VILLAGE OF IRVINGTON

WESTCHESTER COUNTY, NEW YORK

ADA VERTICAL PLATFORM LIFT PURCHASE AND INSTALLATION

CONTRACT NO. 2026-45

Mandatory Site Visit: Wednesday, November 18, 2026 at 10:00 AM

Written Questions Due: Friday, November 20, 2026

Sealed Bids Due / Public Opening: Friday, December 4, 2026 at 11:00 AM

Village Hall • 85 Main Street • Irvington, NY 10533

BIDDING AND CONTRACT REQUIREMENTS

NOTICE TO BIDDERS

1. Sealed bids will be received by the Village Clerk of Irvington until **11:00 AM on Friday, December 4, 2026**, at Village Hall, 85 Main Street, Irvington, NY 10533, for ADA Vertical Platform Lift Purchase and Installation, Contract No. 2026-45. Immediately thereafter, bids will be publicly opened and read aloud in the Court Room at Village Hall. Bids may be delivered or mailed to the attention of Karen Buccheri, Assistant to the Village Administrator, at the address above, and must be received by the deadline. Electronic bids will not be accepted.

2. A **mandatory site visit** will be held **Wednesday, November 18, 2026 at 10:00 AM** at Village Hall, 85 Main Street. Attendance will be recorded. Bids from firms that do not attend may be rejected as nonresponsive.

3. Written questions must be submitted by Friday, November 20, 2026 to KBuccheri@irvingtonny.gov. Only written addenda issued by the Village are binding. Interested bidders are encouraged to email office@irvingtonny.gov with company and contact information to receive project communications; expressing interest does not replace the mandatory visit or bid submission.

4. Attention is directed to New York State Labor Law Article 8 prevailing wage and supplemental benefit requirements. The project-specific NYSDOL prevailing wage schedule and PRC number have been provided.

5. Plans, specifications and addenda are available through the Village Administrator's Office and/or the Village website. Bidders must confirm they possess all addenda. The Board of Trustees reserves the right to reject any or all bids and waive informalities to the extent permitted by law. Award, if made, will be to the lowest responsive and responsible bidder in accordance with applicable law.

Katie Bugna, Village Clerk-Treasurer

November 9, 2026

INSTRUCTIONS TO BIDDERS

1. Submit one signed original bid in a sealed envelope marked “SEALED BID — ADA VERTICAL PLATFORM LIFT — DO NOT OPEN BEFORE DECEMBER 4, 2026, 11:00 AM.” Include bidder name and return address.

2. Bid must include completed Bid Proposal Form, acknowledgment of addenda, insurance acknowledgment, non-collusive bidding certification, qualifications/references, proposed equipment data, and signed contractor certifications.

3. Bidder shall inspect the site at the mandatory walkthrough and verify dimensions, electrical supply, access, gate swing, clearances, existing finishes and all conditions affecting cost.

4. Prices shall be firm for 45 calendar days following bid opening. The Village may investigate bidder responsibility, experience, licensing and references. No substitution or deviation is accepted unless approved by written addendum.

5. No work may commence until the contract is executed, insurance and required wage documents are furnished, and the Village issues written notice to proceed.

6. The contractor shall coordinate work in an occupied public building and maintain safe public access, including temporary barriers and dust protection.

7. The Village shall determine whether bid security and performance/payment bonds are required before public issuance; see pre-issuance checklist.

BID PROPOSAL FORM

PROJECT: ADA Vertical Platform Lift Purchase and Installation | CONTRACT # 2026-45

Bidder legal name: _____

Address: _____

Authorized representative / title: _____

Telephone: _____ Email: _____

The undersigned proposes to furnish all labor, materials, equipment, permits, delivery, installation, testing, training and closeout services required by the contract documents for the following lump-sum bid:

Lift equipment, controls, gates, shipping and delivery	$_____
Lift installation, commissioning and testing	$_____
Carpentry, framing, finishes and related building work	$_____
Electrical work and connections	$_____
Permits, inspections and other included costs	$_____
TOTAL BASE BID (sum of all items)	$_____

Proposed manufacturer / model: _____

Estimated equipment lead time: _____ Completion after notice to proceed: _____

Warranty included: _____ Optional annual maintenance price: $_____

Addenda acknowledged (numbers/dates): _____

Signature: _____ Date: _____

QUALIFICATIONS OF BIDDERS

Submit company profile, relevant New York State licenses/registrations where applicable, proposed subcontractors, evidence of manufacturer authorization or relevant installation experience, and three comparable installations with contact names and phone/email. The Village may request additional evidence of responsibility.

INSURANCE PROCEDURE

THIS PAGE MUST BE RETURNED WITH BID.

Obtain review by your insurance broker and include all costs of required insurance in the bid.

Bidder: _____

Signature: _____

Date: _____

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and person signing certifies under penalty of perjury that the prices were independently arrived at without collusion or agreement restricting competition; prices have not knowingly been disclosed to competitors before opening except as required by law; and no attempt has been made to induce another bidder to submit or withhold a bid to restrict competition.

Bidder: _____

Signature: _____

Date: _____

HOLD HARMLESS / SAFETY ACKNOWLEDGMENT

The contractor shall take reasonable safeguards against injury and property damage and shall be responsible for acts and omissions of its personnel and subcontractors. Final indemnification and hold-harmless language shall be subject to review and approval by the Village Attorney and included in the executed contract.

Bidder: _____

Signature: _____

Date: _____

CONTRACT AGREEMENT FORM (DRAFT)

This Agreement is made on _____ between the Village of Irvington ("Owner"), 85 Main Street, Irvington, NY 10533, and _____ ("Contractor").

1. Scope: Contractor shall provide the complete ADA vertical platform lift installation described in the Contract Documents, including all associated carpentry, electrical, permits, inspections and commissioning.

2. Price: Owner shall pay the accepted lump-sum bid of $_____, subject to written authorized changes and satisfactory performance.

3. Time: Contractor shall begin only upon written notice to proceed and achieve substantial completion within _____ calendar days, subject to the approved schedule.

4. Compliance: Contractor and subcontractors shall comply with applicable federal, state and local laws, New York State prevailing wage requirements, and all applicable safety and building codes.

5. Insurance: Contractor shall maintain the coverages specified in Section #IN and furnish required certificates before commencement.

6. Changes: No extra work or compensation is authorized absent a written change order approved by the Village.

7. Subcontracting: Prior written Village consent is required for subcontracting; the prime contractor remains responsible for the work.

8. Acceptance: Final payment is conditioned on successful inspection/testing, required payroll documentation, delivery of warranties/manuals, and Village acceptance.

9. Termination/default: The Village may exercise termination and remedies for material default as provided by applicable law and the final executed agreement.

10. Governing law: State of New York.

VILLAGE OF IRVINGTON: _____

Date: _____

CONTRACTOR: _____

Date: _____

INSURANCE REQUIREMENTS

Contractor shall provide insurance certificates and endorsements consistent with the Village's standard contractor specifications, subject to Village insurance adviser and counsel review:

Commercial General Liability: $2,000,000 per occurrence; $4,000,000 general and products/completed operations aggregates, per-project basis.

Workers' Compensation / Employers' Liability: New York statutory coverage. Disability Benefits: New York statutory coverage.

Automobile Liability: $1,000,000 combined single limit for owned, hired and non-owned vehicles.

Property coverage for materials in transit, stored or installed; contractor equipment and tools at contractor's risk.

Village of Irvington to be named additional insured on applicable liability coverage on a primary/noncontributory basis where required by contract.

Submit appropriate NYS workers' compensation and disability proof, not solely an ACORD certificate.

WAGE AND HOUR LAWS

All public work subject to New York State Labor Law Article 8 shall be performed at no less than the applicable prevailing wage and supplemental benefit rates for each trade and classification, including elevator constructors, electricians and carpenters as applicable. Bidders shall include all labor compliance costs in the bid.

Official NYSDOL prevailing wage information: https://dol.ny.gov/prevailing-wage-schedules

Obtain a project-specific schedule / PRC: https://dol.ny.gov/obtain-wage-schedule

Project PRC#: 2026031260

The Village must attach the project-specific wage schedule before bid issuance/award as required. Rates are subject to updates; contractor must comply with the controlling schedule and applicable certified payroll submission requirements.

DETAILED BID SPECIFICATIONS

1. PROJECT DESCRIPTION

Provide a complete, commercial-grade, wheelchair-accessible vertical platform lift serving the first floor of Irvington Village Hall, 85 Main Street, Irvington, New York. The conceptual configuration is approximately 39 inches of vertical travel with a 90-degree entry/exit arrangement. These are preliminary criteria to be field verified at the mandatory site visit; contractor shall provide a code-compliant system suited to actual conditions.

2. EQUIPMENT AND PERFORMANCE

Provide new commercial vertical platform lift designed for public-building use, with wheelchair-accessible platform, suitable rated load, required safety devices, emergency stop, emergency lowering/backup as applicable, accessible operating controls, wireless call/send stations where code-permitted, and upper and lower manual gates with required interlocks.

Equipment shall conform to applicable accessibility provisions of the ADA Standards, New York State Uniform Code, and adopted ASME A18.1 or other governing lift safety standards as determined by the authority having jurisdiction. The contractor must verify whether a platform lift is permitted for the intended accessible route; do not assume the proposed device is automatically an ADA-compliant solution.

Bidder shall identify manufacturer, model, platform clear dimensions, capacity, power requirements, gate configuration, controls, operating speed, warranty and all required clearances. Provide manufacturer technical sheets with bid.

3. COMPLETE INSTALLATION

Include site measurement, submittals/shop drawings, protection of occupied areas, delivery, rigging, anchorage, carpentry/framing modifications, electrical branch circuit and connections, patching and restoration of affected surfaces, any required signage, and proper disposal of debris.

Contractor shall coordinate any necessary design by New York State licensed professionals, permits, electrical inspection, lift inspection and acceptance by the authority having jurisdiction. Identify proposed subcontractors and applicable licenses.

Protect egress routes, maintain public safety, coordinate shutdowns in advance with Village staff, and restore all disturbed finishes to match adjacent conditions as closely as practical.

4. TESTING, TRAINING AND CLOSEOUT

Perform manufacturer startup and all required load, functional, safety and acceptance tests. Correct deficiencies before final acceptance.

Provide staff training, two sets or electronic copies of operating/maintenance manuals, warranty documents, emergency procedures, as-built installation information, permit closeout and inspection approvals.

Include at least one year of parts and labor warranty after acceptance unless a longer manufacturer warranty is standard. Quote optional annual preventive maintenance

separately; optional maintenance will not be included in the base-bid comparison unless the Village states otherwise by addendum.

5. SCHEDULE AND MEASUREMENT

Anticipated installation: Spring 2027, subject to contract award, equipment lead times and Village authorization. Include proposed lead time and duration in bid.

The total base bid shall be a single lump-sum price for a complete operational installation. Itemized components are required for comparison and change-order review, but award is based on the total base bid.