

**INSTALLATION OF ELECTRICAL COMPONENT
FOR INSTALLATION OF THE
ELECTRIC VEHICLE CHARGING SYSTEM
FOR THE TOWN OF NEW HARTFORD,
8635 CLINTON STREET, NEW HARTFORD, NY 13413**

**BIDS TO BE RECEIVED BY 10:45 AM ON
FEBRUARY 8, 2019 AND OPENED AND
READ ALOUD AT 11:00 AM**

**Advertisement/Notice to Bidders
General Instructions
Equipment plans & specifications/Bidder requirements
Non-Collusion Statement
Bid Sheet**

Advertisement
NOTICE TO BIDDERS

PLEASE TAKE NOTICE that the Town of New Hartford, Oneida County, New York, pursuant to Resolution, shall receive sealed bids for the installation of electrical component for installation of the Electric Vehicle Charging System at 8635 Clinton Street, New Hartford, NY, as per specifications on file in the Office of the Town Clerk at the aforesaid address.

All bids shall be submitted at said Office of the Town Clerk until 10:45 A.M. on Friday, February 8, 2019 and shall be opened and read aloud at said 8635 Clinton Street address. Bids shall be presented in a sealed envelope and bear on the face thereof the name and address of the bidder and the project being bid. All bids shall be submitted with the entire bid package and not be detached.

Bidders shall furnish the standard Non-Collusive Statement.

The Town Board reserves the right to reject any and all bids and to re-advertise for new bids at its discretion. The contract for the purchase of the aforesaid equipment shall be awarded by the said Town Board to the lowest responsible bidder.

Date: January 30, 2019

Gail Wolanin Young, Town Clerk

GENERAL INSTRUCTIONS TO BIDDERS

1. Sealed bids will be received by the New Hartford Town Clerk, 48 Genesee Street, New Hartford, NY, 13413, in accordance with the published invitation for bids.
 2. DEFINITION: OWNER – shall mean the Town of New Hartford and any officers or persons duly authorized to act for the Town of New Hartford.
 3. Each bid must be accompanied by a certified check or bid bond of the Bidder payable to the Owner in an amount not less than five percent (5%) of the total amount of the Bid. Bid security of the three lowest Bidders will be refunded within forty-eight (48) hours after approval by the Town Attorney of the executed Contract and the insurance and security furnished; or, if no Contract has been so executed, within forty-five (45) days after the opening of Bids, upon demand of the Bidder at any time thereafter so long as he/she has not been notified of the acceptance of the Bid. In any event, however, the Department Head/Project Manager will notify the Town Board in writing of his/her recommendation to release the bid security. In turn the Town Board will grant approval, and Apportionment will forward the Town Clerk a memorandum; permission to do so in the form of Resolution. The Town Clerk will then notify the Bookkeeper.
 4. Any and all delivery charges must be included in the bid price.
 5. Any equipment delivered by a vendor which is not in accordance with specifications, or is otherwise unsatisfactory in the opinion of the Department, may be retained and, if necessary, used until it is replaced with satisfactory equipment.
 6. Except for causes not in the control of the contractor, no request for postponement of the date of delivery, shall be considered; any initiative in such respect being reserved for the Owner.
 7. The Town is not subject to tax; the Town will sign exemption certificates when required.
 8. Bidders are warned that all deliveries are to be new, unused, and first quality. No rejects, "seconds," or otherwise imperfect or low quality items will be accepted.
 9. The Owner reserves the right to make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request, including, but not limited to, the name and address of the manufacturer of the equipment quoted on. The Owner also reserves the right to reject any bid if the evidence submitted by, or the investigation of, such bidder fails to satisfy the Owner that such bidder is not properly qualified to carry out the obligation of the bid or to complete delivery contemplated therein.
 10. The Owner reserves the right to consider informal a bid not prepared and submitted in accordance with the provisions of these specifications, or to waive informalities in any bid as received. The Owner also reserves the right to reject any and all bids as the best interest of the Town of New Hartford may require.
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11. Failure to submit an executed non-collusion statement and bid security will result in automatic disqualification of the bid.
12. No bidder may withdraw his bid within forty-five (45) days after the bids are opened, but may withdraw it any time prior to the scheduled closing time for receipt of bids.
13. Alternate proposed items shall fulfill the requirement of the basic specifications in function, type, materials, construction, color, and finish. If bid differs from specifications, explanation should be submitted with the bid.
14. In submitting this bid, the bidder declares that he is, or they are, the only person or persons interested in the said bid, that it is made without any connection with any person making another bid for the same equipment; that the bid is in all respects fair and without collusion, fraud, or metal reservation; and that no official of the Town of any person in the employ of the Town is directly or indirectly interested in said bid or in the supplies or in any portion of the profits thereof.
15. The contractor or bidder to whom a contract shall be let, granted, or awarded is prohibited from assigning, transferring, subletting, or otherwise disposing of the same, or of his right, title or interest therein, or his power to execute such contract to any other person, or corporation, except as provided in Section 109, General Municipal Law.
16. No bid materials, supplies, equipment, or services may be accepted from, or contract therefore awarded to any person who is in arrears in taxes or upon debt or contract to or with the Town of New Hartford or who has defaulted as surety or otherwise upon a contract or obligation to the Town or who may be otherwise qualified under any act of the legislature not inconsistent with the charter or code.
17. The contractor agrees to make no claim for damages for delay occasioned by an act or omission of the Town of New Hartford.
18. Additional work of the kinds and types so specified in these specifications may be requested by the Town of New Hartford at the unit prices so stated in the bid.
19. Bids must be submitted upon the proposal form(s) furnished, and must not be detached from the specification book. ALL bidding information must be on the forms furnished and not detached from the Bidding Document. This Bid Document shall be returned in a sealed envelope marked "Town of New Hartford": Bid for Installation of Electrical Component for Installation of Electric Vehicle Charging System - 8635 Clinton Street, New Hartford, NY.
20. For the sake of simplicity, in the accompanying specifications, manufacturer's names or catalog numbers may have been used. In all such cases, they are well known manufacturers whose information is readily available to all bidders. The use of particular manufacturer's names or numbers is not intended to restrict bidding or bar the equal or superior products of other manufacturers; rather they are referenced for industry-understood manufacture and performance.

EQUIPMENT PLANS & SPECIFICATIONS/BIDDER REQUIREMENTS
INSTALLATION OF ELECTRICAL COMPONENT FOR INSTALLATION OF THE
ELECTRIC VEHICLE (EV) CHARGING SYSTEM

See the attachment "EV CHARGING SYSTEM" – Site Plan (3 pages); Bidders are urged to review the plans/specifications and to contact Town Supervisor Paul Miscione at 315-868-2996 with any questions.

The EV Charging System is proposed for the new Town Offices located at 8635 Clinton Street, New Hartford, NY 13413.

BIDDER REQUIREMENTS:

Bidder has at least \$2 million per occurrence and \$5 million total aggregate liability insurance. Bidder needs to have this insurance at time of bid.

Bidder has installed over 100 commercial Level II EV stations.

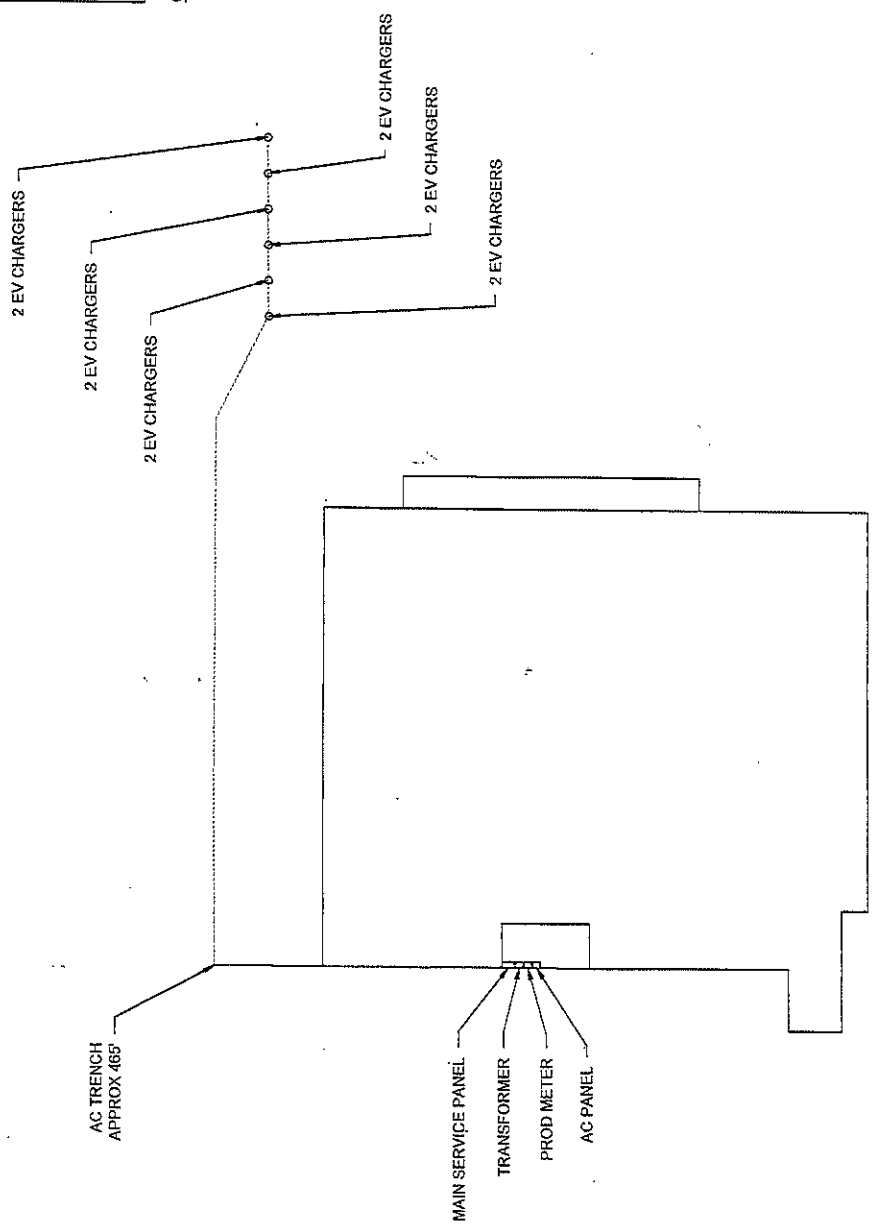
Bidder has been in business for at least 10 years

Bidder is a New York State owned and operated business.

Bidder has demonstrated success with other similar programs such as the National Grid NYSERDA Charge NY program OR the Tesla Destination Charging program.

KEY:	
---	PROPERTY LINE
---	CONDUIT RUN
---	DRIVEWAY
[Symbol]	SOLAR MODULE
[Symbol]	MAIN SERVICE PANEL
[Symbol]	UTILITY METER
[Symbol]	PV METER
[Symbol]	SUBPANEL
[Symbol]	DC DISCONNECT
[Symbol]	AC DISCONNECT
[Symbol]	JUNCTION BOX
[Symbol]	MONITORING UNIT
[Symbol]	COMBINER BOX
[Symbol]	ROOF OBSTRUCTION

CUSTOMER INITIALS: _____



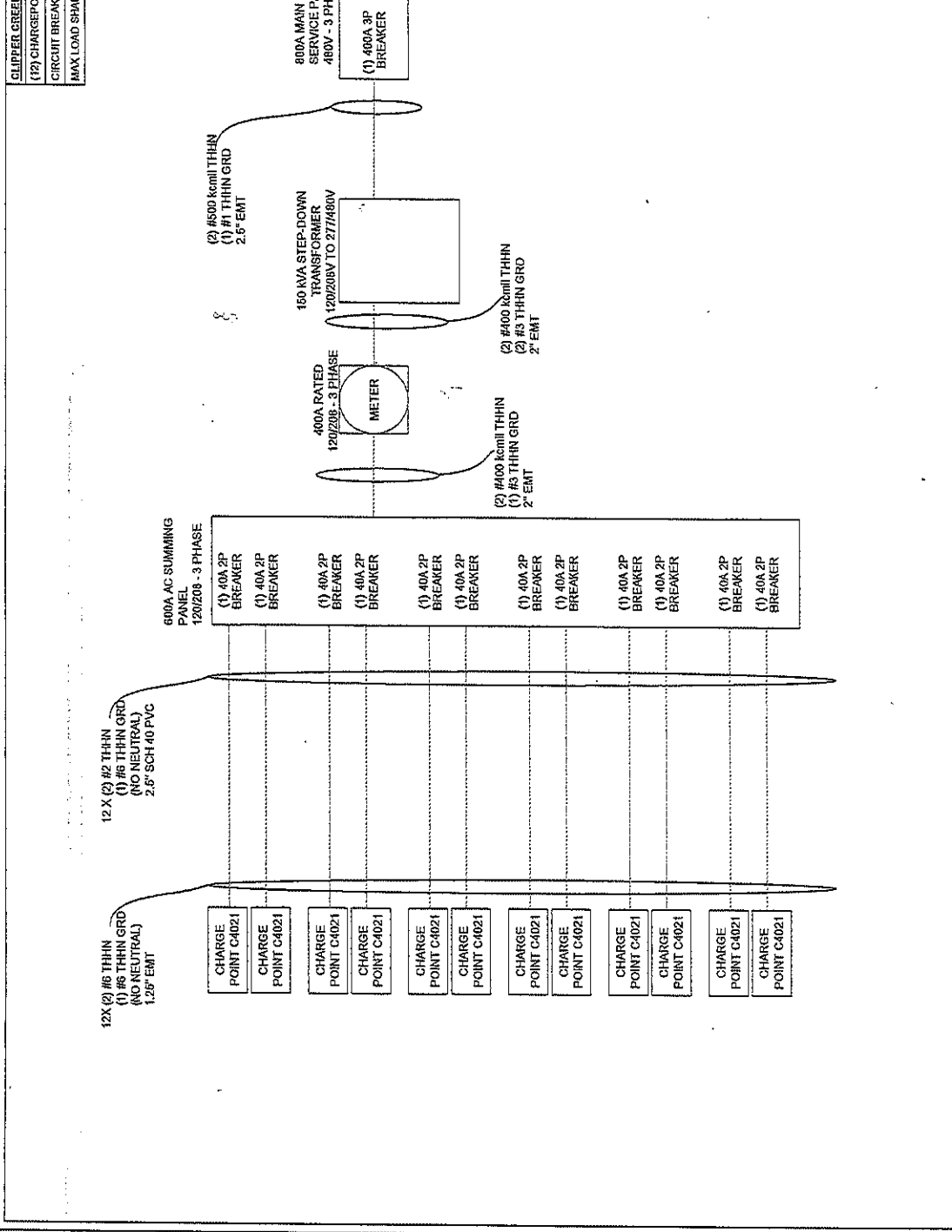
SITE PLAN DETAIL
 N.T.S. (North arrow pointing up)
 SCALE:

- NOTES:**
1. BOS TO BE LOCATED INTERNALLY ON WESTERN WALL NEXT TO EXISTING SERVICE ENTRANCE
 2. CONDUIT SHOULD BE RUN PARALLEL TO EXISTING WHENEVER POSSIBLE.

CLIFFER CREEK WALL CONNECTOR SPECS	
(12) CHARGEPOINT C-4021	
CIRCUIT BREAKER MAX	40A
MAX LOAD SHARING AMOUNT	2

ELECTRICAL KEY:

- BREAKER
- SWITCH
- SCREW TERMINAL
- FUSE
- SPLICE
- EARTH GROUND
- CHASSIS GROUND
- GEC
- EGC



CONDUIT ELEVATION: 1/2 TO 3-1/2" = 22 °C
 HIGH AMBIENT TEMPERATURE: 31 °C
 EXTREME LOW: -29°C
 ROOFTOP AMBIENT TEMP: 53°C = 0.76
 CONDUIT FILL: 1

NON-COLLUSIVE BIDDING STATEMENT

SECTION 103-D

By submission of this bid or proposal, the bidder certifies that:

- A. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor.
- B. This bid or proposal has not been knowingly disclosed and will not knowingly be disclosed, prior to the opening of the bids or proposals for this project, to any other bidder, competitor, or potential competitor.
- C. No attempt has been or will be made to induce any other person, partnership, or corporation, to submit or not to submit a bid or proposal.
- D. The person signing this bid or proposal certifies that has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties or perjury, affirms the truth thereof, such penalties being applicable to bidder as well as to the person signing in its behalf.
- E. That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this bid or proposal in behalf of the corporate.

RESOLVED THAT _____ be
(Name of Corporation)

Authorized to sign and submit the bid or proposal of this corporation for the following item or project: _____

and to include in such bid or proposal the certificate as to non-collusive required by Section one hundred three-D, the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by _____ Corporation

at a meeting of its board of directors held in the _____ day of _____,
20_____.

(Seal of Corporation) _____

Signature of Bidder _____

BID SHEET

Bid – Installation of Electrical Component for Installation of the Electric Vehicle Charging System at

Town of New Hartford
8635 Clinton Street
New Hartford, NY 13413

TOTAL BID SUBMITTED:

Numeric amount \$ _____

Written amount \$ _____ -
