



March 17, 2014

ADDENDUM NO. 1

Invitation to Bid No. 401480

RE: ACOUSTICAL TILE – FURNISH AND INSTALL

Instruction to Bidders:

- 1. REPLACE ALL PAGES OF BID DOCUMENT**
- 2. The bid opening date will be changed to March 24, 2014.**

SIGN the Addendum below acknowledging receipt and understanding, **INSERT** it in the bidding document, and **RETURN** it with your bid.

CITY OF ROCHESTER

Charles Zettek, Jr.
Purchasing Agent

The undersigned bidder acknowledges receipt & understanding of Addendum No. 1.

_____, 2014 _____





PRINTED NAME OF BIDDER

ACOUSTICAL TILE, FURNISH & INSTALL - ADDENDUM

Invitation to Bid No. 401480 Issued: February 24, 2014

PURCHASING BUREAU CONTACT: Roslyn Phillips, Purchaser, 585-428-7042

BID OPENING: Monday, March 24, 2014, at 11:00 a.m.

Sealed bids are to be returned to the Office of the Purchasing Agent, City Hall Room 105A, Rochester, NY 14614, prior to bid opening, at which time and place all bids will be opened, read and recorded.

The bidder's attention is directed to the General Conditions and Instructions to Bidders which appear immediately following this title page and are incorporated into the bidding document and contract by reference.

CONTRACT CHARACTERISTICS

(For definitions or explanations, see General Conditions)

Type of Contract: **FIXED PRICE, ONE YEAR TERM WITH OPTION TO EXTEND**

Bid Deposit Requirement: **NO**

Performance Security Requirement: **NO**

Insurance Requirement: **YES**

Samples Requirement: **NO**

Descriptive Literature/Technical Data Requirement: **NO**

BIDDERS: Please note that prices, company identification and authorized signature are to be entered on the Proposal which appears at the end of the specifications.



ACOUSTICAL TILE, FURNISH & INSTALL - ADDENDUM

1. SCOPE AND CLASSIFICATION

1.1 SCOPE

It is the intent of this specification to establish a contract for furnishing and installing and removing acoustical ceilings in various buildings owned, rented, leased, or otherwise controlled by the City of Rochester.

1.2 CLASSIFICATION

Four types of work shall be required of this contract:

1.2.1 New installations;

1.2.2 Replacement of tile within an existing grid system;

1.2.3 Removal and disposal of existing tiles and/or grid systems.

1.2.4 Possible moving of furniture or clearing of room.

1.3 A written cost estimate must be submitted and approved by authorized City representatives for every job prior to it being started. Job invoices must match the approved estimate unless the City agrees to changes made to the original estimate.

2. MATERIALS

All materials shall be new and unused.

2.1 GRID

Shall be a snap-grid system of white enamel.

2.1.1 MAINS shall be .024 inch steel, 15/16 inch face, 1-3/8 inch height.

2.1.2 CROSS TEES shall be .018 inch steel, 15/16 inch face, 1-3/8 inch height.

2.1.3 STRAIGHT EDGE shall be .024 inch steel, 15/16 inch x 15/16 inch.

2.2 CEILING TILES

2.2.1 To be a fire-retardant mineral-fiber material in tile and regular lay-in panel form. Pattern equal to Armstrong:

a. Minaboard/Fire Guard Fissured 2x4x5/8" lay-in.

b. Armstrong Dune #1773 2x4x5/8" lay-in.

c. Minatone/Fire Guard Cortega 2x2x5/8" tegular lay-in.

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**2.2.2 Or High-Performance Fiberglass acoustical tile by Armstrong or equal.
Pattern to be:**

a. Painted Nubby 2x4x1" lay-in.

2.2.3 All tiles to be washable white finish with a light reflective value over 75%.

2.3 TIE WIRE

16 gauge galvanized soft annealed wire.

2.4 HANGER WIRE

Eight gauge galvanized wire equal to U.S. Gypsum and designed for this use and fastened to existing ceiling with approved methods.

2.5 SUBMITTALS

Contractor to submit samples and product literature for each material specified.

3. GENERAL DELIVERY AND INSTALLATION REQUIREMENTS

3.1 DELIVERY, STORAGE, AND HANDLING

3.1.1 The items to be furnished under this contract shall be delivered to the job site within ten (10) calendar days after receipt of Purchase Order. Installation shall be completed per Section 9.3.

3.1.2 Deliver acoustical tiles and suspension system components to Project site in original, unopened packages and store them in a fully enclosed space where they will be protected against damage from moisture, direct sunlight, surface contamination, and other causes.

3.1.3 Before installing acoustical tiles, permit them to reach room temperature and stabilized moisture content.

3.1.4 Handle acoustical tiles carefully to avoid chipping edges or damaging units in any way.

3.2 PROJECT CONDITIONS

Environmental limitations: Do not install acoustical tile ceilings until spaces are enclosed and weatherproof, wet-work in spaces is complete and dry, work above ceilings is complete, and ambient temperature and humidity conditions are maintained at the levels indicated for Project when occupied for its intended use.

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3.3 COORDINATION

Coordinate layout and installation of acoustical tiles and suspension system with other construction that penetrates ceilings or is supported by them, including light fixtures, HVAC equipment, fire suppression system, and partition assemblies. Acoustical tile contractor is to coordinate work with the City electrician or contractor.

3.4 All installation work shall be done by workers specializing in this type of work and in accordance with manufacturer's latest directions and recommendations.

3.5 Contractor shall furnish and install exposed-grid system as specified and drawn. The system shall be installed to permit border units of the greatest possible size. All members shall be aligned for true, level surface and straight lines.

3.5.1 In addition, Contractor shall be required to replace tile within an existing grid system and clean the existing grid.

3.6 Following installation, soiled or discolored surfaces shall be cleaned by contractor. The contractor shall also be responsible for cleaning the work area of all debris and excess materials resulting from, and immediately after the installation.

3.7 New installations of 100 SF per building or less will be paid at the price per square foot times 100 SF.

3.8 Square foot (SF) cost in the proposal shall be the actual SF of the spaces.

4. CONTRACT TERM

4.1 The contract resulting from the bid invitation shall last for a period of one year beginning on date of award and ending March 31, 2015.

4.2 The City may extend the contract for up to three (3) additional periods of one (1) year or less, upon mutual agreement of the contracting parties.

5. NON-SPECIFIED ITEMS

5.1 The City reserves the right to negotiate prices for items which are comparable to but may not be included on the Proposal Pages. This option may be exercised for additional related items required during the contract term.

5.2 The contract vendor must first submit a written price quote to the office of the Purchasing Agent, which if approved, will become an additional contract item.

5.3 Items supplied or services rendered without the prior approval of the Purchasing Agent or his/her authorized agent will not be paid for by the City.

ACOUSTICAL TILE, FURNISH & INSTALL - ADDENDUM

6. QUALIFICATIONS OF BIDDER

- 6.1 In addition to items specified under paragraph 23 of the General Conditions and Instructions to Bidders, the City may consider the following in determining a bidder's responsibility:
- 6.1.1 That the bidder has been engaged in this type of business for a minimum of five (5) years;
 - 6.1.2 That the bidder employs qualified personnel experienced in this type of work;
 - 6.1.3 Previous performance under City contracts, or contracts of sufficient and comparable size with other customers.
- 6.2 The City of Rochester may require submittal of such additional information as may be required to verify bidder's responsibility.

7. INSURANCE

- 7.1 The contractor shall procure and maintain at his/her own expense until final acceptance of the work covered by the contract documents, insurance for liability for damages imposed by law of the kinds and in the amounts hereinafter provided from insurance companies authorized to do such business in the State of New York covering all operations under the contract documents whether performed by him or his subcontractors.
- 7.2 Within ten days of request, the contractor shall furnish to the City Purchasing Agent a certificate or certificates of insurance in form satisfactory to the City Purchasing Agent showing that he/she has complied with this Section, which certificate or certificates shall provide that the policies shall not be materially changed or cancelled until ten days' written notice has been given to the City Purchasing Agent.
- 7.3 In each policy of insurance except insurance for Workers' Compensation and Disability Insurance, the City shall be named as an additional insured for liability arising under this agreement. Except for Workers' Compensation and Disability Insurance, no insurance required herein shall contain any exclusion of municipal operations performed in connection with the project.
- 7.4 The kinds and amounts of insurance are as follows:

7.4.1 WORKERS' COMPENSATION AND DISABILITY INSURANCE

The agreement shall be void and of no effect unless the person or corporation making or executing same shall secure Compensation and Disability coverage, covering all operations under the contract--whether performed by him or his subcontractors--for the benefit of, and keep insured during the life of said agreement, employees in compliance with the provisions of the Workers' Compensation Law.

A. Workers' Compensation Insurance

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A policy covering the operations of the contractor in accordance with the provisions of Chapter 41 of the Laws of 1914, as amended, known as the Workers' Compensation Law.

B. Disability Insurance

A policy covering the operations of the contractor in accordance with the provisions of Article 9 of the Workers' Compensation Law, known as the Disability Benefits Law (Chapter 600 of the Laws of 1949) and amendments thereto.

7.4.2 PROPERTY AND CASUALTY INSURANCE

- A. **CONTRACTOR'S COMPREHENSIVE GENERAL LIABILITY INSURANCE** issued to the contractor and covering the liability for damages imposed by law upon the contractor with respect to all work performed by him under the within agreement. The Contractor's Comprehensive General Liability Insurance shall include: Independent contractor's insurance, premises operation insurance, completed operations insurance and broad form property damage insurance. The x., c., u. exclusion shall be eliminated from the Contractor's Comprehensive General Liability Insurance. The comprehensive general liability policy shall furnish limits of not less than:

BODILY INJURY AND PROPERTY DAMAGE LIABILITY
Combined Single Limit
\$1,000,000

for all damages arising during the policy period.

- B. **MOTOR VEHICLE INSURANCE** issued to the contractor and covering public liability and property damage on the contractor's vehicles in the amount of:

BODILY INJURY AND PROPERTY DAMAGE LIABILITY
Combined Single Limit
\$1,000,000

8. HOURS OF WORK

8.1 REGULAR TIME

This term describes work to be performed normally, but not limited to, the hours of 8:00 a.m. through 5:00 p.m., Monday through Friday. Specific work hours will be as agreed on the written job estimate. However, this will not include the following legal holidays:

8.1.1 New Year's Day

8.1.2 Memorial Day

8.1.3 Independence Day

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- 8.1.4 Labor Day
- 8.1.5 Thanksgiving Day
- 8.1.6 Christmas Day

8.2 The City may require work to be performed in the evenings and/or weekends. It is up to the contractor to schedule their employees so that they do not exceed a forty hour work week, unless overtime is already included in your line items. No jobs for this contract shall be scheduled such that overtime will be required.

9. START-UP AND COMPLETION OF WORK

- 9.1 Orders for individual projects will be presented to the Contractor on an as-needed basis. Contractor must then visit the job site and provide a written estimate, in unit price form, within 10 working days of request by the ordering agency.
- 9.2 Work shall be done in accordance with a schedule approved by an authorized City official, such that operation of the individual facility is not impaired except as agreed to in writing as specified.
- 9.3 Work must be completed within 15 calendar days of the order to start work unless otherwise agreed by the City.
- 9.4 Work and payment will be based on the written estimate which is approved by the ordering agency.

10. QUANTITIES

- 10.1 The quantities listed on the Proposal are estimates only and not intended as a guarantee. The City will only order and pay for what is actually ordered during the contract term.
- 10.2 Based on previous usage, it is estimated that the value of this contract is \$4,500. This is not, however, a guarantee. This contract shall only be for actual quantities ordered.
- 10.3 The City reserves the right to separately bid out separate jobs and/or large quantities outside of this contract if doing so is in the best interest of the City.

11. GUARANTEES AND WARRANTIES

- 11.1 The contractor shall guarantee all items furnished for a period of one year from date of delivery and acceptance if such items are not included in the manufacturer's standard warranty.

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- 11.2 The contractor hereby warrants and guarantees for a period of one year from date of final acceptance that he will, at own expense and without any cost to the City of Rochester, replace all items defective in design, material, and workmanship, or by reason of non-compliance with this specification.
- 11.3 Contractor shall also submit a copy of the standard factory warranty policy.

12. LABOR STANDARDS REQUIREMENTS

12.1 COMPLIANCE WITH LABOR LAWS

- 12.1.1 The contractor's attention is directed to the requirements of Sections 220 and 220-a through 220-e of the Labor Law of the State of New York, compliance with the provisions of which shall be deemed a condition to he satisfactory performance of this contract.
- 12.1.2 The contractor shall cause to be posted and maintained at all times in a conspicuous place at the Site of the Work a clearly legible copy of the Schedule of Wage Rates as prescribed by the State Commissioner of Labor. The contractor shall further certify on any statement to the City for a partial or final payment that the wage rates paid to employees on this project have been in conformity with the wage rates so set forth as determined by the State Commissioner of Labor pursuant to and in conformity with Section 220 of the New York State Labor Law.
- 12.1.3 The contractor shall keep a copy of his payrolls for this project available at all times for inspection by representatives of the City or other public agency having jurisdiction over the project, and shall produce them for such inspection at the request of said duly authorized representatives. The contractor and subcontractors shall submit weekly certified payroll records to the Project Manager, for transmission to the City's Director of Finance or his designee. The contractor shall be responsible for the submission of copies of certified payrolls of all subcontractors. Payments shall be withheld from the contractor for failure to comply with this requirement.
- 12.1.4 In all operations related to the Work, all other State or Federal Laws, Local Ordinances and Laws, controlling or limiting in any way the actions of those engaged in the Work, shall be strictly complied with by the contractor and all employees working under his direction. The foregoing shall apply to subcontractors of the contractor.

12.2 ANTI-KICKBACK RULES

Employees of the contractor and his subcontractors performing work under this contract shall be paid unconditionally and not less often than once a week without deduction or rebate on any account except only such payroll deductions that are mandatory by law or permitted by the applicable regulations issued by the State Commissioner of Labor pursuant to the New York Labor Law. The contractor shall comply with applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering work under this contract

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to insure compliance by subcontractors with such regulations, and shall be responsible for the submissions of affidavits required of subcontractors thereunder except as the Commissioner of Labor may specifically provide for variations of or exemptions from the requirements thereof.

12.3 WITHHOLDING OF PAYMENTS FROM CONTRACTOR

When a complaint is filed with the City of Rochester alleging the failure of a contractor or subcontractor to pay or provide the prevailing wages or supplements, or when the City of Rochester has reason to believe that unpaid wages or supplements may be due, payments on the public work contract may be withheld from the prime contractor in sufficient amount to satisfy the alleged unpaid wages and supplements, including interest and civil penalty which may be imposed. The amounts withheld may be disbursed by the City of Rochester for and on account of the contractor or subcontractor to the respective employees to whom they are due.

13. PREVAILING WAGE RATES

13.1 Incorporated in these Contract Documents is the Prevailing Wage Rates Schedule in effect at the time of publication of these Contract Documents. Any Prevailing Wage Rates Redetermination which may arise prior to the bid opening will be distributed by addendum.

13.2 In the event that the prevailing rate of wages or supplements change after the bids have been opened, or after the contract is let, an updated schedule will be issued by the State Department of Labor. Said updated schedule will be transmitted to the contractor by the City. Each workman, laborer or mechanic shall be paid or provided not less than the new updated rates.

13.3 The City will not be responsible for any of the contractor's increased labor costs which result from defects in the Wage Rate Schedule provided, or from amendments to the Prevailing Wage Rate Schedule, whether that increase occurs before advertisement, before Bid opening, before award of the contract, after the contract has been let, or during the life of the contract. No change in the contract price shall be allowed to the contractor for any such increases, except as provided for elsewhere in these documents.

13.4 Information about current wage rates may be obtained on an advisory basis by contacting the City's Contract Administrator, Department of Finance, City Hall, Rochester, New York, (585) 428-7398.

14. METHOD OF AWARD

14.1 Award will be made to the responsive and responsible bidder based on the lowest Total Bid Price. Therefore, all items must be bid.

14.2 The City reserves the right to reject any bid where unit prices bid are unbalanced or otherwise not consistent with the market.

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15. POLITICAL SUBDIVISIONS

Bidders should note that other political subdivisions may participate in the contract resulting from this bid award as authorized by General Municipal Law. Use of this contract by any other political subdivision must be coordinated between the subdivision and the contractor. The City will have no responsibility for any such purchases and will have no other role other than to provide other political subdivisions a copy of this contract if requested.

16. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 16.1 The prices in 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.
- 16.2 Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed prior to the bid opening, directly or indirectly, to any other bidder or to any competitor.
- 16.3 No attempt has been 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.

**ACOUSTICAL TILE, FURNISH & INSTALL - ADDENDUM
PROPOSAL**

The undersigned bidder hereby agrees to furnish the goods or services specified and to otherwise fully meet all terms, conditions and specifications contained in this Invitation to Bid without exception, unless exceptions are clearly noted in this proposal. Signature must be that of the bidder or of an employee or agent authorized to sign on behalf of the bidder.

A - CEILING HEIGHT UNDER 10'-0"

NEW INSTALLATIONS Tile & Grid System (no existing ceiling system removal)	1A. Minaboard Fissured	\$ _____ per S.F. x 2000 = \$ _____
	2A. Armstrong Dune # 1773	\$ _____ per S.F. x 500 = \$ _____
	3A. Minatone Cortega	\$ _____ per S.F. x 1000 = \$ _____
	4A. H.P. Fiberglass Painted Nubby	\$ _____ per S.F. x 500 = \$ _____
REMOVAL AND DISPOSAL Tile & Grid System	5A. Removal of Tile & Grid 2 x 4 system	\$ _____ per S.F. x 1000 = \$ _____
	6A. Removal of Tile & Grid 2 x 2 system	\$ _____ per S.F. x 500 = \$ _____
	7A. Removal of Tile & Grid Concealed grid system	\$ _____ per S.F. x 200 = \$ _____
	8A. Removal of Tile & Grid Metal Pan System	\$ _____ per S.F. x 500 = \$ _____
REPLACE TILE WITHIN EXISTING SYSTEM Removal & disposal of old ceiling tile and replacement of new tile in existing grid	9A. Minaboard Fissured	\$ _____ per S.F. x 1000 = \$ _____
	10A. Armstrong Dune # 1773	\$ _____ per S.F. x 200 = \$ _____
	11A. Minatone Cortega	\$ _____ per S.F. x 500 = \$ _____
	12A. H.P. Fiberglass Painted Nubby	\$ _____ per S.F. x 200 = \$ _____
		SUBTOTAL 'A' BID PRICE \$ _____

Authorized Signature

Typed Name and Title of Authorized Signer

Typed Name of Company
(Continued through Page 14)

**ACOUSTICAL TILE, FURNISH & INSTALL - ADDENDUM
PROPOSAL**

The undersigned bidder hereby agrees to furnish the goods or services specified and to otherwise fully meet all terms, conditions and specifications contained in this Invitation to Bid without exception, unless exceptions are clearly noted in this proposal. Signature must be that of the bidder or of an employee or agent authorized to sign on behalf of the bidder.

B - CEILING HEIGHT 10'-0" AND OVER

NEW INSTALLATIONS Tile & Grid System (no existing ceiling system removal)	1A. Minaboard Fissured	\$ _____ per S.F. x 2000 = \$ _____
	2A. Armstrong Dune # 1773	\$ _____ per S.F. x 500 = _____
	3A. Minatone Cortega	\$ _____ per S.F. x 1000 = \$ _____
	4A. H.P. Fiberglass Painted Nubby	\$ _____ per S.F. x 500 = \$ _____
REMOVAL AND DISPOSAL Tile & Grid System	5A. Removal of Tile & Grid 2 x 4 system	\$ _____ per S.F. x 1000 = \$ _____
	6A. Removal of Tile & Grid 2 x 2 system	\$ _____ per S.F. x 500 = _____
	7A. Removal of Tile & Grid Concealed grid system	\$ _____ per S.F. x 200 = \$ _____
	8A. Removal of Tile & Grid Metal Pan System	\$ _____ per S.F. x 500 = \$ _____
REPLACE TILE WITHIN EXISTING SYSTEM Removal & disposal of old ceiling tile and replacement of new tile in existing grid	9A. Minaboard Fissured	\$ _____ per S.F. x 1000 = \$ _____
	10A. Armstrong Dune # 1773	\$ _____ per S.F. x 200 = _____
	11A. Minatone Cortega	\$ _____ per S.F. x 500 = \$ _____
	12A. H.P. Fiberglass Painted Nubby	\$ _____ per S.F. x 200 = \$ _____
		SUBTOTAL 'B' BID PRICE \$ _____

TOTAL BID PRICE (A & B) \$ _____

HOURLY RATE PER PERSON TO MOVE FURNITURE \$ _____

Authorized Signature

Typed Name and Title of Authorized Signer

Typed Name of Company
(Continued through Page 14)

ACOUSTICAL TILE, FURNISH & INSTALL - ADDENDUM
PROPOSAL

PRINT OR TYPE THE FOLLOWING INFORMATION:

Name of Firm or Corporation

Street Address

City State Zip Code

Telephone / Fax No. Federal Employer Identification No.

E-mail Address of Recipient of Contract Awards and Extensions

Date

ACCEPTED ON BEHALF OF THE CITY OF ROCHESTER FOR:

Contract No. _____ Contract Term: _____

Purchasing Agent

Date: _____

APPENDIX A
WAGE RATES

Prevailing Wage Schedule and List of Employers Ineligible to Bid on or be Awarded any Public Work

Paper copies of the prevailing wage schedule and of the List of Employers Ineligible to Bid on or be Awarded any Public Work will no longer be included with the City of Rochester bid documents. A paper copy of the current documents will be provided to the successful bidder(s) upon award of the contract.

The prevailing wage schedule and the List of Employers Ineligible to Bid on or be Awarded any Public Work for this contract are available on the New York State Department of Labor's website. They can be accessed by visiting the New York State Department of Labor's website at:

<http://wpp.labor.state.ny.us/wpp/doFindProject.do?method=showIt>

and entering the assigned PRC# at the proper location on the website. The PRC# can be found on the PW-200 form which immediately follows this page.

Contractors and subcontractors must pay laborers, workers, and mechanics employed in the performance of a public work contract not less than the most current prevailing rate of wages and wage supplements (fringe benefits).

The City of Rochester will not be responsible for any of the contractor's increased labor costs which result from deficits in the prevailing wage schedule provided, or from amendments to the prevailing wage schedule, whether that increase occurs before advertisement, before bid opening, before award of the contract, after the contract has been let, or during construction. No change in the contract price shall be allowed to the contractor for any such increases.

Information about current wage rates may be obtained on an advisory basis by contacting the City of Rochester Contract Administration office at (585) 428-7398.



Andrew M. Cuomo, Governor

Peter M. Rivera, Commissioner

City of Rochester
David Crocker, Contract Administrator
Dept. of Finance
City Hall, Room 106-A
30 Church St.
Rochester NY 14614-1282

Schedule Year 2013 through 2014
Date Requested 01/28/2014
PRC# 2014000786

Location Various Locations
Project ID#
Project Type Acoustical Tile, Furnish & Install

PREVAILING WAGE SCHEDULE FOR ARTICLE 8 PUBLIC WORK PROJECT

Attached is the current schedule(s) of the prevailing wage rates and prevailing hourly supplements for the project referenced above. A unique Prevailing Wage Case Number (PRC#) has been assigned to the schedule(s) for your project.

The schedule is effective from July 2013 through June 2014. All updates, corrections, posted on the 1st business day of each month, and future copies of the annual determination are available on the Department's website www.labor.state.ny.us. Updated PDF copies of your schedule can be accessed by entering your assigned PRC# at the proper location on the website.

It is the responsibility of the contracting agency or its agent to annex and make part, the attached schedule, to the specifications for this project, when it is advertised for bids and /or to forward said schedules to the successful bidder(s), immediately upon receipt, in order to insure the proper payment of wages.

Please refer to the "General Provisions of Laws Covering Workers on Public Work Contracts" provided with this schedule, for the specific details relating to other responsibilities of the Department of Jurisdiction.

Upon completion or cancellation of this project, enter the required information and mail OR fax this form to the office shown at the bottom of this notice, OR fill out the electronic version via the NYSDOL website.

NOTICE OF COMPLETION / CANCELLATION OF PROJECT	
Date Completed: _____	Date Cancelled: _____
Name & Title of Representative: _____	

Phone: (518) 457-5589 Fax: (518) 485-1870
W. Averell Harriman State Office Campus, Bldg. 12, Room 130, Albany, NY 12240