

**STATE UNIVERSITY OF NEW YORK**  
**Purchase College**

Project Title: PepsiCo Theatre Seating Renovation  
Project Number: SU-051117  
Project Release Date: 05/11/2017

**Notice to Bidders:**

**State University of New York – Purchase College, intends to make an award under our discretionary authority, pursuant to State Finance Law §163.6 and NYS Education Law §355(5)(a), for the above noted commodity/service. A sealed bid will not be held. This procurement opportunity is limited to New York State small businesses, SDVOB, businesses certified pursuant to Article 15-A of the New York State Executive Law and, if applicable, businesses selling commodities or technology that are recycled or remanufactured.**

**Designated Contacts**

For New York State/SUNY administrative policy/procedure:

James A. Mwaura  
Associate Director of Purchasing & Accounts Payable  
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Email [james.mwaura@purchase.edu](mailto:james.mwaura@purchase.edu)

**Site Visit:**

Date: Wednesday, 05/24/2017  
Time: 2:00 PM  
Location: Performance Arts Center  
Purchase College SUNY  
735 Anderson Hill Road,  
Purchase, New York 10577-1402.

**Site Visit Contact:**

Kimberly Cook  
Business Manager  
The Performing Arts Center  
Purchase College  
Telephone: 914.251.6196  
Email: [kimberly.cook@purchase.edu](mailto:kimberly.cook@purchase.edu)

For directions: <https://www.purchase.edu/AboutPurchase/VisitorsGuide/Directions/>

For a campus map, see: <https://www.purchase.edu/sharedmedia/admissions/campus%20map.pdf>

**Proposal Submission Date: 06/05/2017 - COB**

Proposals may be submitted by email:

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## **Scope of Work/ Specifications**

1. Reupholster 519 Heywood Wakefield theatre seats with new foam and fabric.
2. Reupholster 108 aisle end panels with new fabric.
3. Refurbish and repaint 579 arm rests.

### Add Alternates:

1. Renovate balcony seating - 197 seats, 30 aisle panels and 212 armrests
2. Provide and install 120 new letter tags for aisle armrests (150 should Add Alternate 1be included) and replace seat tags for booth seats.

## **Project Notes**

Prevailing Wage Rate compliance per NY State Dept. of Labor requirements

Complete removal of seats, backs and armrests between June 19 and June 23.

Complete reinstallation between August 28 and September 8

All materials, labor and transportation to be included

College will be responsible for disconnecting any applicable electrical components

College will provide for trash removal

## **SPECIFICATIONS FOR RENOVATION OF AUDITORIUM SEATING**

1. Measure and prepare a seat plan illustrating the existing installation of seating, including individual seat sizes, prior to starting the restoration process.
2. Remove seats, backs and armrests from standards
3. Remove the old seat cover and foam from the seat pan and inner back.
4. all moving parts pf the seat mechanism. Adjust and align pivots and replace any worn bushings, pins, bumpers or springs.
5. Install new, individually molded polyurethane foam seating pad. The molded foam pad shall be of first quality materials, it shall conform with industry standards and applicable fire codes.
6. Install new polyurethane foam pad to the seat inner back. The foam pad shall be of first quality materials, it shall conform with industry standards and applicable fire codes.
7. The back will be upholstered on the front side and the fabric will be installed smooth, evenly taut and with no visible fasteners. The fabric will run in the same direction on all pieces.
8. The seat cushion will be upholstered and the sewn cover will be installed smooth, evenly taut with no visible fasteners. The fabric will run perpendicular to the front seat edge and in the same direction on all pieces.
9. The fabric shall be of first quality. The source of the fabric and samples shall be provided.
10. Prior to upholstering, the fabric will be checked for flaws and the pattern will be laid out with attention to pattern or nap direction.
11. All wooden armrests will be painted to match the current color. Paint color to be confirmed with Owner.
12. All work will be performed by skilled craftsman trained and experienced in the methods and equipment necessary to complete this work.
13. All labor, materials and workmanship will be guaranteed to be free from defect,
14. under normal usage, for a period of one (1) year. The fabric to be covered by a lifetime performance warranty.

**Proposal Submission:**

Submit a **TOTAL COST PROPOSAL** for all work specified (Cost must include materials, labor, equipment and travel).

**Method of Award**

Award will be made to the responsive and responsible bidder submitting the lowest cost for all work specified herein.

**INSURANCE REQUIREMENTS**

The contractor shall procure and maintain, at contractor's own cost and expense, the following kinds of insurance:

- a. Worker's Compensation Insurance. A policy complying with the requirements of the State of New York.
- b. Disability Benefits Insurance. A policy complying with the requirements of the State of New York.
- c. Contractor's Commercial General Liability Insurance. A standard commercial general liability insurance policy that shall include, but not be limited to coverage for bodily injury, property damage, personal/advertising injury, premises liability, independent contractors, blanket contractual liability including tort liability of another assumed contract, liability arising from all work and operations under the contract, defense and indemnification obligations, including those assumed under contract, cross liability coverage for additional insureds, all work and operations under this contract and all obligations assumed by the contractor under this contract. The coverage under such policy shall not be less than the following limits:
  - \$4,000,000.00 Each Occurrence
  - \$5,000,000.00 Aggregate
- d. Comprehensive Business Automobile Liability and Property Damage Insurance. A policy covering liability arising out of the use of any motor vehicle, including owned, leased, hired, and non owned vehicles used in connection with the work covered by the contract documents the circumstances under which they are being used, required by Motor Vehicle Laws of the State of New York to bear license plates. The coverage under such policy shall not be less than the following limits:
  - \$1,000,000.00 Combined Single Limit
- e. Umbrella and Excess Liability Insurance. When the limits of the Commercial General Liability, Auto and/or Employers Liability policies are insufficient to meet the limits specified, contractor shall procure and maintain Commercial Umbrella and/or Excess Liability policies with limits in excess of the primary. The total amount of insurance coverage must, minimally, meet the designated requirements.

**Workers Compensation Insurance & Disability Benefits Coverage**

All employees in the hire of the Successful Bidder shall be adequately and properly covered by Workers' Compensation Insurance and Disability Benefits coverage in all work concerned in and about the Purchase College premises. Prior to commencement of work, proof of coverage of Workers Compensation Insurance and of Disability Benefits Coverage will be required to be submitted.

For further information, see <http://www.wcb.ny.gov/content/main/Employers/busPermits.jsp>.

**Prevailing Wage Rates**

The latest prevailing wage rates and supplements determined by the Department of Labor of the State of New York for the locality at which the work shall be performed will be in effect during the course of this contract.

The Prevailing Wage Case number for this contract is **PRC# 2017005008 - SU 051117**

Website: <https://applications.labor.ny.gov/wpp/publicViewProject.do?method=showit&id=1384262>

**END**