



REQUEST FOR PROPOSAL (RFP)
PARKING AREA PAVING AND DRAINAGE REPAIR
MULTIPLE LOCATIONS

OSWEGO COUNTY OPPORTUNITIES, INC
239 ONEIDA STREET
FULTON, NY 13069

DATE: MAY 17, 2024

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1. SUMMARY AND BACKGROUND

Oswego County Opportunities, Inc. (OCO) is a private, nonprofit human service agency that has been supporting communities throughout Oswego County since 1966. Annually, OCO touches the lives of nearly 15,000 individuals in Oswego County. We remain steadfast in our efforts to provide educational services and support for our youth, assistance for the homeless, meals for the elderly, health care and nutritional supports for the whole family, guidance for those diagnosed with a mental illness, housing for the disabled, safety for the abused, advocacy for victims and transportation for all. Together, we strive to make our communities a better place in which to live, work, and play.

2. PROPOSAL GUIDELINES

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until **4:30 pm, June 14, 2024**. All proposals must be signed by an official agent or representative of the company submitting the proposal.

Bidders should complete a site visit and are responsible for completing all official measurements. These measurements are the bidder's responsibility.

The following documents/materials must be included with your bid:

- W-9 Tax ID Form
- Copies of all license and certifications in accordance with New York State and Local Code Enforcement
- Proof of Liability Insurance Coverage (Upon award OCO will be added as additionally insured)
- Proof of Worker's Compensation Coverage
- Subcontractor List with copies of licenses, certifications, liability, and workers comp coverage.
- Any site drawings and measurements with anticipated material and labor costs
- Preliminary Schedule (Assume a start 30 days from award) - The successful bidder will coordinate installation at the locations to ensure installation has the least negative effect on the daily operations of programs at the locations. (Contact names and numbers will be provided in addition to OCO Interim Facilities Manager to enable easier communication and access)

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 the 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 as well as proof of Liability and Workers compensation insurance coverage. The bidder is responsible for all payments associated with subcontracted work scope. Subcontractors must be approved by Oswego County Opportunities prior to start of work.

Disclose all warranties for services including their expiration dates.

Bids should be valid for a period of 6 months from date of submittal.

Work will start within 30 days of the award of contract, unless expressly agreed to in the contract between the two parties.

The following contract terms and conditions should be assumed in addition to those that may be negotiated upon selection of the winning bidder for this RFP.

- For projects with material costs exceeding \$2.5K, a down payment may be provided of not more than 30%.
- Final Payment will not be issued until work has been determined to be complete, the OCO Facilities Manager has completed an inspection of the work, and all warranty documents have been provided. In the event a special or extended warranty is purchased, it will be paid on an annual or quarterly basis as defined by the final contract.
- If the total award value is \$5K or less, payment will be issued upon final inspection and acceptance of the completed work.
- If prevailing wages apply – certified payroll must be submitted within 30 days after the job is completed – payment will be held if these documents are not properly filed.

All contractual terms and conditions will be subject to review by Oswego County Opportunities, Inc. and will include scope, budget, schedule, and other necessary items pertaining to the project.



3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

Oswego County Opportunities, Inc.'s has determined that two (2) parking lots are in need of repaving. (see below #1 and 2)

- 1) 239 Oneida Street, Fulton, NY
- 2) 74 Pierce Drive, Fulton, NY

Oswego County Opportunities, Inc.'s has determined that, additionally, one (1) parking lot is in need of a new layer of stone. (see below #3)

- 3) 303 Oneida Street, Fulton, NY additional parking lot area

Oswego County Opportunities, Inc.'s has determined that, additionally, one (1) parking lot is in need of drainage assessment, repair, and then repaving. (see below #4)

- 4) 10 George Street, Oswego, NY

Project Description:

Contractor / Bidder is to provide all labor, material, and incidentals required to remove existing eroded/damaged asphalt, install proper drainage, pave and line the parking areas.

4. PROJECT SCOPE

Locations: 1 and 2: 239 Oneida Street, Fulton, NY
74 Pierce Drive, Fulton, NY

1. Site Preparation:
 - Clear the parking lot of any debris, obstacles, or vehicles.
 - Install proper signage to inform users of the upcoming construction work.
2. Demolition and Removal:
 - Remove the existing asphalt surface, including milling and recycling where feasible.



- Remove any damaged curbs, gutters, or other elements as necessary.
- 3. Grading and Base Preparation:
 - Grade the subbase to ensure proper water drainage.
 - Compact the subbase to achieve the required density.
 - Install a new base layer (if needed) to support the new asphalt surface.
- 4. Asphalt Paving:
 - Apply a new layer of hot mix asphalt to the prepared surface.
 - Compact the asphalt to achieve the desired density and smoothness.
 - Ensure proper thickness and slope for water drainage.
- 5. Striping and Markings:
 - Paint new parking lines, stalls, directional arrows, and other markings as required.
 - Ensure compliance with local regulations and ADA requirements for accessibility.
- 6. Cleanup and Restoration:
 - Clean up the work site, including the removal of excess materials and waste.
 - Restore any landscaping or other elements disturbed during construction.

Location 3: 303 Oneida Street, Fulton, NY

1. Determination of how much gravel is needed to repair and maintain gravel parking lot.
2. Delivery of gravel and grading to make parking lot level.

Location 4: 10 George Street, Oswego, NY

1. Drainage assessment and repair.
2. Site Preparation:
 - Clear the parking lot of any debris, obstacles, or vehicles.
 - Install proper signage to inform users of the upcoming construction work.
3. Demolition and Removal:
 - Remove the existing asphalt surface, including milling and recycling where feasible.
 - Remove any damaged curbs, gutters, or other elements as necessary.
4. Grading and Base Preparation:
 - Grade the subbase to ensure proper water drainage.
 - Compact the subbase to achieve the required density.



- Install a new base layer (if needed) to support the new asphalt surface.
- 5. Asphalt Paving:
 - Apply a new layer of hot mix asphalt to the prepared surface.
 - Compact the asphalt to achieve the desired density and smoothness.
 - Ensure proper thickness and slope for water drainage.
- 6. Striping and Markings:
 - Paint new parking lines, stalls, directional arrows, and other markings as required.
 - Ensure compliance with local regulations and ADA requirements for accessibility.
- 7. Cleanup and Restoration:
 - Clean up the work site, including the removal of excess materials and waste.
 - Restore any landscaping or other elements disturbed during construction.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

1. Please consider the following as you assemble your bid: Oswego County Opportunities, Inc requires its contractors to remove all debris created by its efforts. Tools and materials should be secured when not in use. Site should be as clean as possible during downtimes. OCO will provide space for the contractor to park equipment as needed; it is expected that equipment will be locked at all times when not in use.
2. Contract/Bidder must complete a site inspection – this should be scheduled with Cory Torbitt, Interim Facilities Manager ctorbitt@oco.org
3. Contractor / Bidder will be responsible for obtaining any needed permits. Copies must be provided to OCO facilities manager upon award of contract.
4. The Contractor/Bidder is responsible for schedule code inspections, they are to be present during these activities, and provide copies of all reports, releases, etc. to OCO Facilities Management.
5. The contractor/bidder must be able to provide project status to OCO throughout the process once a contract is in place.

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than **June 14, 2024 at 4:30pm**.

Evaluation of proposals will be conducted by **June 24, 2024**. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.



The selection decision for the winning bidder, along with notifications to bidders who were not selected, will be made no later than **June 28, 2024**.

Project Timeline:

Project planning phase must be completed by **July 31, 2024**, or sooner. Project planning phase will determine the timeline/schedule for the remaining phases of the project.

6. BUDGET

All costs must be itemized to include an explanation of all fees and costs. Materials, Labor, Permits, Subcontracted Work, etc. should be identified separately. A full assessment of the drainage issue should be provided, along with the plan for repair/improvement. Oswego County Opportunities may opt to award all or part of the Scope. Oswego County Opportunities Inc. holds Tax Exempt status. Bids should show a line of \$0 or 0% Tax.

Oswego County Opportunities asks for a warranty for workmanship for a period of one (1) year. If not included it should be costed separately.

7. BIDDER QUALIFICATIONS

Qualified bidders must have all license and certifications in accordance with New York State and Local Code Enforcement, Proof of Liability Insurance Coverage, and Proof of Worker's Compensation Coverage.

8. PROPOSAL EVALUATION CRITERIA

Oswego County Opportunities, Inc. will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include each of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.



- Previous work: Bidders will be evaluated on examples of their work pertaining to paving, drainage design, as well as client testimonials and references.
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.

Completed Bid packets will be accepted by email to tlamb@oco.org or to the address below by **June 14, 2024 @4:30pm**.

Oswego County Opportunities
Attn: Tammy Lamb
239 Oneida Street
Fulton, NY 13069



PAVING RFP BIDDER SHEET
(you may bid one, multiple or all locations)

Location 1: 239 Oneida Street, Fulton, NY \$ _____

Location 2: 74 Pierce Drive, Fulton, NY \$ _____

Location 3: 303 Oneida Street, Fulton, NY
additional parking lot area \$ _____

Location 4: 10 George Street, Oswego, NY
(including drainage repair) \$ _____

Bid to do all 4 locations: \$ _____

Any additional costs to be added:

Contractor Name:

Address:

Phone number:

Email Address:

Each bidder must submit their electronic or hard copy proposal to the address below by June 14, 2024 @4:30pm.

Attn: Tammy Lamb, Procurement Coordinator
Oswego County Opportunities
239 Oneida Street
Fulton, NY 13069
Phone: (315) 598-4717
E-mail: tlamb@oco.org