



**City of Oneida Downtown Revitalization Initiative**

**Bid Package for  
117 Madison Street, Oneida, NY 13421**

**Administered by:**

**City of Oneida  
Oneida City Hall  
109 North Main Street  
Oneida, New York 13421**

## **Table of Contents**

- 1. Section 01 - Advertisement For Bids**
- 2. Section 02 - Information For Bidders**
- 3. Section 03 – Project Workslope**
- 4. Section 04 – Bid Form**

### **Section 01 Advertisement For Bids**

The City of Oneida is currently accepting bids for commercial renovations to be performed on a privately-owned building located at 117 Madison Street, Oneida, NY 13421. The bid package may be obtained by contacting Drew Alberti at [drew@flatleyread.com](mailto:drew@flatleyread.com).

Bids will be accepted until **Friday, July 18, 2025 at 12PM**. Bids shall be emailed to [drew@flatleyread.com](mailto:drew@flatleyread.com) or mailed or delivered to: City of Oneida, Oneida City Hall, 109 North Main Street, Oneida, New York 13412.

In awarding bids, the City of Oneida and the property owner reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bids it determines to be in the best interest of the City of Oneida and property owner considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders, or any other factors they deem appropriate.

This project is funded in part through the New York Main Street Program. As such, Bidders will be required to comply with all applicable Town, State and Federal requirements and regulations pertaining to the Program. However, Bidders should be aware that this project is not subject to State Prevailing Wage or Federal Davis-Bacon Wage requirements.

End of Section

**Section 02**  
**Information for Bidders**

**1. Location of the Work**

117 Madison Street, Oneida, NY 13421

**2. Description of the Work**

The Contractor will provide all labor and material necessary to complete building renovations at the above-referenced location as more fully described in Section 03 – Project Workslope. A pre-bid site visit may be scheduled by contacting Drew Alberti at Flatley Read, Inc. at (518) 577-5681 or [drew@flatleyread.com](mailto:drew@flatleyread.com).

**3. Receipt & Opening of Bids**

Bids shall be submitted using the Bid Form in Section 03. Bids will be received by the City of Oneida until the time and at the place stated in the attached Advertisement For Bids. Bids shall be emailed to [drew@flatleyread.com](mailto:drew@flatleyread.com) or mailed or delivered to: City of Oneida, Oneida City Hall, 109 North Main Street, Oneida, New York 13412.

**4. Informalities, Waivers and Withdrawals**

The City of Oneida may consider informal any Bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities in or reject any or all Bids. Conditioned Bids or Bids which do not contain a price for every numbered item contained in the Bid form will not be accepted.

**5. Obligations of Bidders**

At the time of the opening of Bids, each Bidder will be presumed to have inspected the Site, to have informed himself fully of the conditions relating to the work and labor required for the work, and to have read and acquainted himself with all Contract Documents. Failure to do so will not relieve the Bidder who is awarded the Contract of his obligation to complete the work for the price or prices bid, or any other obligation under the Contract. The failure or omission of any Bidder to receive or examine any Contract Documents shall in no way relieve him from any obligation in respect to his Bid. The project is subject to all New York State rules and regulations and the Bidder will be presumed to have understood and accepted these requirements. This project is not subject to State Prevailing Wage or Federal Davis-Bacon Wage requirements.

**6. Bidders Representations**

By making a Bid, the Bidder represents and warrants to the City of Oneida that (i) Bidder is and will be financially responsible and has and will have sufficient liquidity to meet its financial responsibilities under the Contract and for all other projects in which Bidder is or may become involved; (ii) Bidder is able to furnish the tools, materials, supplies, equipment, and labor required to complete the Work and perform the obligations required under the Contract Documents and has sufficient experience to do so; (iii) Bidder has carefully examined the Contract Documents and has visited and examined the project site; (iv) Bidder has satisfied itself as to the nature and location of the proposed Work, the general and local conditions, and all matters which may in any

way affect the Work; (v) Bidder fully understands the intent and purpose of the Contract Documents, and (vi) the bid is based on labor, material, equipment, and systems required by the Contract Documents without exception. Claims for additional compensation and/or extension of time relating to Bidder's noncompliance with such representations and warranties will not be allowed.

#### **7. Contractual Arrangements**

A contract will be issued between the property owner and the contractor exclusively. The City of Oneida holds the right to monitor the project to ensure funding source compliance and the completeness of work. The property owner will be responsible for contractor payment and must abide by all grant program regulations.

#### **8. Indemnity**

The contractor shall indemnify and hold harmless the City of Oneida and its employees, consultants and contractors from and against any and all claims, suits, actions, proceedings and any and all resulting damages, losses, costs and expenses of every nature, type and kind including reasonable attorney's fees which claims arise out of work performed by the contractor, its subcontractors and others who are employed by the contractor or its subcontractors during the course of the project.

#### **9. Award of Contract**

The Contract will be awarded to the lowest responsible bidder as determined by the City of Oneida unless the owner of the subject property chooses a different bid and agrees to pay the difference between the preferred bid and the lowest responsible bid.

End of Section

**Section 03**  
**City of Oneida New York Main Street Program**  
**Scope of Work**

|                   |                               |                         |                              |
|-------------------|-------------------------------|-------------------------|------------------------------|
| <b>Owner Name</b> | Sandy Cordell<br>315-439-1366 | <b>Property Address</b> | 117 Madison St<br>Oneida, NY |
|-------------------|-------------------------------|-------------------------|------------------------------|

**General Conditions**

- All permits and inspection fees to be paid by contractor. No work is to be performed without the necessary permits obtained.
- Project will require a building permit issued from the local building department and inspections as specified by the code officer.
- The contractor is responsible for obtaining all permits and scheduling inspections deemed necessary by the local authorities. This includes any 3<sup>rd</sup> party inspections.
- Contractor to supply owner copies of all manufacturer's warranties.
- All work to conform to the New York State Building Code and/or local building codes.
- Contractor to remove and dispose of all debris and keep property clean and safe on a daily basis.
- All work to be done in a professional and workmanlike manner.
- All changes to this scope of work must be submitted in writing and approved by the City and property owner.
- Residential repair for a pre-1978 structure requires compliance with the Renovation, Repair, and Painting rule. Contractors must supply a firm licenses and job supervisor licenses with bid documents.

| <b>Item No.</b> | <b>Description</b>   | <b>Total Cost</b> |
|-----------------|--|-------------------|
|                 |  |                   |
|                 | <b>Residential</b>   |                   |
| <b>1</b>        | Site Assessment and Planning   | \$                |
|                 | <p>Conduct a detailed site survey to verify dimensions and conditions, using Owner provided floor plan sketch. Bedroom to be located in the northeast corner, 9'x14' with a 32" door. Bathroom to be located in the southwest corner, 9'x5'6" with a 30" door. Kitchen to be located in the southeast corner. Living room to be 12'x17' in the northwest corner. Closets, fixtures, and appliances to be located as indicated on the sketch plan unless otherwise approved by City code officials.</p> <p>Assess HVAC, plumbing, and electrical requirements based on the building's existing infrastructure. Determine the need for any structural reinforcement or layout changes.</p> <ul style="list-style-type: none"> <li>• The contractor is responsible for obtaining all permits and scheduling inspections deemed necessary by the local authorities. This includes any 3<sup>rd</sup> party inspections and necessary document submission.</li> <li>• All permits and inspection fees are to be paid by contractor. No work is to be performed without the necessary permits obtained.</li> <li>• Project will require a building permit issued from the local building department and inspections as specified by the code officer.</li> </ul> |                   |
| <b>2</b>        | Structural   | \$                |

|          |   |    |
|----------|---|----|
|          | Frame and install interior walls, incorporating space for existing and new plumbing, electrical wiring, and sewer pipe.   |    |
| <b>3</b> | Plumbing  | \$ |
|          | Install plumbing for kitchen and bathroom. Include connections for sinks, shower/tub, and toilet. Water shut off valves to be placed behind toilet, and under kitchen sink.   |    |
| <b>4</b> | Electrical  | \$ |
|          | Install wiring, including outlets, switches, light fixtures, and hardwired smoke / CO detectors. Owner to approve final locations of all outlets, switches, and light fixtures. Smoke and CO detectors to be installed in compliance with NYS Building & Fire Code.   |    |
| <b>5</b> | HVAC  | \$ |
|          | Access current HVAC system and make necessary modifications to accommodate the new layout. Install or adjust vents and control systems to ensure efficient climate control.   |    |
| <b>6</b> | Insulation and Drywall  | \$ |
|          | Install rolled fiberglass insulation with vapor barrier to all exterior walls, minimum R-13.<br><br>Hang, tape, and finish drywall throughout. Paint to be one coat primer, two coats finish of an interior grade latex paint. Owner to approve color and finished appearance.  |    |
| <b>7</b> | Flooring  | \$ |
|          | Install laminate flooring, LifeProof or equal, to entire apartment. New flooring to be a minimum 20mil with integrated underlay and SPC or WPC core. Inspect existing subfloors for water damage and rot. Repair or replace subfloor as necessary prior to installation of new flooring. Install flooring according to the manufacturer's requirements. Installation to include baseboards and/or quarter round. Owner to approve finished appearance.    |    |
| <b>8</b> | Appliances, Lighting, and Hardware  | \$ |
|          | Install kitchen base and wall cabinets, countertop, sink with plumbing fixtures, and appliances.<br><br>Install bathroom tub/shower, toilet, and sink with plumbing fixtures, base cabinet and mirrored medicine cabinet above.<br><br>Install outlet covers, switch plates, and light fixtures.<br><br>Owner to supply to stove, refrigerator, and dishwasher.<br><br>Owner to approve finished appearance and locations of all fixtures and appliances. |    |
|          | <b>Residential Total</b>  | \$ |
|          |   |    |
|          | <b>Commercial</b>   |    |
| <b>1</b> | Painting  | \$ |

|          |  |    |
|----------|--|----|
|          | Inspect cinderblock wall surfaces for deterioration. Repair any cracks, missing mortar, etc. Clean and prep all surfaces. Protect adjacent surfaces, windows, and landscaping. Primer and finish paint to be suitable for exterior unpainted cinderblock surfaces. Owner to approve color, locations, and finished appearance.   |    |
| <b>2</b> | New Front Entry Door   | \$ |
|          | Remove existing entry door. Evaluate the condition of the door frame and surrounding structure for any damages. Repair or replace framing materials as necessary to ensure proper alignment, security, and smooth operation of new door. Supply and install all new entry door. Installation to include all necessary hardware, lock, handles, hinges, and weatherstripping. Contractor to confirm door dimensions on site. Owner to approve door style, material, color, swing direction, and security features.                  |    |
| <b>3</b> | Laundromat Flooring  | \$ |
|          | <p>Inspect existing floor. Repair or replace all areas of damaged, rotten, or missing floor. Owner to repair damaged floor at front entry door. Supply and install ¼" luan subfloor over existing vinyl tile. Owner to remove appliances as needed, including washing machines, toilet, and office furniture.</p> <p>Supply and install 20 mil glue down luxury vinyl plank flooring. Include vinyl cove base. Dimensions to be confirmed on site by the contractor. Owner to approve flooring design and finished appearance.</p> |    |
|          | <b>Commercial Total</b>  | \$ |

End of Section

**Section 04**  
**Bid Form**

*Instructions: All bids shall be submitted using this form and must include all other documentation described in the Project Specifications.*

|   |
|---|
| <b>Project Name: 117 Madison Street, Oneida, NY</b> |
| Contractor Name:                                    |

| Proposal Detail |                                    |           |
|-----------------|------------------------------------|-----------|
| Item            | Description                        | Bid Price |
| 1.              | Site Assessment and Planning       | \$        |
| 2.              | Structural                         | \$        |
| 3.              | Plumbing                           | \$        |
| 4.              | Electrical                         | \$        |
| 5.              | HVAC                               | \$        |
| 6.              | Insulation and Drywall             | \$        |
| 7.              | Flooring                           | \$        |
| 8.              | Appliances, Lighting, and Hardware | \$        |
| 9.              | Painting                           | \$        |
| 10.             | New Front Entry Door               | \$        |
| 11.             | Laundromat Flooring                | \$        |
|                 | Total                              | \$        |



*Instructions: The Bid Certification must be signed by a person authorized to enter into a contract on behalf of the company listed.*

**Bid Certification**

I, the undersigned contractor, have inspected the above listed property and understand the extent and character of the work to be completed as described in the Project Specifications.

I propose to furnish all labor, materials, and equipment necessary to accomplish the work, as described in the Project Specifications, on the property located at \_\_\_\_\_, for the sum of \_\_\_\_\_ dollars (\$\_\_\_\_\_).

I will commence the work within \_\_\_\_\_ calendar days from the date the notice to proceed is received and will complete the work within \_\_\_\_\_ calendar days after starting the work.

This bid is valid for a period of 90 days.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Instructions: Complete the following table. Attach additional sheets if necessary.

|   |
|---|
| <b>Project Name: 117 Madison Street, Oneida, NY</b> |
| Contractor Name:                                    |

| Company Information |        |      |                                    |        |      |
|---------------------|--------|------|------------------------------------|--------|------|
| Company Name:       |        |      | Officers, Partners, Owner Name(s): |        |      |
| Address:            |        |      | Address:                           |        |      |
| City:               | State: | Zip: | City:                              | State: | Zip: |
| Phone:              | Cell:  |      | Phone:                             | Cell:  |      |
| Email:              |        |      | Email:                             |        |      |

Instructions: List the construction experience of each of the company principals: (Indicate number of years in the industry and if experience is new construction, rehabilitation, historic renovations, energy efficiency, etc.). Attach additional sheets if necessary.

| Experience      |                 |
|-----------------|-----------------|
| Principal Name: | Principal Name: |
| Experience:     | Experience:     |

Instructions: List business references including local banks, subcontractors, and material suppliers.

| Business References |        |      |          |        |      |
|---------------------|--------|------|----------|--------|------|
| Name:               |        |      | Name:    |        |      |
| Address:            |        |      | Address: |        |      |
| City:               | State: | Zip: | City:    | State: | Zip: |
| Phone:              |        |      | Phone:   |        |      |

Instructions: List customers with whom the company has recently done business.

| Customer References |                  |      |          |                  |      |
|---------------------|------------------|------|----------|------------------|------|
| Name:               |                  |      | Name:    |                  |      |
| Address:            |                  |      | Address: |                  |      |
| City:               | State:           | Zip: | City:    | State:           | Zip: |
| Phone:              | Contract Amount: |      | Phone:   | Contract Amount: |      |

**Section 04**  
**Bid Form**

**Project Name: 117 Madison Street, Oneida, NY**

Contractor Name:

Instructions: Attach documentation of insurance and EPA lead-based paint certification. If you do not have EPA lead-based paint certification state in the explanation section that it will be obtained prior to the start of construction.

**Insurance & Lead-based Paint Certification**

**Documentation Submitted with application (Check all that apply)**

✓

Liability Insurance

Workers' Compensation Insurance

EPA Lead-based Paint certification

Explanation if not attached.

*Instructions: Principal owners must sign and date the following Attestation.*

**Attestation**

The undersigned contractor certifies that all information given herein is correct and that the information may be verified from any source and further agrees:

1. That the contractor will perform the work in accordance with the description of work, general specifications, the NYS Uniform Fire Prevention and Building Code, Local Code, and all other applicable rehabilitation guidelines and standards and be subject to a final inspection by local Codes.
2. That if the work performed by the contractor is found to be unsatisfactory or if the contract relations between the contractor, property owner, or other parties are found to be unsatisfactory, the City of Oneida may remove his/her name from the list of selected contractors without notice.
3. That contractor has proper insurance.
4. That she/he will abide by all applicable equal employment opportunity regulations.

\_\_\_\_\_  
Contractor Name (Please Print)

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

## Section 04

### **NON-COLLUSIVE BIDDING CERTIFICATION**

**BY SUBMISSION OF THIS BID, BIDDERS AND EACH PERSON SIGNING ON BEHALF OF BIDDER CERTIFIES, AND IN THE CASE OF JOINT BID, EACH PARTY THERETO CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:**

1. The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

**A BID SHALL NOT BE CONSIDERED FOR AWARD NOR SHALL ANY AWARD BE MADE WHERE 1, 2, 3 ABOVE HAVE NOT BEEN COMPLIED WITH; PROVIDED HOWEVER, THAT IF IN ANY CASE THE BIDDER(S) CANNOT MAKE THE FORGOING CERTIFICATION, THE BIDDER SHALL SO STATE AND SHALL FURNISH BELOW A SIGNED STATEMENT WHICH SETS FORTH IN DETAIL THE REASONS THEREFORE:**

**[BIDDERS AFFIX ADDENDUM TO THIS PAGE IF SPACE IS REQUIRED FOR STATEMENT]**

Subscribed to under penalty of perjury under the laws of the State of New York, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ as the act and deed of said individual, corporation or partnership.

**Person Legally Responsible for Binding Bidder**

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_

**Joint or combined bids must be certified on behalf of each participant**

\_\_\_\_\_  
Legal name of person, firm or corporation                      Legal name of person, firm or corporation

**Person(s) Legally Responsible for Binding Participant**

Name \_\_\_\_\_ Name \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

Business Address \_\_\_\_\_ Business Address \_\_\_\_\_

Cordell Properties Apt 2E  
115 Madison St Oneida (315-439-1366)  
↑ N

