

BIDDING REQUIREMENTS for PURCHASING

NOTICE AND INFORMATION FOR BIDDERS

Attachment A: Bid Breakdown & Schedule

Bidder:

DASNY Contact: Stacie Craft scraft@dasny.org

Services/Product Required By: The week of July 20, 2022

Description: Furnish, Deliver and Install Source Furniture

Bid Open Location: DASNY, Corporate Headquarters, 515 Broadway, Albany, NY 12207

Bid Open Date and Time: March 8, 2022 @ 2:00 p.m.

Item No.	Manufacturer	Make/Model	Description	QTY	UOM	Unit Price	Extended Price
1	Source Furniture as Specified	400-NA-SCR	i-Stack Chair with No Arm, Soft Chrome	425	Ea.	\$	\$
2			Installation		LS	\$	\$

**INSTALLATION LABOR (Provide Inside Delivery and Set-Up with Removal of Debris)
LABOR TO INSTALL _____**

Estimated No. of Hours Not Applicable

Hourly Rate (Prevailing Wage rates are not required for this work) Not Applicable

Total Materials/Equipment/Commodities: _____

Total Installation: _____

TOTAL BID _____

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(The below questions 1) and 2) need only be answered if the above total bid is for one million dollars or more)

1. Does your firm anticipate the use of subcontractors and outside suppliers specific to this procurement
Yes No
2. Does your firm anticipate the creation of employment opportunities arising from this procurement?
Yes No

(The below information must be completed for all bids.)

Identify all subcontractors, if any: _____

STATE, PROVINCE FOR FOREIGN COUNTRY
THAT YOUR FIRM'S PRINCIPAL PLACE OF
BUSINESS IS LOCATED:

ADDRESS OF FACTORY OR PLANT WHERE
ITEMS ARE MANUFACTURED AND/OR
ASSEMBLED. (Attach additional sheet(s) if more
than one manufacturer)

BIDDER (FIRM NAME)

SIGNATURE

NAME (TYPE/PRINTED)

TITLE

Date

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Attachment B: Detailed Specifications

Source furniture to be provided per the attached Source i-STACK Specifications

Model No.	Description:	Qty:
400-NA- SCR	Source – I-Stack Chair No Arm Soft Chrome	Four Hundred & Twenty-Five (425)

Delivery Address:

The University at Albany
1400 Washington Avenue
Attn: John Olszewski
Albany NY 12222

Note:

All bidders submitting a bid must be an authorized Reseller/Installer of Source International Corp.'s product.

i-STACK SPECIFICATIONS



Dimensions:

Seat: 19" D, 18"W x 18" H
Back: 18"W x 19" H
Arm height: 25.5"
Overall: 23"D x 24"W x 35"H (21"W w/out arms)

Options: Arm, Armless, Caster, Sled
All Poly, upholstered seat and back pads

Poly Options: Grey

Frame Finishes: Soft chrome

Frame Specifications:

Frame: 7/8" diameter, 16 gauge cold rolled steel sled frame
Arms: 5/8" wire rod with poly arm caps
Glides: Plastic glides

Options: Tamper resistant hardware

General Meets ANSI-BIFMA Standards
GREENGAURD Certified
Lifetime Structural Warranty

SOURCE

SOURCEINTERNATIONALDESIGN.COM

17 GILMORE DRIVE SUTTON, MASSACHUSETTS 01590

800 722 0474

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Attachment C: Scope of Work and Site Logistics

Scope of Work:

Installation of Source Furniture includes inside delivery and set-up with removal of debris.

Additional Site Logistics:

- Lift gate required.
- There are no elevators located within the three low-rise dormitories.
- There is a three (3) floor walk-up and stairwells are to be used to complete delivery/install.
- There will other vendors on site at the same time of the requested delivery.

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Project Site Logistics and General Requirements
Fixtures, Furniture & Equipment Deliveries

A. **Project Overview:**

1. New fire alarm devices are to be delivered and installed at three low-rise (three story) dormitories (Delancey, Clinton and Morris Halls) located at the University at Albany Uptown Campus, Colonial Quad, 1400 Washington Avenue, Albany, NY 12222. The renovation project will include the removal and disposal of existing bedroom and lounge furniture, ceiling abatement and ACM-flooring removal, non-ACM flooring removal, new flooring installation, patching, painting. Fire alarm device installation and testing is anticipated to occur following completion of renovation work.
2. **Occupancy is scheduled to occur August 1, 2022.**

B. **Site Visit, Conditions and Logistics:**

1. Each vendor shall be responsible for assessing all site logistics. All vendors are responsible for scheduling a site visit to assess logistical delivery issues and site conditions prior to the work, including appropriate truck size, loading dock conditions and gate availability, and shall be responsible for providing and fitting equipment in locations, as required. All vendors shall assume full responsibility for all equipment and accessories required to unload material and transfer into the building. Site visits should be coordinated with John Olszewski, DASNY Field Representative. Please contact John Olszewski to make arrangements to visit the site using the following contact information; Mobile: John Olszewski (518-708-9380) and/or (jolszews@dasny.org).
2. There may be other trades as well as UAlbany custodial staff and Residential Life staff working in the building at the time of delivery and installation.
3. If the site is still under construction at the time of delivery and/or installation, all workers entering the site must wear the required Personal Protective Equipment (PPE) including safety vests, hard hats, work boots, etc., in accordance with OSHA and other authorities having jurisdiction.

C. **Dock and Site Restrictions:** Deliveries will be made through the main entrances of the three low-rise dormitories which are located at the plaza level of Colonial Quad.

1. Delancey Hall has its own South entrance on the interior side of Colonial Quad. Delancey and Clinton Hall do not have a shared main entrance. The buildings are separated and have their own entryways at the East side of the Residences Halls.

DORMITORY AUTHORITY- STATE OF NEW YORK
515 BROADWAY
ALBANY, NY 12207

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2. See attached Logistics Plan Section
 - i. The Colonial Quad loading dock can be used for deliveries. Coordination is required with the University at Albany/DASNY as for the loading dock is to always remain operational.
 - ii. The archway cannot accommodate vehicles of any type due to weight restrictions. All deliveries through the archway must be loaded by hand and/or in carts.
 - iii. Parking lot B/D may not be used for staging and can accommodate tractor trailers.
 - iv. No staging area, other than Parking Lot B/D is available.
 - v. Large and small trucks, as well as personal vehicles are to use Parking Lot B/D.
 - vi. Product/materials is to be moved from Parking Lot N via Indian Drive and offloaded at the Archway.
 3. Dumpsters will not be available to vendors. Vendors shall be responsible for daily removal of debris off site. All vendors shall be responsible for obeying all site rules and established protocol.
 4. Vendors are responsible for obtaining parking permits for any personal vehicles. Parking permit applications can be located at:
<https://www.albany.edu/pmts/Vendors%20and%20Contractors.php>
Permit applications must be signed by a University at Albany Facilities Management staff person prior to the vendor making payment. Payment is made in person at the University at Albany Parking and Mass Transit Office on the Uptown Campus. John Olszewski can assist with this process.
 5. Vendors shall provide flagmen with vests during deliveries to direct pedestrian and vehicular traffic, as necessary.
 6. Installation work shall include unloading, delivering to each location, and installing.
- D. Elevator Information:** There are **no elevators** located within the three low-rise dormitories. The stairwells provide access to all floors involved with this work. A description of the available stairwells is as follows:
1. Since no elevators are available, stairwells are to be used to complete delivery/install.
 2. Delancey Hall includes a basement level and floors one through three. Stairs are located at both ends of the dormitory.

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3. Clinton Hall includes a basement level and floors one through three. Stairs are located at both ends of the dormitory.
4. Morris Hall includes a basement level and floors one through three. Stairs to access floors two and three are located at both ends of the dormitory.

E. Building Protection:

1. The vendor shall be responsible for the protection of all access and work areas that may be impacted by the delivery and installation associated with the work, including, but not limited to walls, floors, doors, etc. The vendor will be held responsible for the repair or replacement of any damage to the building, grounds, walls, and flooring due to the delivery and installation of the product.
2. The utilization of steel-wheel dollies is prohibited.

F. COVID 19 Requirements:

Contractor will be responsible for following current COVID-19 recommendations from the NYS Department of Health and the OSHA Guidance on Preparing Workplaces for COVID-19 – OSHA – 399003 2020, DASNY and SUNY requirements. The contractor's Health & Safety Plan shall outline protective, monitoring and reporting to work requirements.

G. Delivery Schedule:

1. All work shall occur from 7:00 am to 3:00 pm unless otherwise scheduled with John Olszewski.
2. The Vendor shall be responsible for coordinating exact delivery dates and times with the project site. Only products that can be immediately installed in a completed space shall be delivered, to avoid staging and on-site storage. The Vendor shall be responsible for temporarily storing materials in a secure warehouse for a period of up to 30 days from DASNY's requested delivery date at no additional cost. The Vendor shall be responsible for the rejection of product delivery, replacement, repair, or any other corrective action required, for items received damaged, soiled, or not conforming to the detailed specifications.

G. Tentative Schedule:

1. **Installation is anticipated to begin July 18, 2022**

Note: Work must be completed for on or before July 29, 2022.

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ALBANY, NY 12207

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I. Parking:

1. Personal vehicles will be required to obtain parking permits from UAlbany's Parking and Mass Transit Office located next to Building 25. Phone: 518-442-3121; Website: <https://www.albany.edu/pmts>.

J. Punch list:

1. Each vendor is responsible for contacting DASNY's designated representative at the end of each workday to review project status and obtain sign-off for daily work.
2. The vendor shall schedule a punch list review with DASNY's designated representative. DASNY reserves the right to withhold 5% payment pending resolution of open punch list items.

SECURITY REQUIREMENTS

1. Designated access locations are shown on the attached Logistics Plan Section. Owners and Owner's representatives will provide access into each designated area.

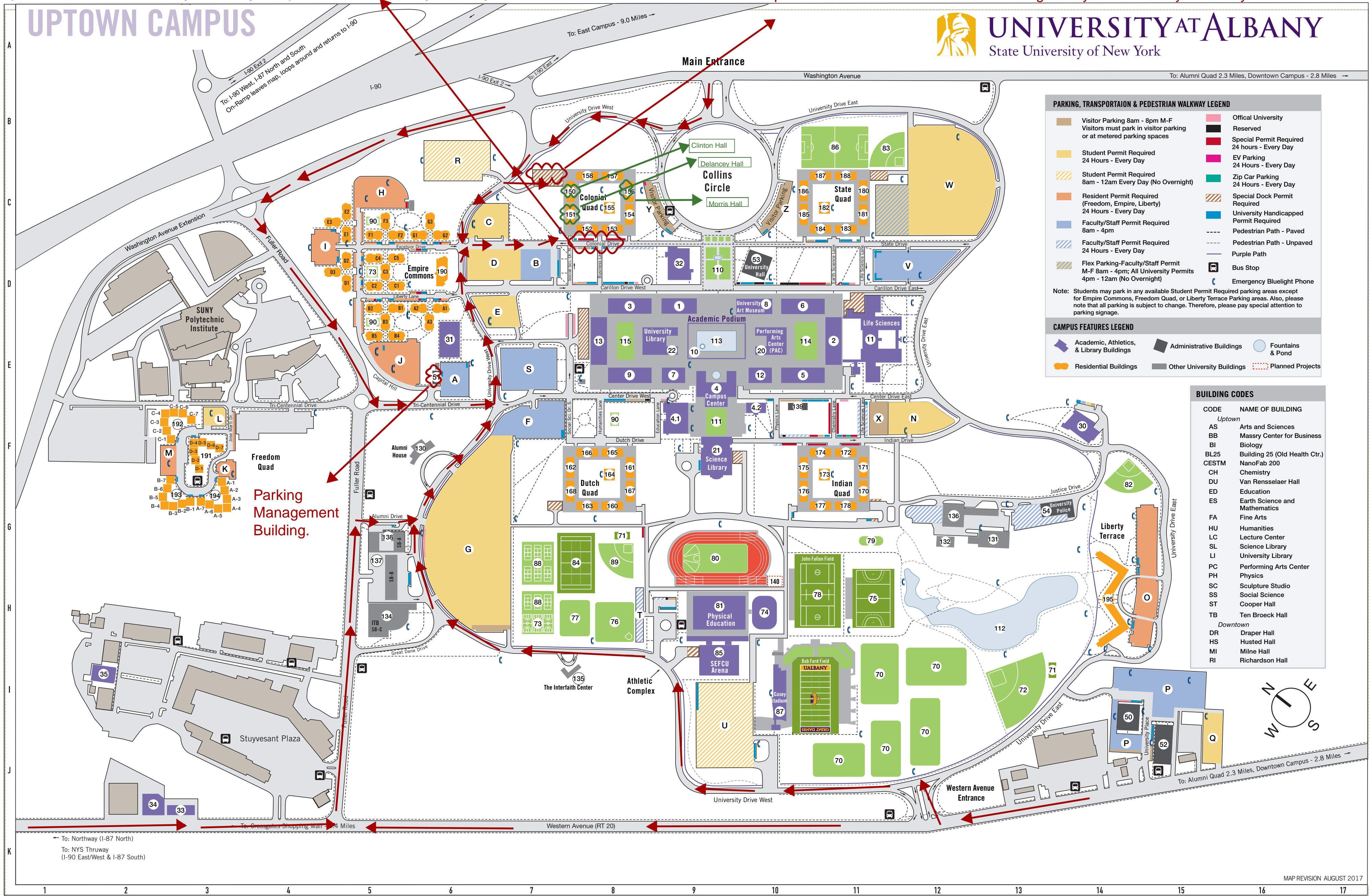
SPECIAL PROVISIONS

1. There shall be no eating in the work area.
2. Smoking is not permitted on campus.
3. Use of alcohol and controlled substances on the project site is not permitted.
4. No signs or advertising material will be permitted on the job site.
5. All provisions of all applicable State Labor Standards must be complied with under provisions of this contract.

Front Entry to Colonial Quad. Vehicles can not enter past the archway. Vehicles with the permission of the University at Albany can park on the front entry roadway.

Colonial Quad Loading Dock Area. Tunnels can be utilized at the underside of the quad to move furniture. Permission to be given by the University at Albany.

UPTOWN CAMPUS



PARKING, TRANSPORTATION & PEDESTRIAN WALKWAY LEGEND

	Visitor Parking 8am - 8pm M-F Visitors must park in visitor parking or at metered parking spaces		Official University
	Student Permit Required 24 Hours - Every Day		Reserved
	Student Permit Required 8am - 12am Every Day (No Overnight)		Special Permit Required 24 hours - Every Day
	Resident Permit Required (Freedom, Empire, Liberty) 24 Hours - Every Day		EV Parking 24 Hours - Every Day
	Faculty/Staff Permit Required 8am - 4pm		Zip Car Parking 24 Hours - Every Day
	Faculty/Staff Permit Required 24 Hours - Every Day		Special Dock Permit Required
	Flex Parking-Faculty/Staff Permit M-F 8am - 4pm; All University Permits 4pm - 12am (No Overnight)		University Handicapped Permit Required
			Pedestrian Path - Paved
			Pedestrian Path - Unpaved
			Purple Path
			Bus Stop
			Emergency Bluelight Phone

Note: Students may park in any available Student Permit Required parking areas except for Empire Commons, Freedom Quad, or Liberty Terrace Parking areas. Also, please note that all parking is subject to change. Therefore, please pay special attention to parking signage.

CAMPUS FEATURES LEGEND

	Academic, Athletics, & Library Buildings		Administrative Buildings		Fountains & Pond
	Residential Buildings		Other University Buildings		Planned Projects

BUILDING CODES

CODE	NAME OF BUILDING
<i>Uptown</i>	
AS	Arts and Sciences
BB	Massy Center for Business
BI	Biology
BL25	Building 25 (Old Health Ctr.)
CESTM	NanoFab 200
CH	Chemistry
DU	Van Rensselaer Hall
ED	Education
ES	Earth Science and Mathematics
FA	Fine Arts
HU	Humanities
LC	Lecture Center
SL	Science Library
LI	University Library
PC	Performing Arts Center
PH	Physics
SC	Sculpture Studio
SS	Social Science
ST	Cooper Hall
TB	Ten Broeck Hall
<i>Downtown</i>	
DR	Draper Hall
HS	Husted Hall
MI	Milne Hall
RI	Richardson Hall

- ACADEMIC BUILDINGS**
- Academic Podium**
- 1 Arts & Sciences, D9
 - 2 Biology, E11
 - 3 Building 27, D8
 - 4 Campus Center, E9
 - 4.1 Campus Center West, E9
 - 4.2 Campus Center East, F10
 - 5 Chemistry, E10
 - 6 Earth Science & Mathematics, E10
 - 7 Education, E9
 - 8 Fine Arts, D10
 - 9 University Art Museum, D10
 - 10 Lecture Center, E9
 - 11 Life Sciences, E11
 - 12 Physics, E10
 - 13 Social Sciences, E8
- Arts / Libraries**
- 20 Performing Arts Center, D10
 - 21 Science Library, F9
 - 22 University Library, D8

- Other Academic Buildings**
- 30 Boer Sculpture Studio, F14
 - 31 Building 25, E6
 - 32 Massy Center for Business, D9
 - 33 Center for Autism and Related Disabilities, J3
 - 34 Child Research Study Center, J2
 - 35 Four Tower Place, I2
- ADMINISTRATIVE BUILDINGS**
- 50 Management Services Center, I14
 - 51 Parking & Mass Transit Building, E6
 - 52 University Administration Building, I15
 - 53 University Hall, D10
 - 54 Undergraduate Admissions
 - 54 University Police, G13

- ATHLETICS**
- 70 Athletic Practice Field, I11
 - 71 Batting Cage
 - 72 Baseball Field, I13
 - 73 Basketball Courts, H7
 - 74 The Bubble, H10
 - 75 Field Hockey Field, H11
 - 76 Hammer Throw Field, H8
 - 77 Intramural Field, H7
 - 78 John R. Fallon Field (Lacrosse), H10
 - 79 Low Ropes Course, G11
 - 80 NCAA Track, H9
 - 81 Physical Education, H9
 - 82 Recreational Softball Field, F14
 - 83 Recreational Softball Field, B11
 - 84 Recreational Synthetic Turf Field, H8
 - 85 SEFCU Arena, I9
 - 86 Soccer Field, B11
 - 87 Casey Stadium/Bob Ford Field, I11
 - 88 Tennis Courts, H7
 - 89 Varsity Softball Field, H8
 - 90 Volleyball Court

- PARKING**
- A Building 25 Faculty/Staff, E6
 - B Colonial Faculty/Staff, D7
 - C Colonial Student (A), C6
 - D Colonial Student (B), D6
 - E Colonial Student (C), E7
 - F Dutch Faculty/Staff, F6
 - G Dutch Student, H6
 - H Empire North, C5
 - I Empire West, D4
 - J Empire South, E5
 - K Freedom East, G3
 - L Freedom North, F3
 - M Freedom West, F2
 - N Indian Student, F12
 - O Liberty Terrace, H15

- RESIDENTIAL COLONIAL QUAD**
- 150 Clinton, C8
 - 151 Delancey, C7
 - 152 Hamilton, C7
 - 153 Herkimer, C9
 - 154 Johnson, C8
 - 155 Livingston Tower, C8
 - 156 Morris, C12
 - 157 Paine, C8
 - 158 Zenger, C8

- DUTCH QUAD**
- 160 Beverwyck, G8
 - 161 Bleeker, G8
 - 162 Ryckman, F7
 - 163 Schuyler, G7
 - 164 Stuyvesant Tower, G8
 - 165 Ten Broeck, F8
 - 166 Ten Eyck, F7
 - 167 Van Cortlandt, G8
 - 168 Van Rensselaer, G7

- INDIAN QUAD**
- 170 Adirondack, G11
 - 171 Cayuga, F11
 - 172 Mahican, F11
 - 173 Mohawk Tower, G10
 - 174 Montauk, F10
 - 175 Oneida, F10
 - 176 Onondaga, G10
 - 177 Seneca, G10
 - 178 Tuscarora, G11

- STATE QUAD**
- 180 Anthony, C11
 - 181 Cooper, C11
 - 182 Eastman Tower, C10
 - 183 Fulton, C11
 - 184 Irving, C10
 - 185 Melville, C10
 - 186 Steinmetz, C10
 - 187 Tappan, C10
 - 188 Whitman, C11

- GARDENS AND FOUNTAINS**
- 110 Entry Plaza, D9
 - 111 Hedy Schwartz Bagatelle Courtyard, F9
 - 112 Indian Pond, H13
 - 113 Main Fountain, E9
 - 114 Podium East Garden, E10
 - 115 Podium West Garden, E8

- OTHER**
- 130 Alumni House, F5
 - 131 Grounds Building, G13
 - 132 Grounds Shed, G12
 - 134 Information Technology, H5
 - 135 The Interfaith Center, I7
 - 136 Mechanical Repair, G12
 - 137 Service Complex, H5
 - 138 DASNY Trailer, G5
 - 139 Office Trailer, F11
 - 140 Track and Field Offices (planned), H10