



Cattaraugus County Land Bank Corporation  
303 Court Street, Little Valley, NY 14755  
(716)938-2320  
www.CattLandBank.org

Board Meeting January 8, 2021

Daniel Mac  
Chairman

Joseph K  
Treasurer

Crystal A  
Secretary

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Staff

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Deb M

**Request for Proposals for  
General Contractor Full Renovation Services -209 South Main Cattaraugus  
Date Issued: January 8, 2021  
Walk Through: By Appointment ONLY  
Request for Information Due: January 22th, 2021  
RFP Due: January 29<sup>th</sup>, 2021 at 2PM**

**BACKGROUND INFORMATION**

The Cattaraugus County Land Bank Corp. ("Land Bank") mission is to facilitate the process of acquiring, improving and redistributing properties to eliminate the harms and liabilities caused by such properties and return them to productive use, while being consistent with the municipality's redevelopment and comprehensive plans. The Land Bank owns a variety of properties including both vacant and improved lot. The Land Bank is working to renovate some of its properties for sale to responsible property owners.

The Land Bank is currently looking for bids to renovate the following property:

**209 South Main Cattaraugus**

**PROPOSAL SUBMISSION**

Proposals must be received by email or mail to the Cattaraugus County Land Bank Corp:  
Cattaraugus County Land Bank

Kate O'Stricker  
303 Court Street  
Little Valley, NY 14755  
kmostricker@cattco.org

Note: Submissions must be submitted and received by the date and time listed in the header of this RFP. The Land Bank will not be responsible for any expenses incurred by any firm or person in preparing or submitting a proposal.

All requests for information/clarification will be due by the RFI date listed in the header of this RFP. Requests should be made in writing by email to kmostricker@cattco.org and all responses will be shared with prospective bidders upon request.

**AWARD OF BID:**

The contract will be awarded to the vendor submitting the lowest responsive/responsible bid as indicated on the bid form and that meets with all other terms and specifications.

## Insurance Requirements

Insurance (for Grantee Subrecipient and Subcontractors, as applicable)

Certificate of Insurance (ACORD 25) evidencing **Grantee's/ Subrecipient's Commercial General Liability Insurance** in amounts not less than:

- \$1,000,000 per occurrence/ per location or per project aggregate (for more than one loc), \$2,000,000 in the annual aggregate,

- \$2,000,000 products/completed operations aggregate

1. Naming ENTERPRISE COMMUNITY PARTNERS, INC. as an Additional Insured;
2. Deductible should be no more than \$5,000.
3. Must include list of exclusions
4. No warranties
5. Endorsements should include
  - a. Additional Insured including premises operations and Product/Completed Operations
  - b. Waiver of Subrogation
  - c. 30-day notice of cancellation

Certificate of Insurance (ACORD 25) evidencing **Grantee's/ Subrecipient's/Subcontractor's Worker's Compensation Insurance** (in amounts consistent with state statutory requirements), and naming ENTERPRISE COMMUNITY PARTNERS, INC. as Certificate Holder. Named Insured must be Grantee's full legal name.

Certificate of Insurance (ACORD 25) evidencing **Grantee's/ Subrecipient's/Subcontractor's Auto Insurance**

- in amount not less than \$1,000,000, for all owned, non-owned and hired automobiles. If no owned autos, coverage may be extended from the CGL policy.
- Waiver of Subrogation
- 30 day notice of cancellation endorsement
- naming ENTERPRISE COMMUNITY PARTNERS, INC. as an Additional Insured with Primary Non-Contributory language.

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### *REQUIREMENTS FOR ALL INSURANCE:*

- Carrier must be rated "A-" or higher in the AM Best Guide with a Financial Size Category of at least VI,
- Named Insured must be Grantee's full legal name,
- Policy must be current, not expired, and include all endorsements
- Certificate must be signed by an authorized representative of the insurance carrier,

- Additional Insured/ Certificate holder/ (as required below) must appear as:

ENTERPRISE COMMUNITY PARTNERS, INC.  
70 Corporate Center  
11000 Broken Land Parkway, Suite 700  
Columbia, MD 21044

**AND**

Cattaraugus County Land Bank Corp.  
303 Court Street  
Little Valley NY 14755

### **INDEMNIFICATION**

The successful contractor shall defend, indemnify and save harmless the Land Bank, its employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful contractor, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

### **NON-COLLUSIVE CERTIFICATION**

By submission of this RFP, each contractor and each person signing on behalf of any contractor certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- (1) The prices in this proposal 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 contractor 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 contractor and will not knowingly be disclosed by the contractor prior to opening, directly or indirectly, to any other contractor or to any competitor; and
- (3) No attempt has been made or will be made by the contractor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

### **AFFIRMATIVE ACTION**

As required by Executive Law § 312 any contractor awarded a procurement contract in excess of \$25,000 for services rendered to the Land Bank must acknowledge this affirmative action policy and agree to implement the same by making every reasonable effort to award any subcontracts (none of hereby authorized) to MBEs and WBEs and to utilize minority and labor in the performance of any agreement that is awarded to the contractor. Specifically, any contractor awarded a contract in excess of \$25,000 dollars will be expected to abide by the following provisions:

1. The contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. For purposes of this section, affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.

2. At the request of the contracting agency, the contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein.

3. The contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the MWBE Threshold Contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status

### **NON-DISCRIMINATION POLICY**

In accordance with Article 15 of N.Y. Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor agrees that neither it nor any of its subcontractors shall, by reason of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics or marital status refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment.

### **PROPOSAL REQUIREMENTS**

1) Responses should list the cost of the full renovation in Lump Sum (LS) cost. Payments will not exceed these amounts regardless of the actual costs incurred in completing the services. The Land Bank reserves the right to accept all, a portion of or none of the work bid, however, it is the preference of the Land Bank to have one contractor complete the entire job.

2) The Respondent should address the following information: (a) business address, phone number, fax number, e-mail address, and Federal ID number for contractors and all sub-contractors; (b) a brief description of the firm's history and experience in providing services covered by this RFP; and (c) describe other projects involving similar works (including name of clients served, and length of time providing such services).

3) Proposer shall provide a description and past experience of their firm, and subcontractors with regard to structure demolitions (or partial demolitions), and asbestos abatement work. Contractor shall also provide references including governmental agencies (if applicable) where similar work has been performed over the past five years. hereby authorized) to MBEs and WBEs and to utilize minority and labor in the performance of any agreement that is awarded to the contractor. Specifically, any contractor awarded a contract in excess of \$25,000 dollars will be expected to abide by the following provisions:

1. The contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. For purposes of this section, affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.

2. At the request of the contracting agency, the contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein.

3. The contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the MWBE Threshold Contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status

**GENERAL INFORMATION**

**METHOD OF AWARD:**

The contract will be awarded to the vendor submitting the lowest responsive/responsible bid that meets all of the terms and specifications.

**GUARANTEE:**

The vendor guarantees that all goods and services provided are of high quality, all equipment used is properly maintained and inspected and all employees conduct themselves in a courteous and professional manner.

**AWARD OF BID:**

The contract will be awarded to the vendor submitting the lowest responsive/responsible bid as indicated on the bid form and that meets with all other terms and specifications.

**INSURANCE:**

Each bid shall include evidence that the vendor currently carries an insurance policy that meets all New York State requirements for this type of service as well as all Cattaraugus County Land Bank County requirements as listed in this bid. All vendors awarded a contract agree to keep said insurance in force for the duration of the contract

## Contractor Bid Proposal

Property Address: 209 S Main St Cattaraugus, NY

Contractor		Phone	
Address		Email	
Expected Start Date		# of Days to complete Project	

The Cattaraugus County Land Bank is accepting proposals for the rehabilitation of a Land Bank property. Using the attached specification, please submit a proposal for all line items listed. You will not be required to complete work within the amounts listed separately in the columns, but as a total of both labor and materials.

Line Item Description	Materials	Labor	Total
<b>TOTAL Project Cost</b>			

**NON COLLUSIVE BIDDING CERTIFICATION:** *The bidder certifies under penalty of perjury that:*

- a) *The proposal has been arrived at by the bidder independently and has been submitted without collusion with any other vendor of materials, supplies or equipment of the type described in the specifications and;*
- b) *The bidder has not colluded with client to exchange money or goods in return for client choosing contractor over other bidders whether initiated by bidder or client.*

\_\_\_\_\_  
Contractor/Estimator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CCLBC Board Chairman

\_\_\_\_\_  
Date

# ***Cattaraugus County Land Bank***

**209 S. Main Street**

**Cattaraugus, NY 14719**

**SCOPE OF WORK**

**SCOPE OF WORK:** The scope of work is determined after reviewing the Certified Home Inspection conducted by Eagle Eye Home Inspectors, LLC, on August 27<sup>th</sup>, 2020 and visiting site on August 19<sup>th</sup>, 2020.

To make certain that workers, residents, and the general public are not exposed to asbestos or Lead Based Paint as a result of modernization/renovation or demolition work at this site, an Asbestos and Lead Based Paint Assessment was completed. (Attachment A and Attachment B). It is the obligation and responsibility of the awarded bidder to perform the scope of work using EPA's lead safe work practices and specific procedures for renovating, repairing, and abating buildings when ACMs are disturbed. It is the contractor's responsibility to find out which applicable Federal, State and local law will apply to their situation and the ACMs in the building while under renovation. The actions taken will need to be determined depending upon the condition of the asbestos, obligations and responsibilities under the law.

## **SCOPE OF WORK**

### **1) EXTERIOR**

#### **a. Roof:**

- i. Tear off existing shingles on main roof and porch. Replace with architectural three tab shingles, ice guard, drip edge, and ridge vents**
- ii. Replace gutters, downspouts, and drains**
- iii. Repair damaged fascia and soffit boards**
- iv. Repair/ replace roof decking as needed**
- v. Evaluate current roof pitch and correct if determined it necessary**

#### **b. Grounds:**

- i. Remove trees and shrubs from perimeter of home and hanging over roof**

#### **c. Siding/Windows/Porch/etc.**

- i. Repair foundation cracks with type-s mortar and repoint brickwork**
- ii. Seal all penetrations of coolant, plumbing, and electric lines etc.**



- iii. Scrape where necessary and Paint entire exterior
- iv. Replace porch light fixture
- v. Replace basement windows
- vi. Repair/ replace all cracked or broken storm windows
- vii. Install window wells on all basement windows
- viii. Sand and paint all window frames, trim, and seals
- ix. Repair loose, damaged or missing siding and trim
- x. Replace exterior man doors, to include storm/screen doors (new like-key hardware on front and rear doors)
- xi. Replace all exterior electric outlets

## **2) INTERIOR**

### **a. Kitchen:**

- i. Replace counters and cupboards
- ii. Replace sink, faucet, drains with proper p-trap
- iii. Install vinyl plank flooring
- iv. Repair damaged ceiling
- v. Paint ceiling and walls

### **b. Bathroom (Main):**

- i. Replace exhaust fan/light
- ii. Install vinyl plank flooring
- iii. Replace sink w/ base
- iv. Install P-trap under sink
- v. Install new toilet paper and towel holders
- vi. Replace sconces beside vanity
- vii. Replace vanity
- viii. Replace tub/shower with one piece fiberglass unit
- ix. Repair damaged walls/ceiling
- x. Paint ceiling and wall
- xi. Replace light in utility area
- xii. Replace window screens, hardware and install blinds in utility window

- xiii. **Replace toilet**
- xiv. **Install GFI outlets**

**c. Bathroom (Half):**

- i. **Remove and replace flooring, walls and ceilings**
- ii. **Replace toilet**
- iii. **Replace sink, vanity, cupboards**
- iv. **Replace toilet paper and towel holders**
- v. **Replace exhaust fan/light**
- vi. **Install vinyl plank flooring**
- vii. **Install p-trap in sink drain**
- viii. **Replace sconce lighting**

**d. Attic:**

- i. **Replace gable vents**
- ii. **Add or replace insulation**
- iii. **Install sheathing on attic floor**

**e. Basement and Systems:**

- i. **Clean out all refuse and debris**
- ii. **Replace all support posts**
- iii. **Replace rotten floor joists**
- iv. **Replace hot water tank and vent**
- v. **Replace electric service entry cable**
- vi. **Replace electric service panel**
- vii. **Replace single branch wiring with modern wiring**
- viii. **Service forced air furnace and clean ducts**
- ix. **Replace corroded/damaged furnace ductwork**
- x. **Replace water lines going into and out of the water meter (including shut off)**
- xi. **Replace corroded water supply lines**
- xii. **Replace sewer drainage leading to main**
- xiii. **Replace light fixtures in basement**

**f. General Interior:**

- i. Replace all flooring in home with products similar to existing materials.**
- ii. Replace all broken window panes**
- iii. Repair/Replace damaged window sills/frames**
- iv. Paint all walls and ceilings**
- v. Replace all doors and hardware in home**
- vi. Remove space heaters in bedrooms**
- vii. Repair or replace all damaged trim and casings**
- viii. Repair/ replace subfloors as needed**

**3) Miscellaneous :**

- i. Replace all light fixtures and install new lightbulbs throughout home**
- ii. Install CO and smoke detectors in attic, second floor, first floor, and basement.**
- iii. Replace ungrounded outlets throughout home**
- iv. Replace/install GFI outlets by all sinks, tubs, and laundry areas**
- v. Ensure all electric junctions are properly wired and covered]**
- vi. Replace/install blinds in all windows**
- vii. Replace screens in all windows**
- viii. Caulk and seal all windows**
- ix. Replace all furnace floor register/cold air return grates in home**
- x. Remove active beehive**
- ix. Replace all light switch/ outlet covers in home**