

NOTICE TO BIDDERS

Owner

Marlborough Fire District
14 Grand St
Marlboro, NY 12542

Project Information

Marlboro Fire Station- Additions and Renovation

Architect

Architect:

Wendel WD Architecture, Engineering, Surveying & Landscape Architecture, P.C.
1031 Watervliet Shaker Road, Suite 205, 2nd Floor
Albany, NY 12205

The Project consists of approximately 8,530 sf of new additions and 10,440 sf of renovations to an existing fire station facility located at 14 Grand St, Marlboro, NY.

The project is bid as a single prime general contractor contract.

Bidders shall be properly licensed under the laws of New York governing their respective trades and be able to obtain Insurance and Performance and Payment Bonds as specified and required for the work. The Site Contractor, where required, shall obtain the necessary road work permits, along with any Performance Bonds required.

BID SUBMITTAL AND OPENING

One copy of sealed bids for the single prime contract will be received until 7:00pm Eastern Standard Time, on Tuesday, July 14, 2026 at the Town of Marlboro Community Center located at 1520 9W, Marlboro, NY 12542.

Bids will be opened publicly and read aloud; any bids received after this time will not be accepted. Bids must contain the bid form completed in its entirety and any other items specified in the contract documents. A bid security shall be submitted with each bid in the amount of five (5%) percent of the bid amount on AIA Document A310-2010 – Bid Bond. No bids may be withdrawn for a period of 60 days after opening of bids.

Bids shall not include New York State sales and compensating use taxes on materials and supplies incorporated into the Work, the Owner being exempt therefrom.

DOCUMENTS

Complete sets of Electronic bidding document drawings and specifications may be obtained from Avalon plan room (<https://www.avalonbuff-planroom.com/>) as well as The Construction Exchange plan room (<https://conexbuff.com/online-plan-room/>) after 3:00 pm Eastern Standard Time on Monday, June 15, 2026. Contractors are responsible for the verification of correct scale of drawings and to arrange for printing of documents, if desired.

PREBID MEETING

A mandatory pre-bid meeting has been scheduled for 1:00pm to 3:00pm Eastern Standard Time on Tuesday, June 23, 2026, at the Marlboro Hose Co No. 1 located at 14 Grand St., Marlboro, NY 12542.

Attendance at this meeting is mandatory as the Owner and Architect will be present to discuss the Project. Attendees should anticipate a 30-minute Q & A session. The Architect will transmit a record of the pre-bid meeting minutes and attendance in a subsequent Addendum. All questions shall be submitted as an RFI and will be answered in a formal addendum any answers at the walk thru are non-binding.

ADDENDA

All pre-bid questions and/or product substitutions must be submitted on form included in the specification manual and in PDF format by e-mail to khandrich@wendelcompanies.com by 3:00pm Eastern Standard Time on Tuesday, July 7, 2026 to be answered/considered.

A final addendum, if necessary, is scheduled to be available after 3:00pm Eastern Standard Time on Thursday, July 9, 2026, and will be made available from Avalon plan room (<https://www.avalonbuff-planroom.com/>) as well as The Construction Exchange plan room (<https://conexbuff.com/online-plan-room/>). Plan holders will be notified.

TIME OF COMPLETION

The successful bidder shall begin the Work on receipt of a written Notice to Proceed (NTP) and shall achieve Substantial Completion by April 19, 2027, and Final Completion by May 17, 2027.

SCHEDULE ACKNOWLEDGEMENT

All bidders will be required to sign the Schedule Acknowledgement form that is part of the Bid Proposal Certification included in the bid form, whereby each bidder acknowledges that time is the essence of the project schedule as outlined in specification section 011000 Summary Single Prime and they have formally confirmed all specified materials and equipment will be procured and installed within the stipulated project schedule.

NYSDOL REGISTRATION ACKNOWLEDGEMENT

All bidders will be required to sign the New York State Department of Labor Acknowledgement form that is part of the Bid Proposal Certification included in the bid form, whereby each bidder acknowledges that they and all of their proposed subcontractors have been properly registered with the NYSDOL Contractor Registry Program prior to submitting their bid on this project or be subject to penalties as stipulated by NYSDOL.

NOTIFICATION

The Owner reserves the right to waive any informalities or irregularities in the Bids received, reject any or all Bids without explanation, or solicit for new bids, if in its sole opinion the best interest of the Owner will be promoted. The Owner is not responsible for any expenses incurred in the preparation of bids.

ADDITIONAL OWNER SPECIFIC REQUIREMENTS

Marlborough Firehouse Renovation and Addition Prequalification Outline

Once the architect completes the bidding documents and the Board of Commissioners (BOC) approves them, we intend to open the bidding process in accordance with the outline below.

Pre-Bid Meeting and Bidder Notification Requirements

At the pre-bid meeting, all respondents to the RFP and all parties notified of the project will be advised of the following requirements. OSHA training documentation is mandatory for individuals designated as Authorized Competent Persons, as defined by OSHA. Supervisors and Competent Persons must have completed OSHA 30-hour training within five years of the course end date shown on their card. All other workers must have completed OSHA 10-hour training within five years of the course end date and must maintain current certification throughout the project. Prospective bidders must also meet the qualification requirements listed below.

Bidder Qualification Requirements

1. Each contractor, including all subcontractors, must prepare and submit a prequalification outline with the bid for review and approval.
2. Contractors must provide official written documentation of their Experience Modification Rate (EMR). If the EMR exceeds 1.15, the bid must also include a Corrective Action Plan (CAP). If the EMR exceeds 1.25, Board of Commissioners (BOC) approval is required and will depend on the implementation of the CAP and continued progress toward its milestones. Each bid must also include an official letter from the insurance carrier showing EMR ratings for the previous three years and the current year.
3. Each bid must include a financial rating issued by Dun & Bradstreet.

4. Provide references for three completed projects of similar scope, with particular emphasis on fire station construction.
5. Submit a current safety policy manual that has been updated within the past three years.
6. Disclose any current or prior litigation from the past three years, including bankruptcy proceedings, personal injury claims, contract disputes, and the outcomes of any settled cases.
7. Provide a five-year record, through the bid date, of any local, state, or federal violations.

Contractor Requirements for Successful Bid Awards

Requirements Before Mobilization

1. Provide a certificate of insurance, naming the Marlborough Fire District as an additional insured, with general liability coverage of \$1 million to \$2 million and workers' compensation coverage of \$1 million. Include any required New York State endorsements.
2. Provide proof of registration with the New York State Department of Labor in accordance with the prevailing wage schedule applicable to your trade. Submit evidence of weekly electronic certified payroll filings, as payment requisitions will not be approved without timely proof of submission.
3. Designate an Authorized Competent Person in writing, signed by a company officer, and identify an alternate to serve in that role when needed. No trade may perform work unless the Authorized Competent Person or designated alternate is present on site full-time.
4. Submit a site-specific safety plan tailored to the contractor's scope of work. The plan must be enforced by the Authorized Competent Person or alternate and must include daily pre-shift briefings, pre-task hazard mitigation measures, and personal protective equipment assignments that comply with applicable OSHA standards.
5. Include in the site-specific safety plan a disciplinary policy that clearly states a zero-tolerance standard for suspected impairment. Drugs, smoking, vaping, alcohol, and medicinal cannabis are always prohibited on the job site. Any violation must result in the individual's immediate and permanent removal from the site, and the employer must arrange safe transportation to the individual's residence or to a medical facility, as appropriate. Employees taking prescription medication that may cause impairment are not permitted on site. Any physical altercation on site will result in the immediate and permanent removal of the individuals involved.
6. Each payment requisition must include a lien waiver from the supplier covering all materials purchased. No exceptions will be made.

***Please Note; this is presented for informational purposes only and that the Contract Documents, including the General Conditions, form the contract and contain the requirements of each successful bidder

END OF DOCUMENT 001113