRUCTION**

TYPE OF REPORT *(check one)*: TOTAL WORKFORCE CONTRACT SPECIFIC WORKFORCE CHECK IF NOT-FOR-PROFIT
 TYPE OR SERVICE *(check one)*: PROFESSIONAL CONSTRUCTION CONSULTANT SERVICES/CONSULTING COMMODITIES

CONTRACTOR/FIRM NAME: ADDRESS: TELEPHONE NUMBER: FEDERAL ID NO.: N.Y.S. UNEMPLOYMENT INSURANCE NO.: CHECK ONE: <input type="checkbox"/> PRIME CONTRACTOR <input type="checkbox"/> SUBCONTRACTOR CONTRACT NO.: _____ CONTRACT AMOUNT: \$ _____	CONTRACT START DATE: PERCENT OF JOB COMPLETED: REPORTING PERIOD: <input type="checkbox"/> QUARTERLY REPORT <input type="checkbox"/> SEMI-ANNUAL REPORT PROJECT NAME: PROJECT LOCATION: COUNTY: _____ ZIP: _____ PRODUCT/SERVICE PROVIDED:
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FEDERAL OCCUPATIONAL CATEGORY	NUMBER OF EMPLOYEES										TOTAL PERCENT	
	TOTAL NUMBER OF EMPLOYEES		BLACK (Not of Hispanic Origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		NATIVE AMERICAN/ALASKAN NATIVE		MINORITY EMPLOYEES	FEMALE EMPLOYEES
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
Officials/Administrators												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers												
Operatives												
Laborers												
Service Workers												
TOTALS												

CERTIFICATION: I, _____ (Print Name), the
 _____ (Title), do certify that:

(i) I have read this Workforce Employment Utilization Report and (ii) to the best of my knowledge, information, and belief the information contained herein is complete and accurate.

SIGNATURE _____ DATE _____ Forward to: Albany Convention Center Authority, 55 Eagle Street, Albany, NY 12207