



**REQUEST FOR PROPOSAL (RFP)  
ELECTRICAL INSTALLATION FOR BLEACHERS  
RFP #082822**

Due Date: September 23, 2022

IMPORTANT  
THIS IS A REQUEST FOR COMPETITIVE BIDS  
ALL BIDS MUST BE SENT TO  
[smorton@cc-si.org](mailto:smorton@cc-si.org)

**CATHOLIC CHARITIES OF STATEN ISLAND  
6581 Hylan Blvd.  
STATEN ISLAND, NY 10306**

**DATE: 08-29-2022**





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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. CCSI has always responded positively to those in need of services with care, courtesy, and compassion.

The Agency's 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-given 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, CCSI directs a wide array of 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 the Agency's 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 September 23, 2022. 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.  
(Cont.)





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:**

Supply labor and materials for the purpose of installing (2)- 3-phase circuits to four bleacher set ups at the Mt. Loretto CYO Gym.

### 4. PROJECT SCOPE – DELIVERABLES

Description of Work:

- Install cable through hallway ceiling from circuit breaker panel room to locations outside gym wall.
- Make penetrations through gym wall into gym.
- From penetrations, run conduit and wire to four separate locations and mount service disconnects.
- Connect wires in hallway ceiling.
- Pick up two separate 3-phase 220-volt, 20-amp circuits in circuit breaker panel.
- All work is to be tested and completed by the end of the bleacher installation.
- Work is to start on or about October 10, 2022 and must be fully completed by October 31, 2022

NOTE: Bleachers to be installed by others. Exact disconnect locations to be determined on site.

**The winning Bidder** will also be responsible for all manufacturers warranties, which shall include labor and parts.

**ALL ASPECTS OF THE INSTALLATION MUST MEET NYC DEPT OF BUILDINGS CODES**

### 5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

- All proposals in response to this RFP are due no later than Sept. 23, 2022
- Evaluation of proposals will be conducted after Sept 23, 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 timeline for full and complete installation must be submitted at time of bid.
- 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:

- Time frame for completion of the project.
- Bidder will be required to sign a Hold Harmless Agreement.  
Contract
- Completed W-9 Tax Form will be required.
- A copy of the current business license will be required.
- Completeness of proposal package
- Experience with services of this nature
- References
- Compatibility of Services

CCSI retains the right to request any additional information pertaining to the ability, qualifications, and procedures used to accomplish all work under this contract, as it deems necessary to ensure that services are provided in a satisfactory manner.

### **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
- All qualified bidders must provide their own ladders to access the roof of the CYO Building (1-story building).
- Written Bid Submissions must be received on or before Sept. 23, 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](mailto:smorton@cc-si.org)

## 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**

- 1/3<sup>rd</sup> After Agreement Signing, 1/3<sup>rd</sup> 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

#### **18. Bid Conclusion**

- By submitting a proposal to this RFP you/or your Company fully agrees to adhere to all requirements as detailed in the RFP. Any omission by the Bidder will void the submission.





PLAN NORTH



VERIFY

VERSATRACK

DRAFTER: LRT DATE: 5/5/2022

ISC JOB #: G182084

STATEN ISLAND CYO  
STATEN ISLAND, NY

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VERIFICATION OF COMPLIANCE WITH BUILDING CODES  
IS THE EXCLUSIVE RESPONSIBILITY OF THE CUSTOMER AND/OR ARCHITECT.

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NOTES:

ALL VERIFIABLE DIMENSIONS ARE SUBJECT TO CHANGE PENDING FIELD VERIFICATION.

FLOOR SHALL BE SMOOTH AND LEVEL, WITH SLOPE NOT TO EXCEED 1/8" IN 10'-0". (ALTERNATIVELY RECOMMEND FF50/FL35)

IF WALL COLUMNS OR OTHER OBSTRUCTIONS EXIST IN PROPOSED BLEACHER AREA, VERIFY TYPE, LOCATION, WIDTH, & DEPTH.

RISER HEIGHTS EXCEEDING 3/16" VARIANCE FROM ONE TO ANOTHER SHALL BE INDICATED BY A YELLOW NON-SLIP TREAD ON THE NOSE OF EACH RISE.

SEATING NUMBERING TO PRESENTED ON OVERALL SEATING MANIFEST

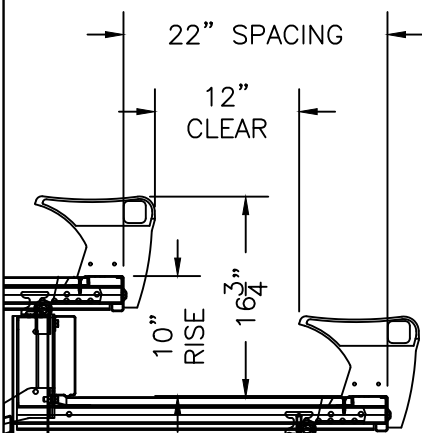
TRANSITION IN FLOOR SHALL BE SMOOTH AND LEVEL, FOR PROPER OPERATION OF TELESCOPIC PRODUCT.

GROUP 1: 131 SEATS + 4 W.C. SPACES  
GROUP 2: 57 SEATS + 2 W.C. SPACES  
GROUP 3: 57 SEATS + 2 W.C. SPACES  
GROUP 4: 131 SEATS + 4 W.C. SPACES  
TOTAL: 376 SEATS + 12 W.C. SPACES

- ☐ APPROVED  
☐ FIELD CHECK

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SEATING INFORMATION:



Chair Size	10"	-	-	-	Total Seat Count	376
Chair Qty.	376					
BLEACHER SEATING						
Seat Plastic	10" INFINITY	VERIFY				
Back Plastic	N/A	N/A				

IRWIN SEATING COMPANY  
TELESCOPIC DIVISION  
610 Cumberland Road  
ALTAMONT, IL 62411  
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BUILDING LAYOUT

SHEET  
1

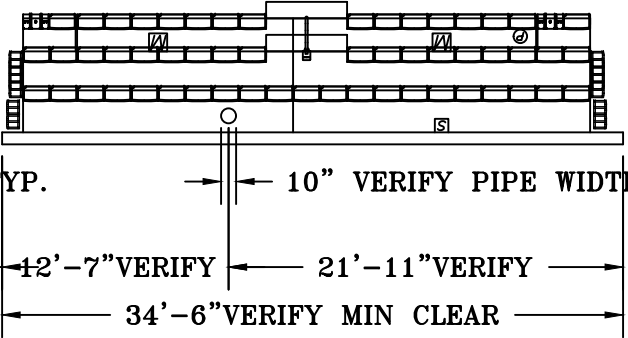
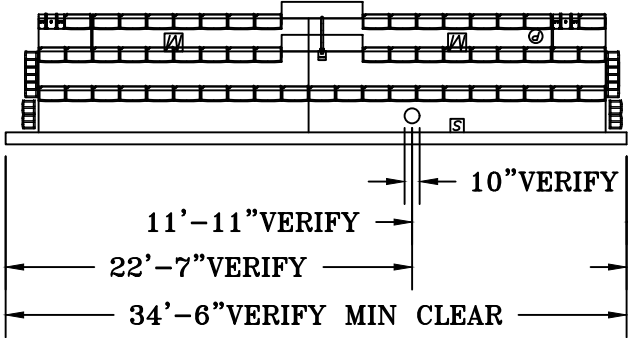
16'-8"VERIFY  
WALL TO COURT

16'-11"VERIFY  
WALL TO COURT

18" VERIFY

18'-0 1/2"VERIFY  
18'-0 1/2"VERIFY  
37'-7"VERIFY

9'-11"VERIFY  
WALL TO COURT



1 BUILDING LAYOUT  
Scale: 3/32"=1' | ITSC Ref

PLAN NORTH



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REQUIREMENTS:  
VERSATRACK

- 1-38'-4" Group Length including end rails  
(2 Rectangular Sections)
  - 7 Rows
  - 10" Rise
  - 22" Spacing
  - T&G Panelam 5/8" Decking
  - Standard 11 1/2 inch Deck Level Filler
  - Wall Attached
  - 208-230 VAC, Three Phase IDS Power
  - 131 10" Infinity Seat (18" Wide Seats)
  - Tread Mounted on Telescopic
  - 2 Sets of Self Storing End Rails  
(Starting At Row 3)
  - 2-End Curtains
  - 4-36"x22" Recov. Wheel Chair Spaces  
w/No Rail
  - Galvanized Nose and Rear Beam
  - 2 Aisles 48" inches wide
  - Smart Rail
  - Standard Steel steps including Front Step
- Seating Capacity: 131+4 Recoverable  
Wheel Chair Spaces

MATERIALS AND FINISHES		
	MATERIAL	FINISH
Decking:	T&G 5/8" Panelam	VERIFY
Riser Beam:	A653 Steel	Galvanized
Nose Beam:	A653 Steel	Galvanized
Understructure:	Steel	Black Powder Coat
Guard Rails:	A500B Steel	Black Powder Coat
Handrails:	A500B Steel	Black Powder Coat
Rail Sleeves:	N/A	N/A
Aisle Steps 1:	14 Ga Steel	Black Powder Coat
Aisle Steps 2:	N/A	N/A
Curtains:	14 oz Vinyl	VERIFY
End Panel:	N/A	N/A
Gap Closures:	N/A	N/A
Seat Type 1:	Infinity	VERIFY
Seat Type 2:	N/A	N/A

VERSATRACK

DRAFTER: LRT | DATE: 5/5/2022

ISC JOB #: G182084

STATEN ISLAND CYO  
STATEN ISLAND, NY

ALTHOUGH BUILDING CODES HAVE BEEN CONSIDERED IN DEVELOPING THIS SEATING PLAN,  
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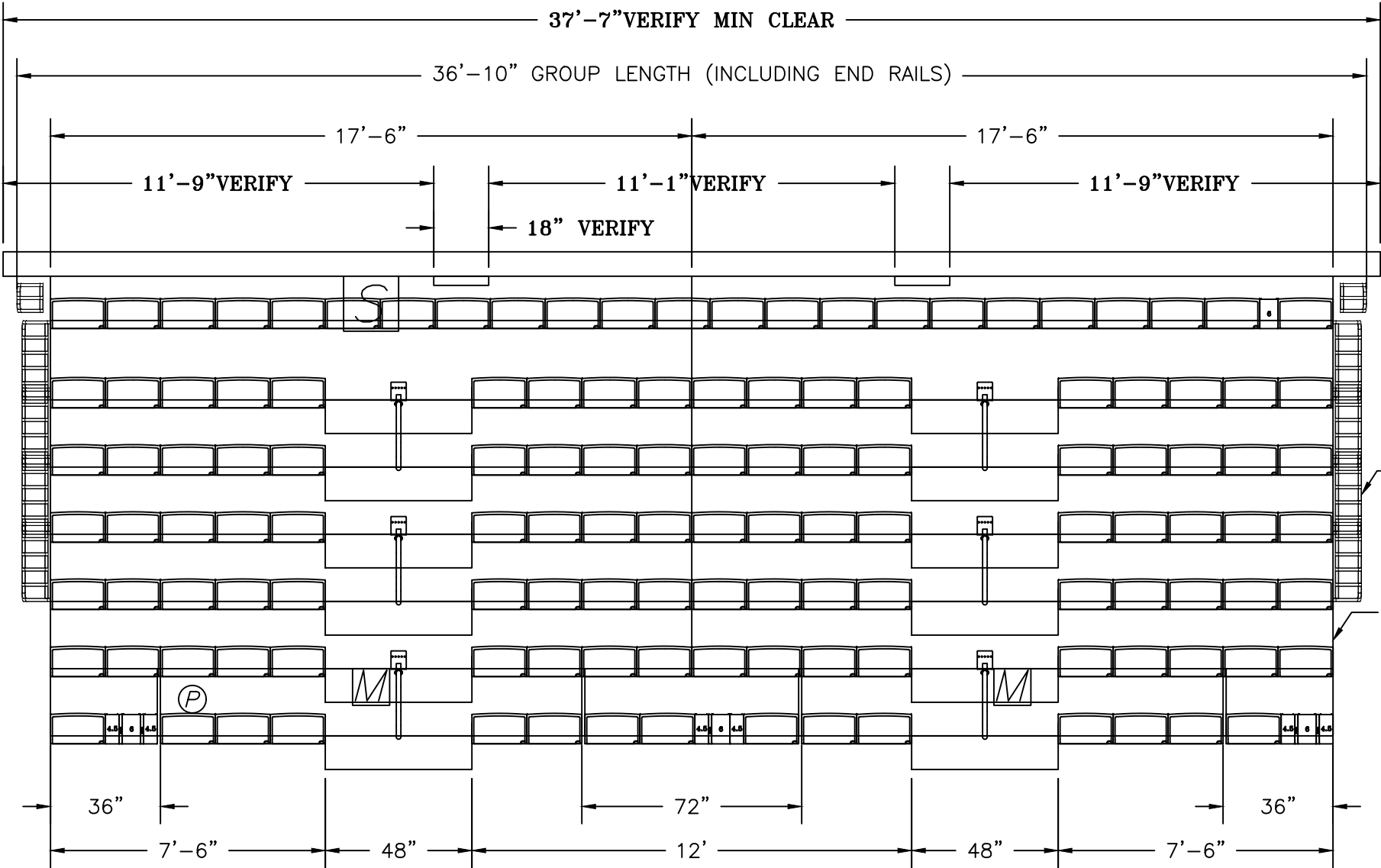
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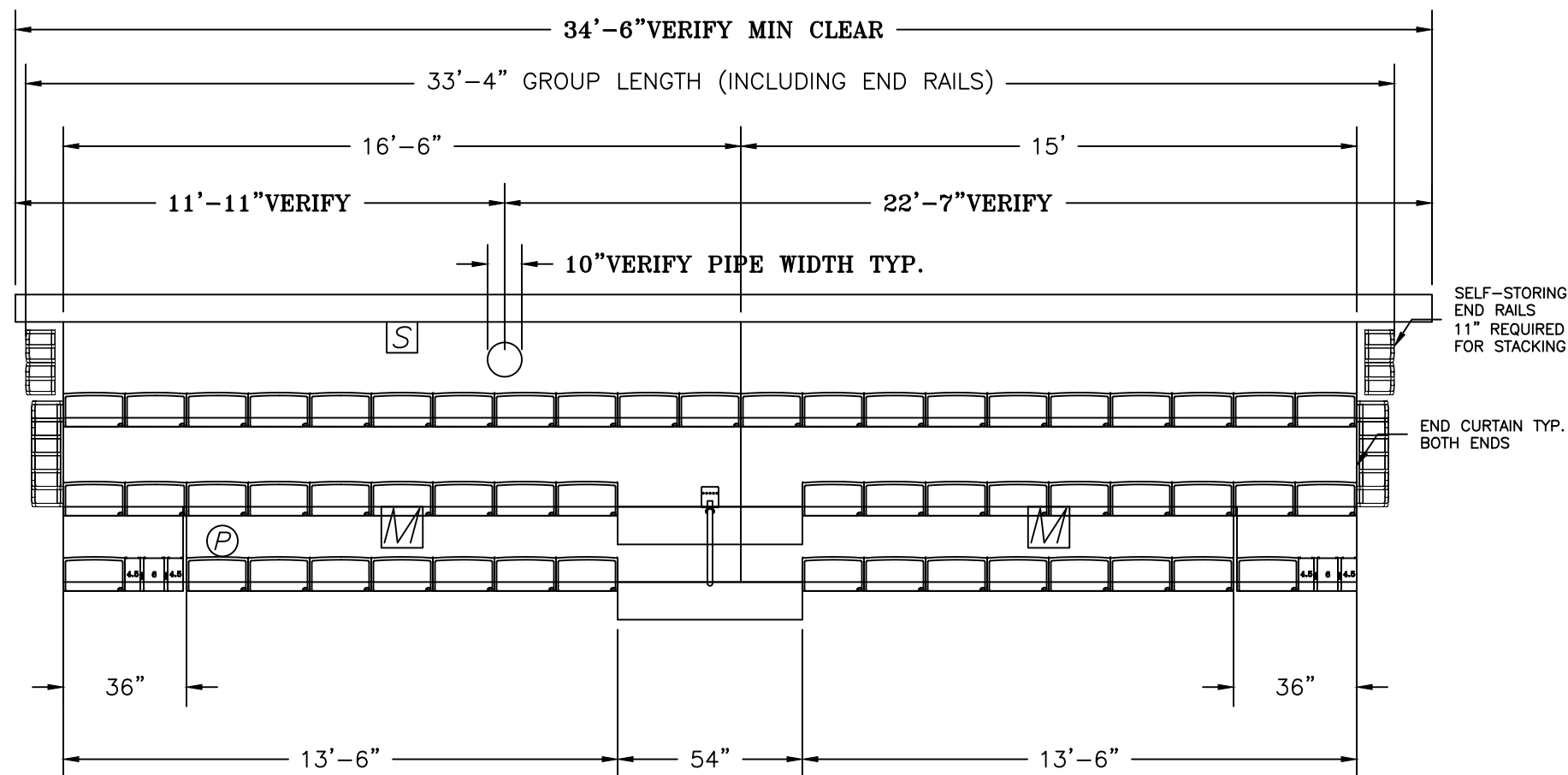
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A	5/26/22	MADE SHOPS	LRT TAH 6/1/2022
B	7/15/22	REV PER ICR#3566	LRT TAH 7/20/2022

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PLAN VIEW  
GROUP 1

SHEET  
2





PLAN NORTH

VERIFY

VERSATRACK

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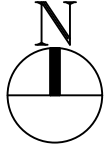
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PLAN VIEW  
GROUP 2

---

SHEET  
3

PLAN NORTH



VERIFY

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REQUIREMENTS:  
VERSATRACK

- 1-33'-4" Group Length including end rails  
(2 Rectangular Sections)
- 3 Rows
- 10" Rise
- 22" Spacing
- T&G Panelam 5/8" Decking
- 28 inch Flat Top Deck
- Wall Attached
- 208-230 VAC, Three Phase IDS Power
- 57 10" Infinity Seat (18" Wide Seats)  
Tread Mounted on Telescopic
- Field notch bleachers around 1 columns  
with additional column supports
- 2 Sets of Self Storing End Rails  
(Starting At Row 2)
- 2-End Curtains
- 2-36"x22" Recov. Wheel Chair Spaces  
w/No Rail
- Galvanized Nose and Rear Beam
- 1 Aisle 54" inches wide
- Smart Rail
- Standard Steel steps including Front Step

Seating Capacity: 57+2 Recoverable  
Wheel Chair Spaces

MATERIALS AND FINISHES

	MATERIAL	FINISH
Decking:	T&G 5/8" Panelam	VERIFY
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Nose Beam:	A653 Steel	Galvanized
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Handrails:	A500B Steel	Black Powder Coat
Rail Sleeves:	N/A	N/A
Aisle Steps 1:	14 Ga Steel	Black Powder Coat
Aisle Steps 2:	N/A	N/A
Curtains:	14 oz Vinyl	VERIFY
End Panel:	N/A	N/A
Gap Closures:	N/A	N/A
Seat Type 1:	Infinity	VERIFY
Seat Type 2:	N/A	N/A

VERSATRACK

DRAFTER: LRT DATE: 5/5/2022

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STATEN ISLAND CYO  
STATEN ISLAND, NY

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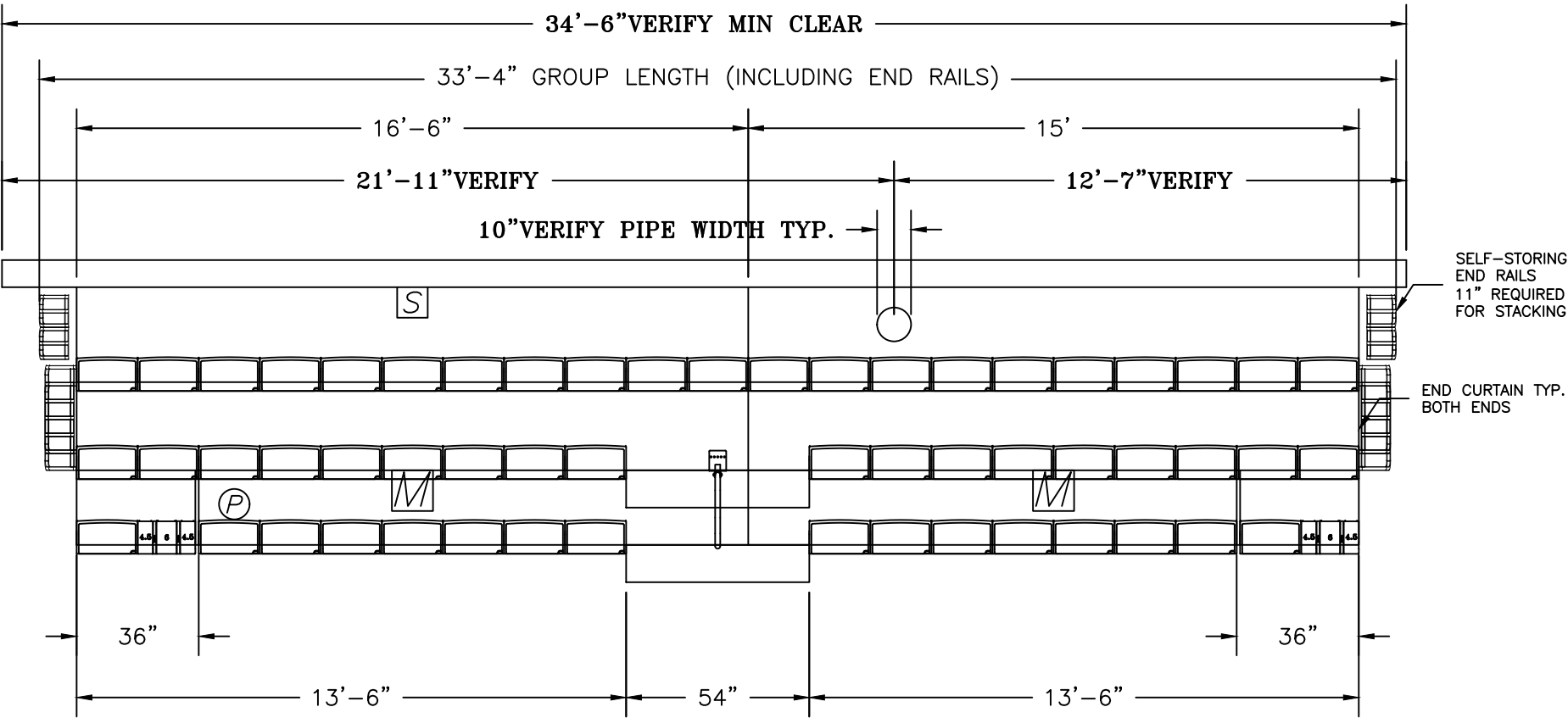


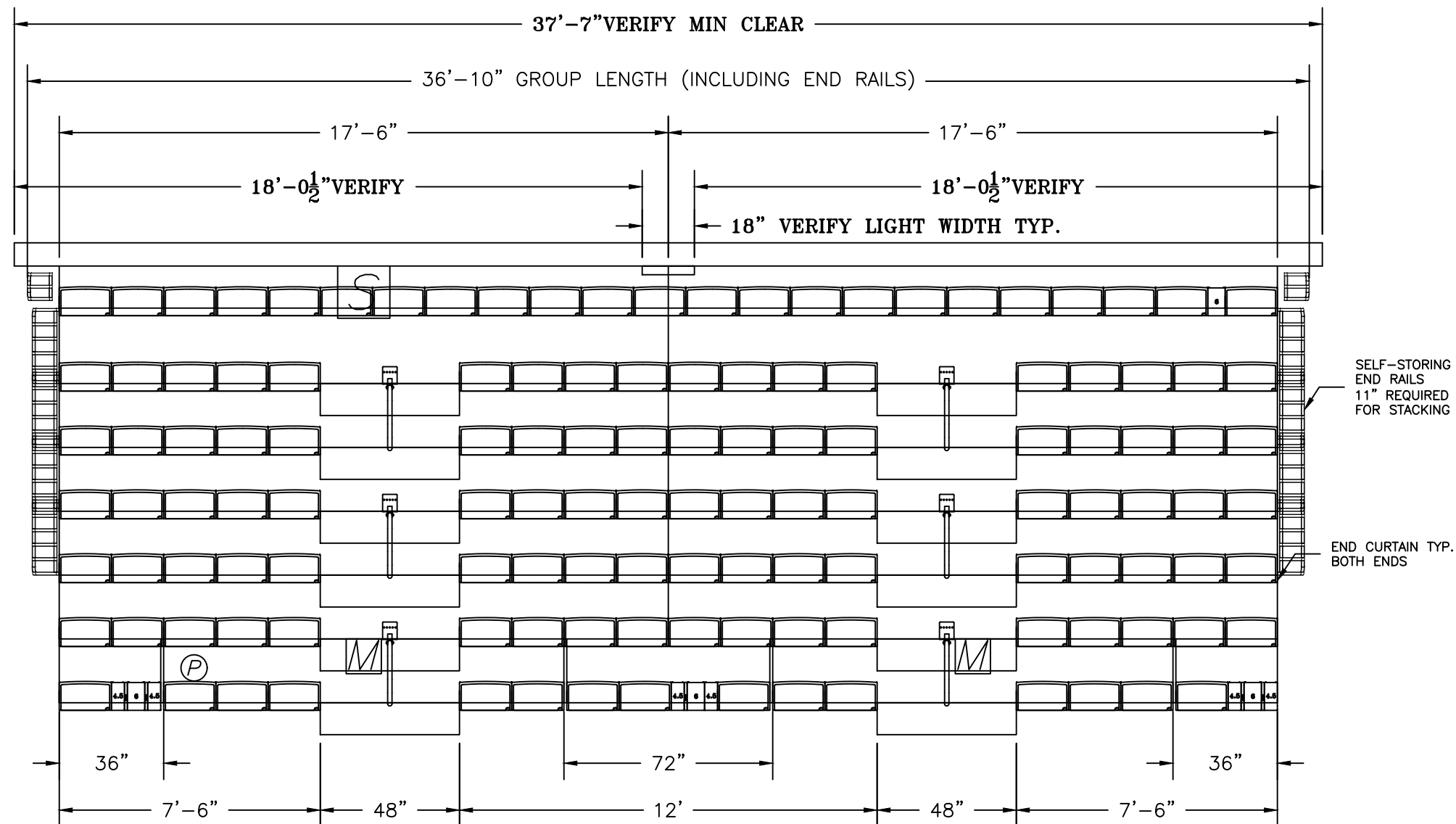
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PLAN VIEW  
GROUP 3

SHEET  
4





PLAN NORTH

N  VERIFY


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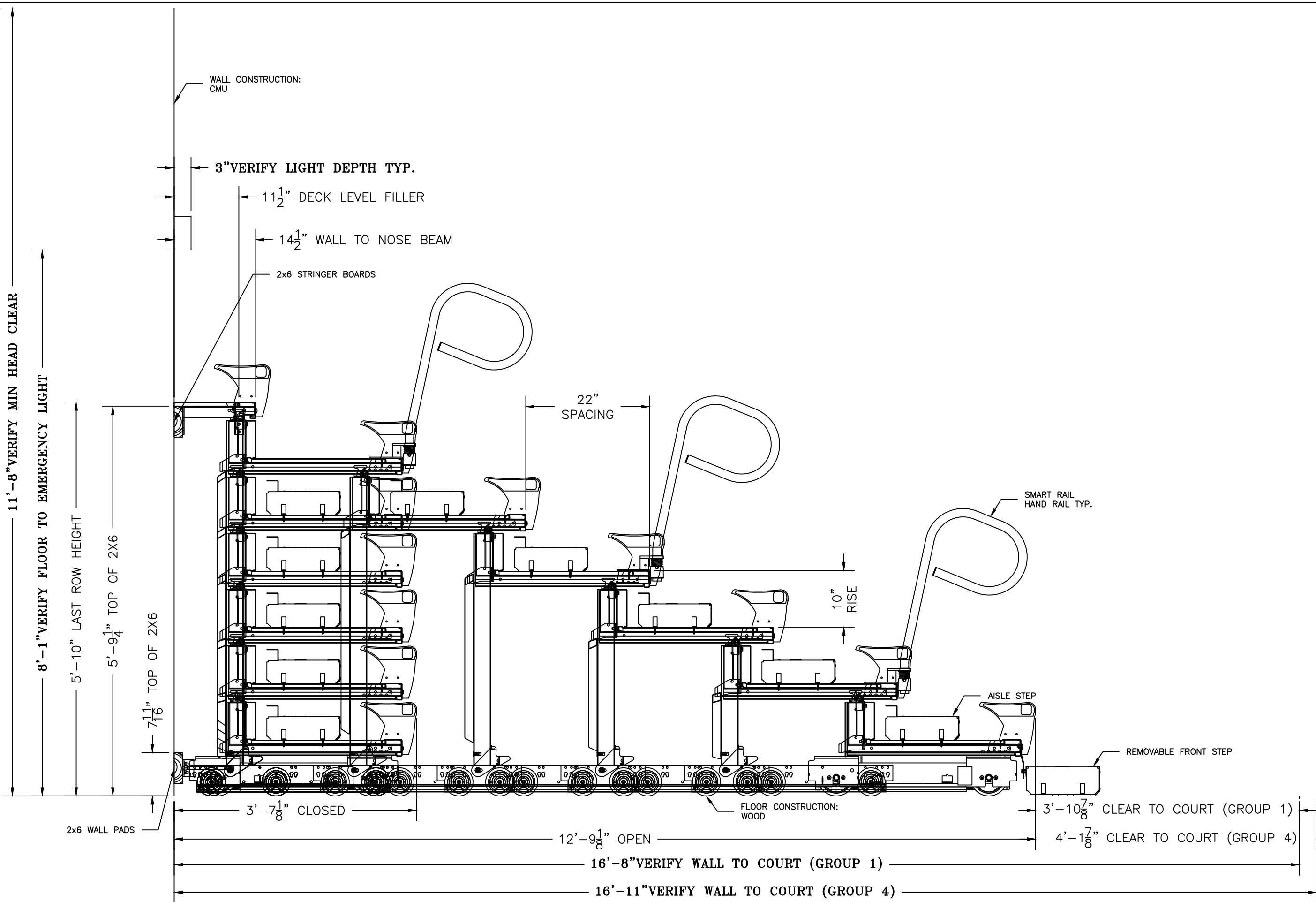
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PLAN VIEW GROUP 4
SHEET 5



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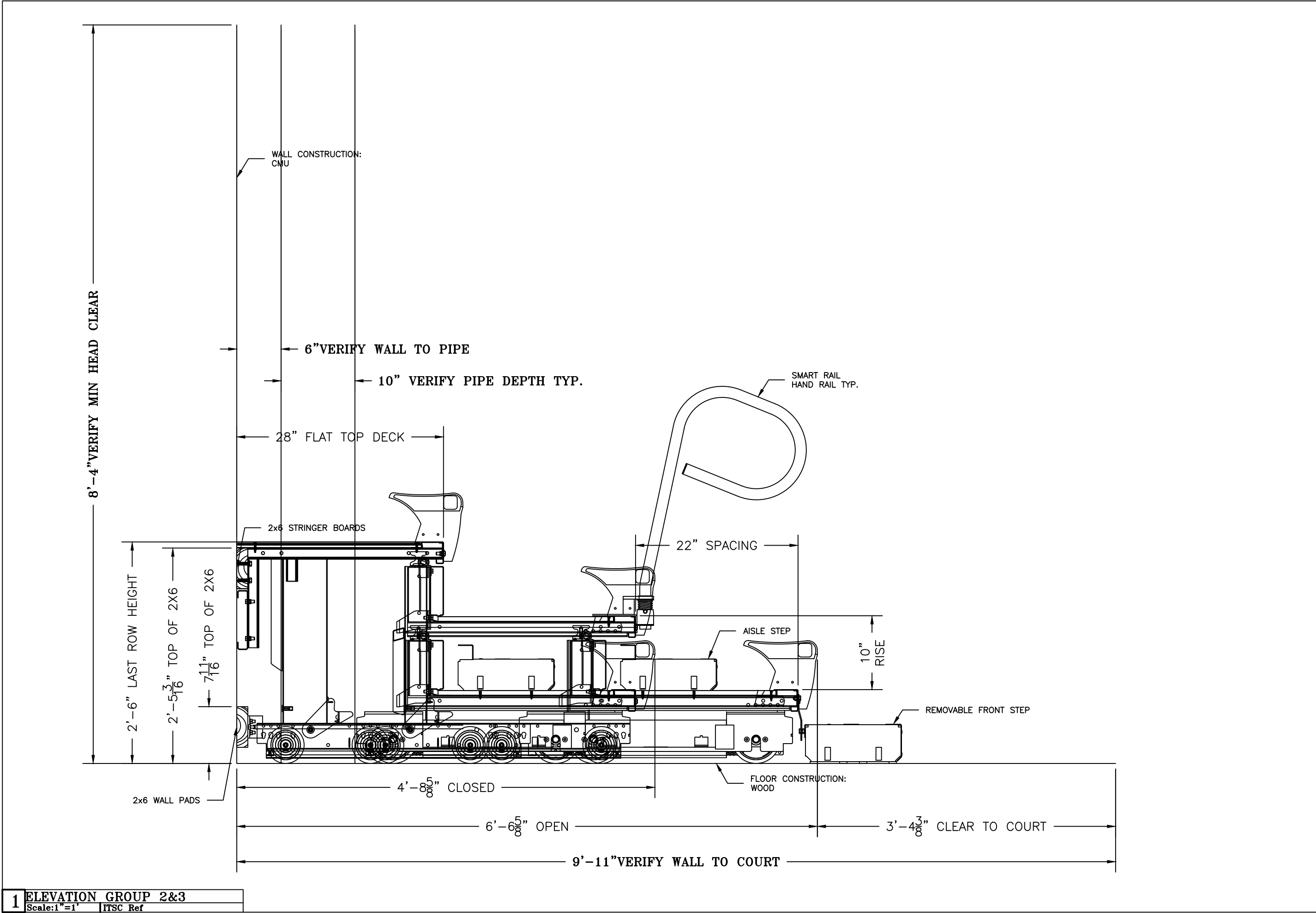
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ELEVATION GROUP 1&4

SHEET 6





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ELEVATION GROUP 2&3

SHEET 7

PLAN NORTH



VERIFY

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VERSATRACK

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STATEN ISLAND CYO  
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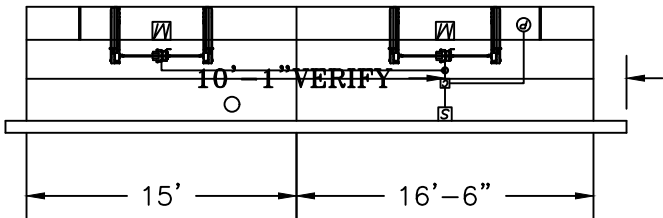
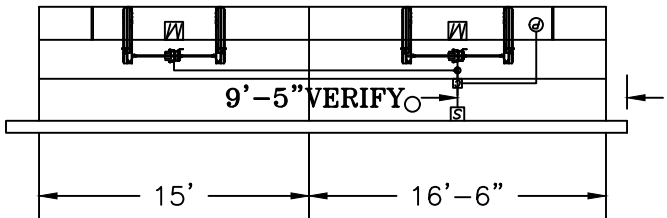
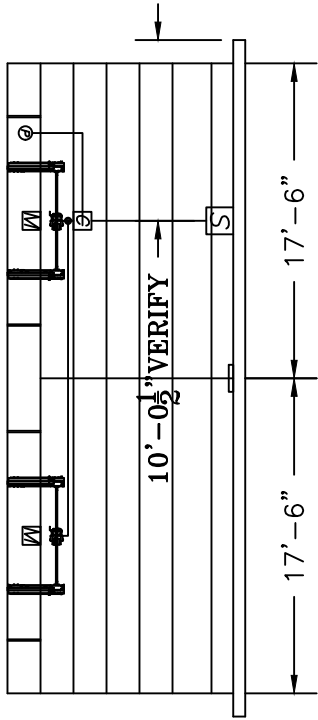
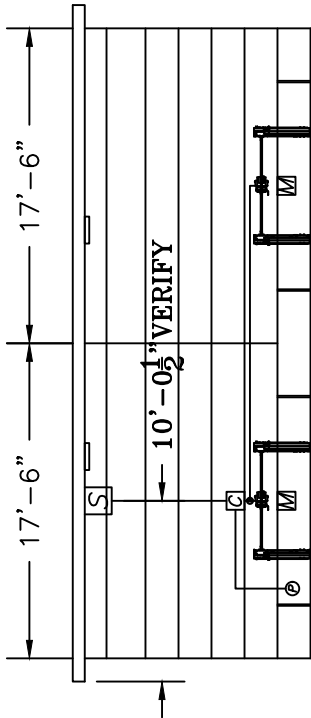
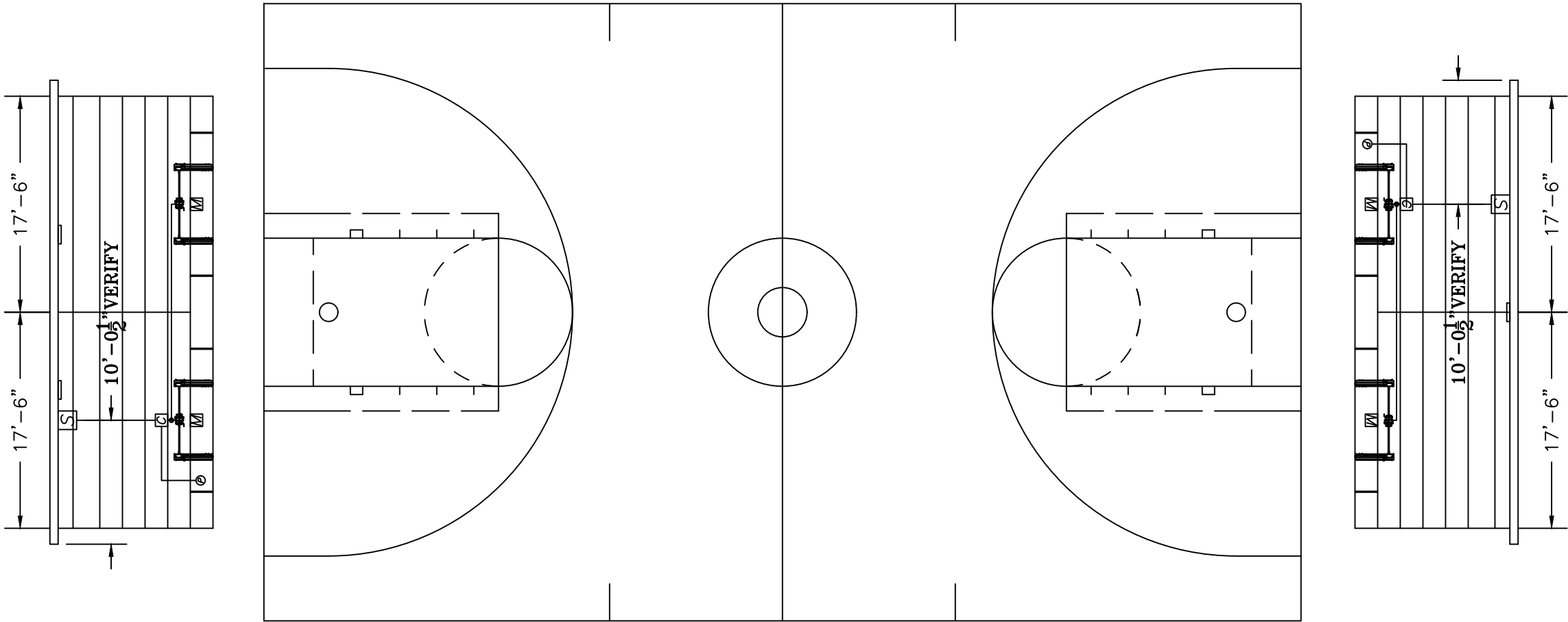
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ELECTRICAL

SHEET  
8



**POWER REQUIREMENTS: 208-230 VAC, 3Ø**  
NOTES:  
Readily accessible disconnection box and wiring (as required by NEC) supplied and located by others.  
20 amp feeder circuit protective devices to be provided by others per NEC 430.62(B) and UL508A 32.3.1(b)  
**Power Source** Voltage: 208-230 Phase: 3Ø  
Amp: 20 Freq: 60 Hz  
Notes: 5 wire (L1, L2, L3, NEUTRAL, GROUND)  
NOTE: 4'-0" A.P.F. Max for 6 Rows and above  
2'-0" A.P.F. Max for less than 6 Rows

Motor Nameplate	
AC GEARMOTOR	
MODEL	E7TUJWJ57
HP	1/2 1/2
VOLTS	208-230 230
HZ	60 60
AMPS	1 95-2 15 3.08
RPM	15 3-15 4 12.8
RATIO	111 1
TORQUE	1760 IN LBS
BISON PN	017-582-7111
MM/DD/YY	RoHS
CLOCK #	

**Aisle Lights** Voltage: 120 VAC Phase: 1  
Amp: 15 Freq: 60 Hz  
Notes: 120/24 Transformer by ITSC

**Legend:**  
M Motor P Pendant C Master Contactor T Transformer  
C Auxiliary Contactor C Truncation Contactor T Tee  
K Key Switch A Alarm L Limit Switches

GROUP 1

GROUP 2

GROUP 3

GROUP 4

PLAN NORTH



VERIFY

powered by **i design**

VERSATRACK

DRAFTER:LRT DATE: 5/5/2022

ISC JOB #: G182084

STATEN ISLAND CYO  
STATEN ISLAND, NY

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☐ APPROVED  
☐ FIELD CHECK

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REV.	DATE	DESCRIPTION	SIGN OFF
0	5/5/22	MADE PROSPECTS	LRT XXX XX/XX/XX
A	5/26/22	MADE SHOPS	LRT TAH 6/1/2022
B	7/15/22	REV PER ICR#3566	LRT TAH 7/20/2022

**IRWIN SEATING COMPANY**  
TELESCOPIC DIVISION  
610 Cumberland Road  
ALTAMONT, IL 62411  
Toll Free: (877) 597-1122  
Phone: (618) 483-6157  
www.irwinseating.com

WHEELPATH

SHEET  
9

**Irwin Seating Company.**  
Floor Design Loads & Notes:

- Per ICC-300-2012
- Bleacher structure is designed for a uniform load of 100 pounds per square foot (psf) (ICC-300-2012, Table 303.2)
- Bleacher vertical design load is 120 pounds per linear foot (plf) (ICC-300-2012, Table 303.02)
- The 120 plf vertical design load will be used for Wheel Load calculations.

**NOTE:**  
The design loads presented are calculated per the Design Requirements of ICC-300-2012.  
The Project Architect and/or Other Design Professional should review these loads for compliance with Governing Building Codes and compatibility with other Building Systems.

<b>Controlling Section</b> Length: 17'-6" Seating Rows: 7 Gross Projected Area: 17'-6" x 12'-9" = 223 sq. ft.	<b>Distributed Loads Over Wheel Path Area</b> Closed Position: 2,454 lbs. = 14.3 sq. ft. = 171 psf Open Position: 17,154 lbs. = 51.0 sq. ft. = 336 psf
<b>Wheel Path Area</b> Closed Position: 3'-7"x2'-0"x2 wheel paths = 14.3 sq. ft. Open Position: 12'-0"x2'-0"x2 wheel paths = 51.0 sq. ft.	<b>Wheel Loads</b> Number of Wheels: 6 wheels per deck x 6 deck rows = 36 wheels Load per Wheel: 17,154 lbs. = 36 wheels = 477 lbs. per wheel
<b>Total Load</b> Dead Load: 11.0 psf x 223.1 sq. ft. = 2,454 lbs. Live Load: 120.0 plf x 7 rows x 17'-6" length = 14,700 lbs.	<b>Point Loads (Live Load)</b> Live Load per Wheel: 477 lbs/wheel. <b>Wheel Pressure (Live Load):</b> 347 psi Concentrated Load

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<b>Controlling Section</b> Length: 16'-0" Seating Rows: 3 Gross Projected Area: 10'-0" x 6'-7" = 109 sq. ft.	<b>Distributed Loads Over Wheel Path Area</b> Closed Position: 1,195 lbs. = 19.0 sq. ft. = 63 psf Open Position: 7,135 lbs. = 26.3 sq. ft. = 271 psf
<b>Wheel Path Area</b> Closed Position: 4'-9"x2'-0"x2 wheel paths = 19.0 sq. ft. Open Position: 6'-7"x2'-0"x2 wheel paths = 26.3 sq. ft.	<b>Wheel Loads</b> Number of Wheels: 6 wheels per deck x 2 deck rows = 12 wheels Load per Wheel: 7,135 lbs. = 12 wheels = 595 lbs. per wheel
<b>Total Load</b> Dead Load: 11.0 psf x 108.6 sq. ft. = 1,195 lbs. Live Load: 120.0 plf x 3 rows x 16'-0" length = 5,940 lbs.	<b>Point Loads (Live Load)</b> Live Load per Wheel: 595 lbs/wheel. <b>Wheel Pressure (Live Load):</b> 433 psi Concentrated Load

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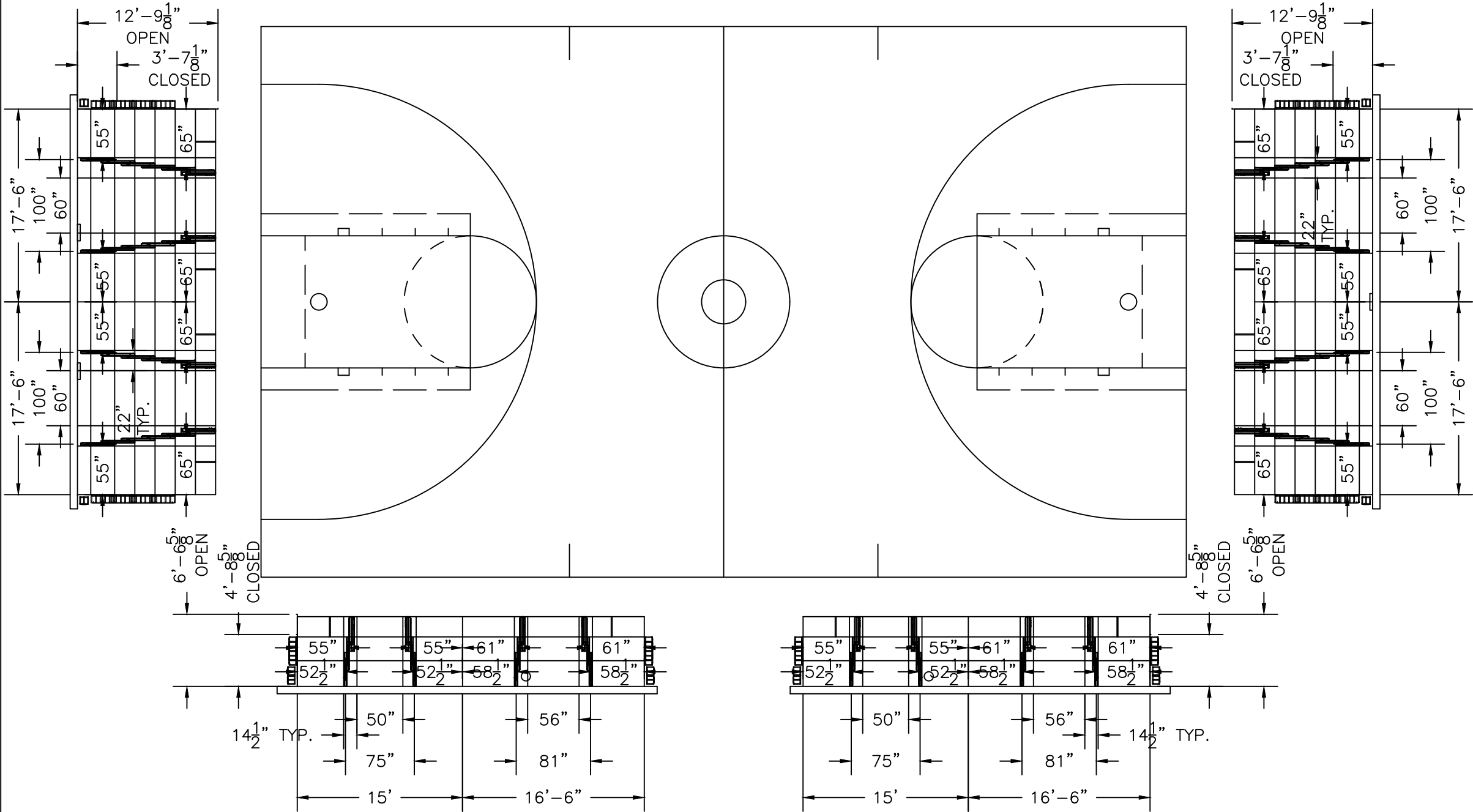
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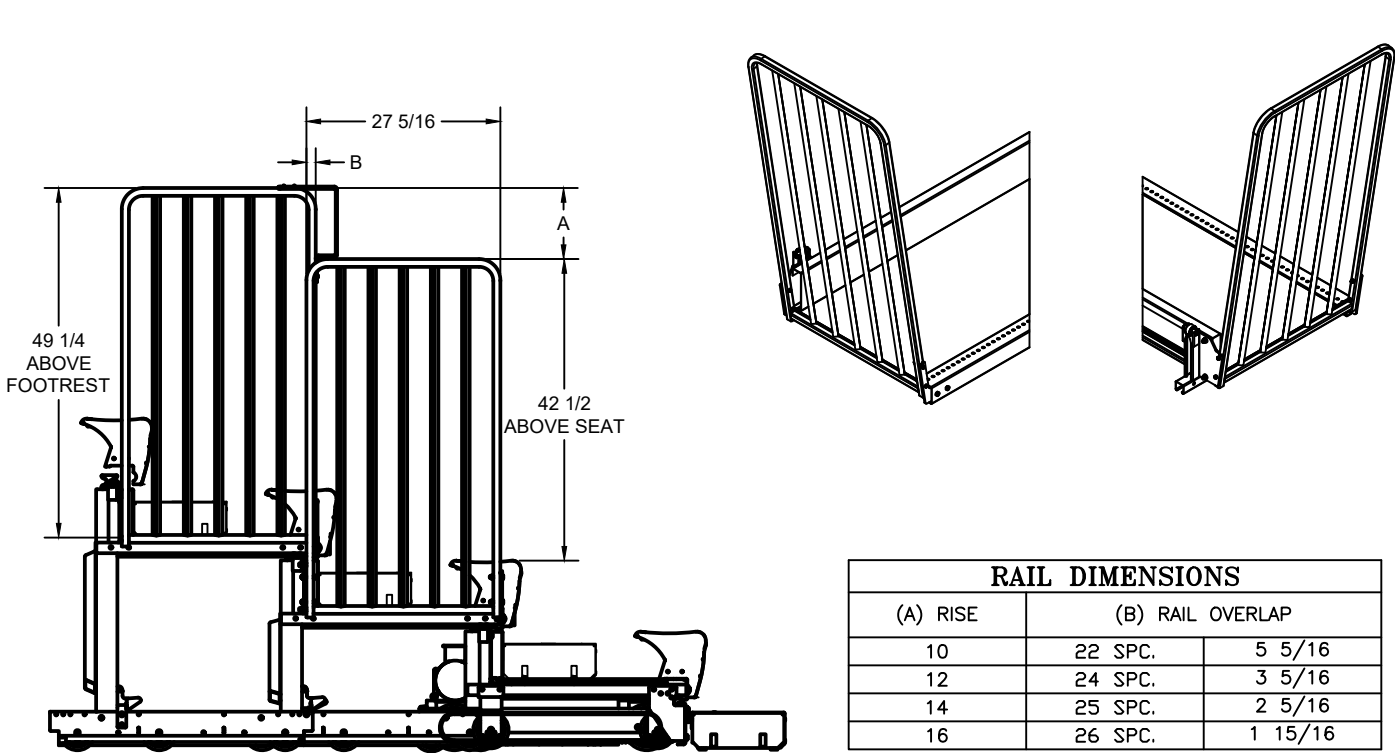
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 IRWIN SEATING COMPANY

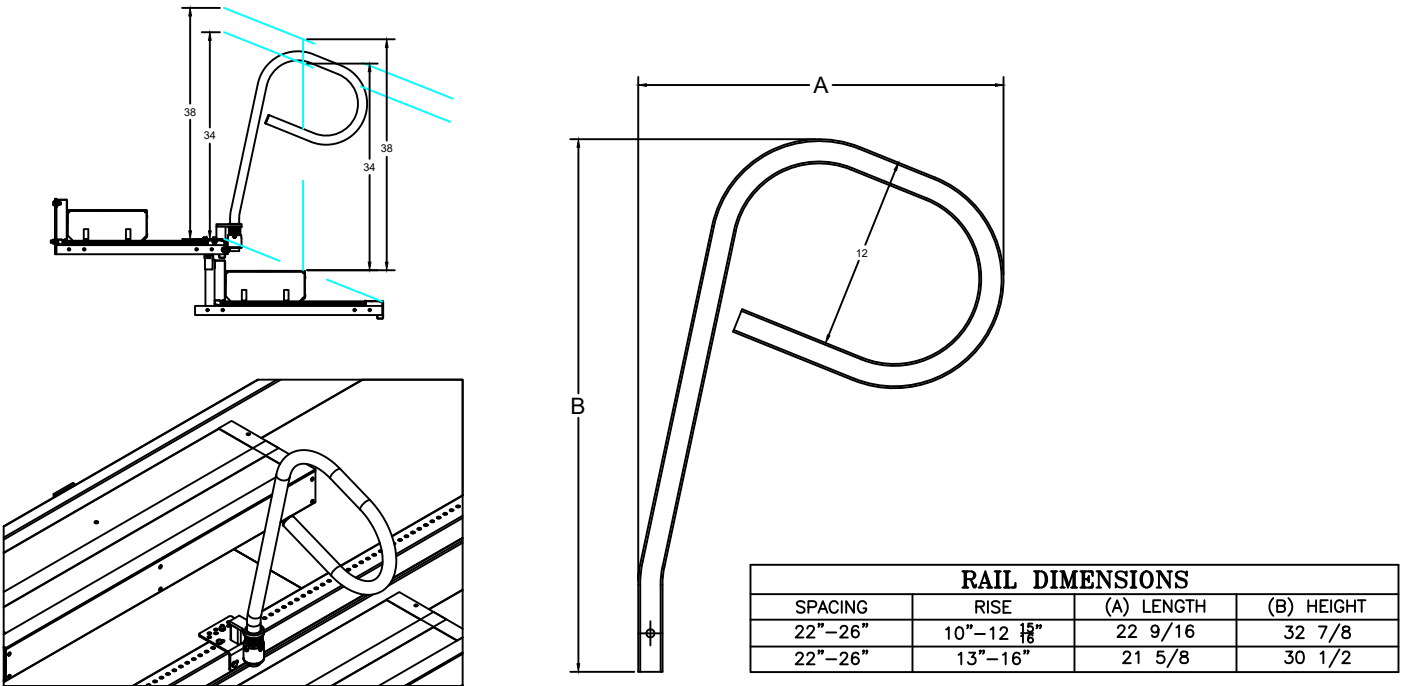
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DETAILS

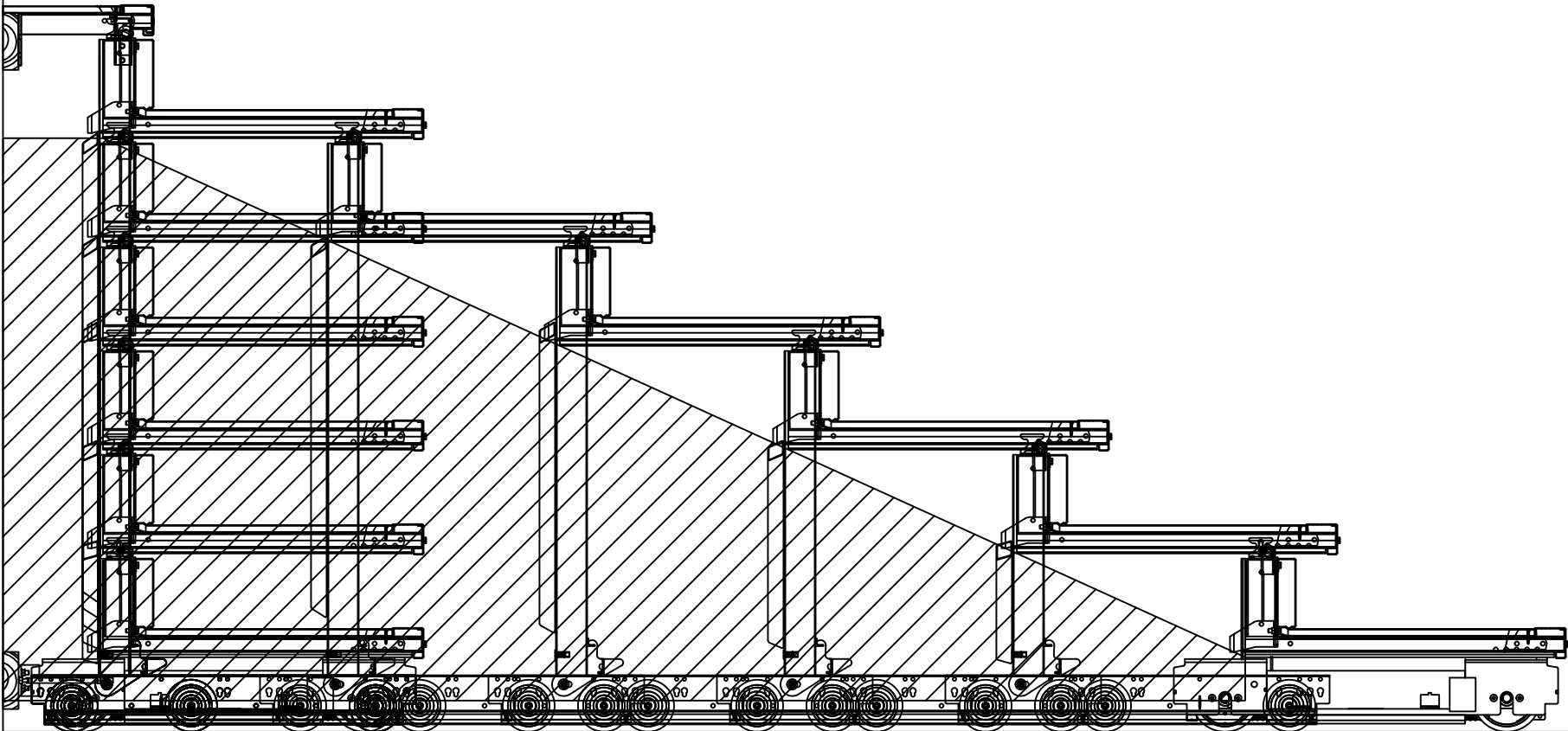
SHEET  
10



1 END RAIL DETAILS  
Scale:NTS | ITSC Ref



2 SMART RAIL DETAILS  
Scale:NTS | ITSC Ref



3 CURTAIN DETAILS  
Scale:3/4"=1' | ITSC Ref