

OYSTER BAY

Main Street Association

REQUEST FOR QUALIFICATIONS

The Oyster Bay Main Street Association is pleased to announce the availability of funding for building renovation, and façade and sign improvement projects in downtown Oyster Bay. The Oyster Bay Main Street Association is issuing this Request for Qualifications, so that contractors can be added to the official contractor list and made eligible to compete work associated with the New York Main Street Grant program. Contractors who qualify for this program will also be included on the contractor list for the Oyster Bay Main Street Association Façade and Sign Improvement Grant.

Contractors are Being Sought from the Following Areas of Expertise:

Appliances	Façade	Masonry
Architecture/Design Services	Fencing	Millwork
Bathroom/Kitchens	Flooring	Painting
Carpentry	General Contractor	Plumbing
Ceramic	Historic Preservation	Roofing
Demolition	Interior Design	Signage
Electric	Landscaping	Streetscape

And, in other areas of expertise as needed on a project-by-project basis.

In order to participate in either or both programs, qualified contractors must be able to supply references and proof of proper insurance. The application for doing so is attached to this Request for Qualifications.

Overview of Program

The New York Main Street program provides funds to stimulate reinvestment in properties located within mixed-use commercial districts located in urban, small town, and rural areas of New York State. NYMS is a comprehensive grant program that provides funding for local revitalization efforts and technical assistance to help communities build the capacity required to grow their downtown or neighborhood commercial district.

The Oyster Bay Main Street Association as Local Program Administrator (LPA) for the New York Main Street Grant is required to follow all of the rules and regulations of the program as described in the Program Guide. Applicants are encouraged to review the Program Guide for additional detail as it relates to the award, generating a work-write up and scope of work, competitive bidding, and reimbursement procedures. The program guide is available to review at:

<http://nysdhcr.gov/Programs/NYMainStreet/ProgramGuidelines.htm>

Contracting Procedures

As the LPA, the Oyster Bay Main Street Association will establish a list of contractors who are able to perform work in compliance with applicable standards and to provide required insurance. This list will be developed through a formal Request for Qualifications (RFQ) process to ensure that contractors are provided an equal opportunity for consideration. Contractors must supply references and proof of proper insurance. The LPA will make this list available to property owners participating in the program. If the property owner would like to use a contractor *not* on the list, references and proof of proper insurance must be supplied to the LPA.

Minority and Women-owned Business Enterprises are welcome to apply and will be included and represented on the contractor list.

Property owners are required to obtain at least two bids for each separate construction project or professional service to establish the reasonableness of project costs.

Although the property owner may select the contractors to supply quotes, the quotes should be received by the LPA. The LPA will advise the property owner of acceptability of bids/proposed cost. If the property owner chooses other than the lowest bidder, re-imbursement will be based on the amount of the lowest bid.

EEO/MWBE and Affirmative Action Policy

Under Article 15A of the New York State Executive Law, all award recipients and their contractors are required to comply with the Equal Employment Opportunity provisions of Section 312 of that Article. Also, all contractors and awardees are required to make affirmative efforts to ensure that New York State Certified Minority and Women-Owned Business Enterprises are afforded opportunities for meaningful participation in projects through inclusion on the list of contractors funded by HTFC pursuant to Section 313 of the Article. For more information, please visit NYS Empire State Development's Division of Minority & Women Business Development website for a directory of certified Minority and Women-Owned Businesses: <http://www.esd.ny.gov/MWBE.html>.

Inspections

OBMSA retains the right to inspect work in progress at any point. Before a final payment can be made, a final inspection will be required. OBMSA, the local code enforcement officer, and the property owner will verify that the work was completed properly and is consistent with the contracted scope of work.

Prohibition from Private Inurement

According to the OBMSA By-Laws, directors cannot receive profits or assets of any kind from OBMSA. OBMSA shall hold the funds in a separate account in trust and they will not be recognized as an asset to OBMSA. In accordance with the By-laws of the Oyster Bay Main Street Association, no OBMSA Board Member who applies to the New York Main Street Grant Program may attend any portion of any meeting at which grant information if any kind is discussed or distributed.

For more information regarding either program, please call Isaac Kremer, Executive Director of the Oyster Bay Main Street Association at 516-922-6982 or email oysterbaymsa@gmail.com.

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Request for Qualifications

Date: _____

Business Name: _____

Your Name: _____

Address: _____

Phone: () _____

Email: _____

Please check or fill out the areas of expertise that are applicable to your company:

_____ Appliances

_____ Architecture/Design Services

_____ Bathroom/Kitchens

_____ Carpentry

_____ Ceramic

_____ Demolition

_____ Electric

_____ Façade

_____ Fencing

_____ Flooring

_____ General Contractor

_____ Historic Preservation

_____ Interior Design

_____ Landscaping

_____ Masonry

_____ Millwork

_____ Painting

_____ Plumbing

_____ Roofing

_____ Signage

_____ Streetscape

Other: _____

References

Reference Name #1: _____

Reference Phone Number #1: _____

Reference Name #2: _____

Reference Phone Number #2: _____

Proof of Insurance

Proof of Insurance furnished by the firm’s carrier to guarantee that the firm is insured is required. The awarded firm may also be asked to file with the OBMSA certificates of insurance prior to commencement of work evidencing OBMSA as a certificate holder as additionally insured with the following minimum coverage:

- Public and Commercial Liability Insurance not less than \$1,000,000.00
- Comprehensive General Liability Insurance of \$1,000,000.00 each occurrence.
- Personal Injury for \$1,000,000.00 each occurrence.

Insurance Provider Name: _____

Insurance Provider Address: _____

Certification

I certify that I am authorized to submit this application to this Request for Qualifications. I have not experienced default or non-compliances under any Town of Oyster Bay, HUD, USDA, DHCR, HTFC, or other State and local governments financing. I have not been convicted of a felony and am not presently, to my knowledge, the subject of a convicted complaint or indictment charging a felony. I have not been suspended, debarred or otherwise restricted by any department, agency or authority of the Federal government or any state or local government from doing business with such department, agency or authority; and, I have not defaulted on an obligation covered by a surety or performance bond and have not been the subject of a claim under an employee fidelity bond.

Business Owner Signature

Date

Please send your completed application, proof of insurance, and references to:
Isaac Kremer, Executive Director, Oyster Bay Main Street Association, Inc.,
21 West Main Street, Oyster Bay, NY 11771 516-922-6982 or oysterbaymsa (at) gmail.com