



**REQUEST FOR PROPOSAL (RFP)
AMBOY HOME / VINYL SIDING
6532 AMBOY RD
#051822**

IMPORTANT
THIS IS A REQUEST FOR COMPETITIVE BIDS AND ANY BIDS, EMAILED, MAILED OR
TRANSMITTED TO ANY PERSON OTHER THAN
STACY MORTON WILL BE DISQUALIFIED

BIDS DUE ON: MAY 31, 2022

EMAIL BIDS TO:
smorton@cc-si.org

**CATHOLIC CHARITIES OF STATEN ISLAND
6581 HYLAN BLVD.
STATEN ISLAND, NY 10306**

DATE: MAY 18, 2022





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1. OUR MISSION

Catholic Charities of Staten Island (CCSI) is a not-for-profit agency of the Archdiocese of New York, founded in 1871 by Father John C. Drumgoole, has always responded with services for those in need.

The Mission response continues in the tradition of Father Drumgoole and its Catholic heritage. In line with the Gospel mandate and the social mission of the Catholic Church, it seeks to promote family life, create a caring and healing community, and to allow all those it serves the realization of their God-give potential. The Mission strives in all its programs to promote the universal ideals of justice, peace, and compassion and to work in concert with other community resources.

As the population of Staten Island increases and the need for large congregate care programs serving geographically diverse populations decreases, the Mission directs its services to the residents of Staten Island.

These services include infant and pre-school day care; residential and other programs for developmentally challenged youth; social services to families in crisis to enhance relationships, build upon strengths and achieve stable healthy family lives; assistance to senior citizens to maintain relationships, function as independently as possible and contribute of their experience and wisdom in intergenerational programs, and to share its resources with parish communities.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until April 30, 2021. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.





Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Catholic Charities of Staten Island.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

- Full Home Vinyl Siding and gutters

4. PROJECT SCOPE: INSTALLATION OF VINYL SIDING, GUTTERS & LEADERS

1. Siding shall be of proper gauge in accordance with manufacturer's specifications.
2. Contractor to use minimum 3/8" insulation board.
3. Nails shall be aluminum type, length and spacing of all nails must be in full accordance with siding manufacturer's installation specification. Steel or galvanized nails are not acceptable.
4. Matching continuous 1-1/8" minimum corner posts shall be used. J-channel must be 1-1/8" minimum to match siding.
5. All windows, doors and louver frames must be individually cased with trim sheet.
6. Total edge of capping where butts siding, window and door area shall be caulked. Rubber base chalking shall be used and matched.
7. All nails shall be hand nail firm and snug (No use of Nail Gun), to allow proper expansion and contraction on wall.
8. Furring is required where necessary for alignment of siding. Include Box Beams, Soffits, Fascia's, Gable Ends and Siding. Siding shall be of CertainTeed, Mastic ALCOA or All Side Manufacturer or Approved Equal. Individual backer boards must be used.
9. Contractor to install siding with a minimum of joints, using longest possible board. Joints, seams, etc. must not line up. They must have a minimum of three boards between line up of joints.





10. Contractor shall install a metal edging pre-manufactured on all roof edges so as to make watertight, edging color as selected by the homeowner.

11. Color and type of siding, selected by the homeowner prior to signing of contract. Above selection shall be noted on this specification

12. Contractor shall cover with Vinyl the lower roof edges under rakes; all exposed wood must be covered. Cut back roof edge if required.

18. Vinyl insulation to include capping of all windows and doors; chalk with color-matched sealant and Pin nailed with color matched aluminum nails.

19.. If light sconce or fixture needs to be re-installed, contractor must provide specially fabricated mounting blocks. At no time is siding to be cut to install fixtures.

Soffit & Fascia:

- a. Replace any rotted soffit fascia boards too rotted to securely hold fasteners.
- b. Form fit and install aluminum coil stock to wrap all fascia.
- c. Install vented soffit panels to enclose all soffits and maintain adequate ventilation through soffits
- d. All soffit material must be v-groove design installed at right angles to building. Molding and trim on soffit to fit as tight as required by the siding manufacturer. All existing soffit and fascia vents must be maintained, vents are to be installed every ten (10) feet – entire system.

Capping- Windows and Doors

- a. Aluminum / vinyl is to match existing as close as possible unless owner direct otherwise in writing. When capping blind stops only, they must receive two beads of caulking. Caulk all cut areas and joints corners. Conditions may dictate an additional bead required at casing and siding line. All beads are to be made sharp, clean and at proper angles. Do not kink or cause metal to lose shape or bulge. All cuts are to be cleanly made. No force fitting allowed – use proper length and color codes nails to attach properly.
- b. All capping must be performed using the longest brake (bending tools) available. All casing, window heads, sills, etc. are to be capped using one continuous piece of coil stock. Only where conditions warrant due to length etc. will pieces be allowed.
- c. If during the capping installation, the contractor should damage any interior or exterior area, the contractor will be responsible for all necessary repairs interior and exterior that is disturbed by his work. All repairs to exterior surfaces and interior surfaces shall be finished to match existing as close as possible, including aluminum trim if applicable.



GUTTERS AND LEADERS

1. Remove existing gutters and leaders. Replace gutters with new .032 gauge or heavier type, using the longest length possible. All gutters shall be installed using ALCOA type or equal concealed hangers. All end caps to be riveted. Miters should be of quality to hold configuration of gutter, sealed and pop riveted. Leaders to be 2x3 -.027 gauge or heavier, no spike, ferrules or straps allowed. Install new leader tubes for new gutters. Gutters and leaders to be of White baked enamel finish. ALCOA Alumalure (OGIW-32) or approved equal. Install leader tube screens.
2. Gutters shall be installed to allow for an installation and exposure (three inch minimum to roof). Cut back shingles or build out fascia as required by field conditions and indicated with method on.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

- All proposals in response to this RFP are due no later than May 31, 2022
- Evaluation of proposals will be conducted after June 3, 2022. If additional information or discussions are needed with any bidders, the bidder(s) will be notified.
- Upon notification, the contract negotiation with the winning bidder will begin immediately.

Project Timeline & Penalties

- Project must be completed within 2-weeks upon job start-up.
- For each calendar day beyond the scheduled date of Completion, Catholic Charities will deduct the sum of \$100.00 (One Hundred Dollars) as a penalty in the event the work has not been completed as per the agreed date of completion.

6. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience.
- Two referrals' listing the names and contact numbers of clients.
- Time frame for completion of the project.
- Bidder will be required to sign a Hold Harmless Agreement.
- Completed W-9 Tax Form will be required.
- Current Business License. A copy of the current business license will be required.





7. Instructions to Bidders

Each bidder shall be responsible for inspecting the site and verifying the scope of the project.

- Site inspections can be arranged between the hours of 9 A.M. to 2 P.M. Monday – Friday by calling 718 724-4847.
- Written Bid Submissions must be received on or before May 31, 2022, and submitted to the Finance Director listed below

Stacy Morton
Catholic Charities of Staten Island
6581 Hylan Blvd. Building 10
Staten Island, NY 10309
Email: smorton@cc-si.org

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8. Contract Award

As in the best interest of Catholic Charities of Staten Island we reserve the right to reject all bids in whole or in part. Since the date of delivery may be a factor in the awarding of bids, it is necessary that the bidder indicate the length of time that would be required by his company to complete the project if awarded the contract.

RIGHT TO REJECT BIDS: After the proposals/bids are opened, CCSI reserves the right to reject any or all bids, and to waive technical errors and informalities or to request resubmission. No Proposer/Bidder shall have any right against the CCSI arising from such rejections.

A “Purchase Order”, when furnished to the successful bidder, shall result in a binding contract without further action by either party providing the bidder completes the project within the specified time frame.

9. Inspection and Testing

- Catholic Charities of Staten Island-Mount Loretto shall have the right to reject defective materials and/or workmanship. Material and/or workmanship not in conformance with the specifications will be considered defective.
- Rejected materials and/or workmanship, at no additional cost to Catholic Charities of Staten Island-Mount Loretto shall be satisfactorily corrected.
- Before submitting a proposal, Vendors are to fully inform themselves of the nature of the work by personal examination of the site, and by such means as they consider necessary, as to matters, conditions, or considerations bearing on or in any way





affecting the preparation of their proposal. A Vendor is not at any time after the submission of his/her proposal claim that there is any misunderstanding regarding the location, extent, or nature of the work to be performed.

10. Insurance Requirements

- Throughout the time work is being performed under this Agreement, Contractor shall obtain and maintain public liability insurance for damages relating to any one person or for damages relating to any one occurrence.
- Contractor's Certificate of Insurance, must be prepared as follows:
- Provides evidence of \$1 million General Liability Coverage
- \$1 million Commercial Auto Coverage (if company vehicle will be driven onto parish property)
- NY Statutory Workers Compensation.

Name as Additional Insured, in the exact manner as outlined here:

- Catholic Charities of Staten Island, Mount Loretto, The Archdiocese of NY and Timothy Cardinal Dolan
- The insurance policy must contain a provision that the policy cannot be terminated, canceled, or substantially altered without thirty (30) days written notice to Catholic Charities of Staten Island-Mount Loretto.
- Contractor shall provide notice of compliance with this insurance provision before beginning the work to be performed under this Agreement.

11. Indemnification

Contractor shall indemnify and hold harmless Catholic Charities of Staten of Staten Island-Mount Loretto, its officers, board members, assigns, agents, servants, employees, and insurance companies from all damages, legal fees or expenses, losses, claims and actions which may arise out of performing the services contemplated by this Agreement.

12. Assignment/Sub-Contractors

No Assignment without Written Consent.

The Contractor shall not assign, sublet, or subcontract all or any part of the agreement without the prior written consent of CCSI and no purported assignment by the Contractor shall be binding on CCSI without such consent.

13. Termination





Catholic Charities of Staten Island-Mount Loretto may terminate this Agreement by giving to Contractor seven (7) days written notice of the intent to terminate this Agreement. In the event this Agreement is terminated as provided herein, Contractor shall only be paid the pro rata compensation based on the percentage of work completed as required in this Agreement to the date of termination.

14. Questions

For all technical or project questions email Mike Berg, Facility Director at: mberg@cc-si.org or call 718 724 4847.

15. PAYMENT TERMS

1/3rd After Agreement Signing, 1/3rd Mid-Point Completion, Balance to be paid 30 days after completion and inspection. - **NOTE: THERE ARE NO EXCEPTIONS TO PAYMENT TERMS**

16. MBE/WBE Companies

- We make good faith efforts to utilize City-certified minority and women-owned business enterprise (M/WBE) vendors whenever possible and encourage M/WBEs to apply.

17. Vendor Requirements Upon Contract Award

- **The following documents will be required:**
 1. Company W9
 2. Certificate of Insurance
 3. Two Referral's

