

**CITY OF ONEIDA  
INVITATION TO BID**

Pursuant to a grant received from the New York State Office of Community Renewal, the City of Oneida's New York Main Street Program (NYMS) requests sealed bids for historic building rehabilitation.

Bids will be received by **May 20, 2019** at the office of the Comptroller, City of Oneida, 109 North Main Street, Oneida, New York, 13421, until 11:00 AM local time, and there at said time publicly opened and read aloud at 11:00 AM for 153-155 Madison Street. The bids shall be submitted to the Comptroller's Office in an envelope marked "Bid on NY Main Street Building Rehabilitation". Copies of the bid documents may also be examined at no cost at the City of Oneida, Department of Planning & Development, 109 North Main Street, Oneida, New York, 13421.

**Construction is for Spring 2019 with completion by August 1, 2019.**

Each bid must be accompanied by cash, certified check or bid bond in an amount not less than five percent (5%) of the Base Project Bid Amount in the form and subject to the conditions provided in the attached information and completed Statement of Surety's Intent and Non-Collusive Bidding Certification forms. The successful bidder will secure bond within ten business days if required by the City.

The NYMS Lead Based Paint Policy applies to all interior residential renovation projects, and exterior projects that impact window openings into residential floors. Contractors performing renovation, repair and painting projects that may disturb lead-based paint must be EPA certified and must follow specific work practices to prevent lead contamination. NYMS funded rehabilitation projects must adhere to the NYMS Lead Based Paint Policy.

All questions must be submitted in writing to Barbara Henderson ([bhenderson@oneidacity.com](mailto:bhenderson@oneidacity.com)) and will be accepted until Friday, May 17, 2019 at 3:00 pm.

**Please note – building permit fees will be paid by the city and there are no prevailing wage requirements.**

The City of Oneida reserves the right to waive any informalities in the bid and to reject any or all bids not in the best interest of the City of Oneida.

**Each Bidder is cautioned to carefully read and to assess his\her ability, as well as each subcontractor's ability, to comply with all requirements prior to submitting a bid.**

Lee Ann Wells  
City Comptroller

## **INFORMATION FOR BIDDERS**

### **LOCATION AND DESCRIPTION OF WORK (Revised May 1999)**

This project is located in the City of Oneida, hereafter known as "Owner", in Madison County, New York. Work consists of exterior building rehabilitations per associated scopes of work at various locations on Main Street and Madison Street in Oneida, NY 13421.

**PLANS.** See enclosed plans showing scope and details of building rehabilitation.

### **COMMENCEMENT AND COMPLETION (Revised May 2004)**

Performance bonds and certificates of insurance in a form and amounts acceptable to the owner must be provided within ten (10) calendar days after the date of the Notice of Award.

Within seven (7) calendar days after receipt of acceptable performance bonds and insurance certificates, the owner shall have contract documents ready for execution, and the owner shall issue a Notice to Proceed with the work of the contract. The work of the contract shall be commenced within ten calendar (10) days following such notification.

All work of the contract shall be completed within 117 calendar days following the issuance of the Notice of Award unless such time shall be extended by the owner (See also Section 00200.06, Agreed-Upon Damages).

Example:

Notice of Award:	C-Day
Signed Contract & Insurance Submitted by Contractor:	C-Day + 7
Contract Executed by City:	C-Day + 14
Notice to Proceed:	C-Day + 14
Work Begins	C-Day + 30
Contract Complete:	C-Day + 117

### **MAINTENANCE OF UTILITIES**

When any utility is to be disturbed by the contractor, the superintendent of that utility and all parties being served by the lines involved shall be notified.

## **INFORMATION FOR BIDDERS**

### **MAINTENANCE AND PROTECTION OF TRAFFIC (Revised May 2005)**

The contractor shall not allow travel upon any street, park, roadway, or alley to be hindered or inconvenienced needlessly. When it is necessary to restrict travel, signs announcing such fact must be placed, with proper barricades, at the nearest cross streets.

The driveways to and from all buildings shall be kept open and maintained in passable condition at all times unless modified by agreement between the contractor with the property owner. The contractor shall give reasonable notice to the owners of all private ways before interfering with them.

The contractor shall give reasonable written notice to concerned police, bus, fire, ambulance and school bus departments before any restricted travel is allowed.

### **QUALIFICATIONS OF BIDDERS**

The owner may make such investigation as he deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the owner all such information and data for this purpose as the owner may request. The owner reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the owner that such bidder is properly qualified to carry out the obligations of the contract, and to complete the work contemplated therein. Conditional bids will not be accepted.

### **BIDDER'S RESPONSIBILITY**

At the time of the opening of bids, each bidder will be presumed to have inspected the site of the proposed work and adjacent areas and to have read and to be thoroughly familiar with the contract documents. The failure or omission of any bidder to receive or examine any form, instrument or document shall in no way relieve any bidder from any obligation in respect to his bid.

### **FORM COMPLETION**

All blank spaces in the bid forms, applicable to the contract for which a bid is being submitted, must be appropriately filled in with ink and with both words and figures. When numbered alternate bid items are provided under any contract, each bidder must submit a bid price for each numbered alternate item.

### **BID SECURITY**

Each bid for each contract must be accompanied by cash, bid bond, or by a certified check of the bidder payable to the City of Oneida, New York, in an amount not less than five percent (5%) of the amount of the bid. Such cash or certified check will be returned to all except the three lowest bidders on each contract within five (5) days after the formal opening of the bids, and the remaining cash or certified checks will be returned to the three lowest bidders within forty-eight (48) hours after approval by the owners attorney of the executed contract, and the insurance and security furnished, or if no contract has been so executed, within forty-five (45) days after the date of the opening of bids, upon demand of the bidder at any time thereafter so long as he has not been notified of the acceptance of the bid.

## INFORMATION FOR BIDDERS

In the event that any bidder submits a bid on more than one contract, a separate certified check or bid bond or amount in cash, in the appropriate amount as specified above, shall be submitted as security with each bid. The submission of only one certified check in an amount sufficient to act as security on two or more bids may render informal any one, or all bids from the bidder.

Where alternate items are included in the bid, the amount of the bid security shall be not less than five percent (5%) of that alternate, or combination alternates that result in the highest bid.

## INSURANCES & GUARANTEES

### **INSURANCE PROVISIONS (Revised: April, 2009):**

The contractor and each sub-contractor, at its own expense, shall procure and maintain until final acceptance by the City of the work covered by the contract, occurrence based insurance for liability for damages imposed by law of the kinds and in the amounts hereinafter provided, for claims which may arise out of or result from the contractor's or sub-contractor's performance of the work, operations and any other obligations under the contract documents. Such policies of insurance shall be issued by a company or companies rated A- or better by A.M. Best Company, one to which the owner has no reasonable objection, and licensed to do business in the State of New York, and shall cover all operations under the contract whether performed by the contractor or by sub-contractor.

Before commencing the work, the contractor and each sub-contractor shall deliver to the City certificates of insurance and endorsements (and other evidence of insurance requested by owner, for example, policies of insurance and all related endorsements) for each of the kinds of insurance required and endorsements described herein, satisfactory in form to the City, showing that the contractor and each sub-contractor has complied with this section. **All the policies of insurance (and the certificates or other evidence thereof) required to be purchased and maintained in accordance with these Insurance Provisions will contain a provision or endorsement, and all of the contractor's and subcontractors' certificates of insurance shall be delivered with attached endorsements and provisions, that:**

- name the City as an Additional Insured on a primary and non-contributing basis on all of the policies of insurance itemized below;**
- state the General Liability Aggregate applies to this project and to this project only, and to each location of this project;**
- state the coverage afforded will not be canceled, materially changed or renewal refused until at least 30 days prior written notice has been given to Owner.**

*Note: The City will accept an original letter from Contractor's and Subcontractor's Insurance Agency on said Agency's letterhead and executed by an officer thereof.*

The contractor and subcontractor(s) shall not commence work under this contract until the contractor and any subcontractors have obtained the insurance required herein and such insurance has been accepted by the owner. To the extent that any of the policies of insurance are required to remain in force after final payment, an additional certificate evidencing continuation of such coverage shall be submitted with the contractor's final application for payment

The kinds and amounts of insurance are as follows:

#### **A. LIABILITY AND PROPERTY DAMAGE INSURANCE (Revised: April, 2009):**

## INSURANCES & GUARANTEES

Unless otherwise specifically required, each Contractor and subcontractor shall provide the following insurance coverages with limits of not less than the Minimum Limits noted below, or as otherwise required by law, whichever shall be greater:

<u>Type of Policy</u>	<u>Minimum Limits</u>
<u>General Liability Insurance, Comprehensive, Occurrence Based, including:</u>	
Commercial General Liability	\$1,000,000
Bodily Injury and Property Damage Liability:	\$1,000,000
General Aggregate	\$2,000,000
Premises Operations, including explosion, collapse, and underground operations (X, C and U coverages)	\$1,000,000
Products-Completed Operations (Aggregate)	\$2,000,000
Personal and Advertising Injury (Employment Exclusion deleted)	\$1,000,000
Fire Damage Legal Liability (Each Occurrence)	\$1,000,000
Medical Expense (Any One Person)	\$ 10,000
Property Damage, Broad Form including Completed Operations Contractual, including indemnification provisions for Contractor's obligations.	\$1,000,000

The Contractor shall provide insurance coverage for portions of the work product stored off the site, in transit, and stored on the site but not incorporated into the site as full replacement cost basis without voluntary deductible.

<u>Umbrella/Excess Liability</u> (limits over primary coverage)	\$1,000,000
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<u>Aggregate</u>	\$1,000,000
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The Umbrella Form excess liability insurance limit shall be \$1 million (limit over primary coverage) for each occurrence and \$1 million aggregate (limit over primary coverage) for all Contracts.

In addition to, and any other proof of insurance that the owner may require, upon request of the owner, contractor and subcontractor(s) shall submit true copies of all specified policies, with all endorsements and exclusions thereto. Certificates of Insurance, endorsements and/or policies which are found to be incomplete or not according to form shall be returned as unsatisfactory and proper documents shall then be provided or the contractor shall be deemed to be in default. Contractor shall furnish to the owner, immediately, copies of any endorsements that are subsequently issued amending coverage or limits. All copies of certificates and correspondence relating thereto shall be directed to the owner.

## INSURANCES & GUARANTEES

### B. AUTOMOBILE INSURANCE (Revised: February, 2009):

Automobile Liability Policy, providing coverage for all claims, Bodily Injury and Property Damage, against the contractor, each sub-contractor, and the owner, as a result of work under the contract covering any vehicle, owned and non-owned with limits of not less than \$1,000,000 Each Accident.

### C. WORKERS' COMPENSATION INSURANCE (Revised: September 2007):

Insurance certificate for statutory amounts as prescribed by New York State Workers' Compensation Law §57 which reflects the City of Oneida as the certificate holder shall be provided by contractor and each sub-contractor.

*Note - ACORD forms are NOT acceptable proof of New York State worker's compensation or disability benefits insurance coverage. The only acceptable forms are:*

<u>Form #</u>	<u>Form Title</u>	<u>Issuing Agency</u>
C-105.2 (9-07)	Certificate of NYS Workers Compensation Insurance Coverage	State of New York Workers' Compensation Board
U-26.3	Certificate of Workers' Compensation Insurance	New York State Insurance Fund "www.nysif.com"
SI-12 (10-03)	Certificate of Workers' Compensation Self - Insurance	State of New York Workers' Compensation Board
GSI-105.2 (2-02)	Certificate of Participation in Workers' Compensation Group Self - Insurance	State of New York Workers' Compensation Board

### D. NEW YORK STATE DISABILITY BENEFITS INSURANCE (Added: September 2007):

Insurance certificate for statutory amounts as prescribed by New York State Workers' Compensation Law §220 (8) which reflects the City of Oneida as the certificate holder shall be provided by contractor and each sub-contractor.

## INSURANCES & GUARANTEES

*Note - ACORD forms are NOT acceptable proof of New York State worker's compensation or disability benefits insurance coverage. The only acceptable forms are:*

<u>Form #</u>	<u>Form Title</u>	<u>Issuing Agency</u>
DB-120.1 (5/06)	Certificate of Disability Benefits Insurance	State of New York Workers' Compensation Board
DB-155 (1/98)	Certificate of Disability Benefits Self-Insurance	State of New York Workers' Compensation Board

### E. DEDUCTIBLES (Revised: February, 2009):

Owner shall not be responsible for purchasing and maintaining any property insurance to protect the interests of Contractor, Subcontractors, or others in the work to the extent of any deductible amounts that are identified in the Supplementary Conditions. The risk of loss within such identified deductible amount will be borne by Contractor, Subcontractors, or others suffering any such loss, and if any of them wishes property insurance coverage within the limits of such amount, each may purchase and maintain it at the purchaser's own expense.

The Owner as fiduciary shall have the power to adjust and settle a loss with insurers unless one of the parties in interest shall object in writing within five days after occurrence of loss to the Owner's exercise of this power.

### F. GUARANTEE

The contractor guarantees all the work and equipment furnished under the contract against any defects in workmanship or materials for a period of one (1) year following the date of final acceptance of the work by the owner. Under this guarantee, the contractor agrees to make good without delay, at his own expense, any failure of any such parts due to faulty materials, construction, or installation, or to the failure of any such equipment to successfully perform all the work put upon it within the limits of the specifications and further shall make good any damage.

**MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES – EQUAL  
EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

**M/WBE AND EEO POLICY STATEMENT**

I, \_\_\_\_\_, the (awardee) \_\_\_\_\_ agree to adopt the following policies with respect to the project being developed or services rendered for (name agency/ies or project location) \_\_\_\_\_

**M/WBE**

**EEO**

This organization will and will cause its contractors and subcontractors to take good faith actions to achieve the M/WBE contract participations goals set by the State for that area in which the State-funded project is located, by taking the following steps:

- (1) Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MBEs or WBEs, including solicitations to M/WBE contractor associations.
- (2) Request a list of State-certified M/WBEs from Agency(ies) and solicit bids from them directly.
- (3) Ensure that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs.
- (4) Where feasible, divide the work into smaller portions to enhanced participations by M/WBEs and encourage the formation of joint venture and other partnerships among M/WBE contractors to enhance their participation.
- (5) Document and maintain records of bid solicitation, including those to M/WBEs and the results thereof. Contractor will also maintain records of actions that its subcontractors have taken toward meeting M/WBE contract participation goals.
- (6) Ensure that progress payments to M/WBEs are made on a timely basis so that undue financial hardship is avoided, and that bonding and other credit requirements are waived or appropriate alternatives developed to encourage M/WBE participation.

(a) This organization will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts.

(b) This organization shall state in all solicitation or advertisements for employees that in the performance of the State contract all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex disability or marital status.

(c) At the request of the contracting agency, this organization shall request each employment agency, labor union, or authorized representative for a statement that it will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.

(d) Contractor shall comply with the provisions of the Human Rights Law, all other State and Federal statutory and constitutional non-discrimination provisions. Contractor and subcontractors shall not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

(e) This organization will include the provisions of sections (a) through (d) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract.

Agreed to this _____ day of _____, 2 _____
By _____
Print: _____ Title: _____

\_\_\_\_\_ is designated as the Minority Business Enterprise Liaison

He/she is responsible for administering the Minority and Women-Owned Business Enterprises-Equal Employment Opportunity (M/WBE-EEO) program.

**M/WBE Contract Goals**

\_\_\_\_\_% Minority and Women's Business Enterprise Participation

\_\_\_\_\_% Minority Business Enterprise Participation

\_\_\_\_\_% Women's Business Enterprise Participation

## **AFFIRMATIVE ACTION**

### **City of Oneida Affirmative Action Policy**

The contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, political affiliation, physical handicap or national origin, and that the contractor will comply with all provisions of Executive Order 11246.

**BIDDER'S CHECKLIST**

**SCOPES OF WORK**

**BID FORMS**

**NON-COLLUSIVE BIDDING CERTIFICATION**

**BID SECURITY**

**(CASH, CERTIFIED CHECK, BID BOND)**

**STATEMENT OF SURETY'S INTENT**

## BIDDER' S CHECK LIST

	<b>Bid Forms - Completed for applicable projects</b>
	<b>MWBE/EEO Policy Statement - Completed</b>
	<b>Non-Collusive Bidding Certification - Completed</b>
	<b>Bid Security 5% [cash, certified check, bid bond] – Attached</b>
	<b>Statement of Surety's Intent - Completed</b>
	<b>Certificate of Worker's Comp Insurance - Attached</b>
	<b>Certificate of NYS Disability Benefits Insurance - Attached</b>
	<b>Certificate of Liability Insurance - Attached</b>

## SCOPE OF WORK

153 Madison Street

and

155 Madison Street

2019.03.04

**153 and 155 Madison Street**

Oneida, NY 13421

Owner: Paul Marco

**SCOPE OF WORK**

These brief descriptions are to accompany the attached drawing set, dated 03.04.2019

**EXTERIOR**

**Building #153 ~ Front, South side**

- Clean, repair, scrape, prime and paint existing upper floor windows and frames
- Clean, repair, repoint and paint existing face brick as indicated on drawings.
- Remove existing signboard plywood paneling above storefront. Verify existing conditions once removed. Install new cornice and fiber cement panel and trim signboard as indicated on drawings.
- Clean, repair and paint existing transom storefront windows on western side of the south facade. Install new steel bar in front of and mounted to existing transom windows. Install new individual raised letter signage on steel bar.
- Install new building mounted lighting as indicated on drawings.
- Remove existing storefront windows and install new aluminum clad wood storefront system. Install opaque/privacy storefront glazing at locations indicated on drawings.
- Remove existing entry doors and install new aluminum clad wood entry doors and frames.
- Install new fiber cement panel and trim knee walls below storefront window system.
- Repair existing concrete curb as required with materials to match existing.
- Paint the impacted portions of the building where appropriate to match the balance of the building's three color scheme, coordinate with owner

**Building #155 ~ Front, South side**

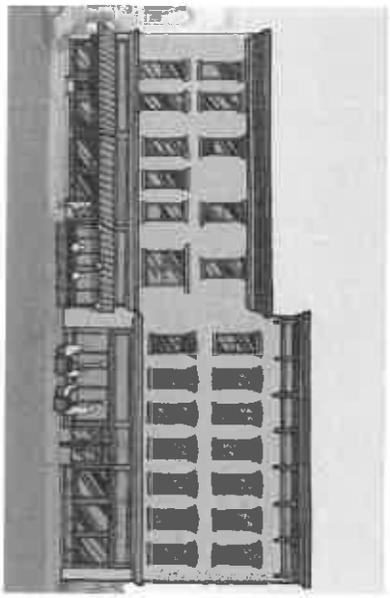
- Clean, repair, scrape, prime and paint existing upper floor windows and frames including (7) window units on east side of building as indicated on drawings.
- Clean, repair, repoint and paint existing face brick as indicated on drawings.
- Remove existing signboard plywood paneling above storefront. Verify existing conditions once removed. Install new cornice and fiber cement panel and trim signboard as indicated on drawings.
- Install new building mounted lighting as indicated on drawings.
- Remove existing storefront windows and install new aluminum clad wood storefront system.
- Remove existing entry doors and install new aluminum clad wood entry doors and frames.
- Install new fiber cement panel and trim knee walls below storefront window system.
- Repair existing concrete curb as required with materials to match existing.
- Paint the impacted portions of the building where appropriate to match the balance of the building's three color scheme, coordinate with owner

**NOTES**

- Restoration and repair of existing historic elements shall be done in accordance with the guidelines set forth in the National Park Service's Historic Preservation Briefs as indicated in the general notes.
- Verify existing conditions after removal of existing components and coordinate with architect.

ALTERATIONS FOR:  
**MARCO**  
 153-155 Madison Street,  
 Oneida, NY 13421

**BIDDING COSTS**  
 ALL BIDDING COSTS SHALL BE THE RESPONSIBILITY OF THE ARCHITECT. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND ORDINANCES OF THE CITY OF ONEIDA, NY. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND ORDINANCES OF THE CITY OF ONEIDA, NY. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND ORDINANCES OF THE CITY OF ONEIDA, NY.



1 FACADE RENDERING  
 NOT TO SCALE

- DRAWING LIST**
- 1 GENERAL NOTES AND MATERIAL SPECIFICATIONS
  - 2-1 FLOOR PLAN & ALL RELATED ELEVATIONS
  - 2-2 SECTION THROUGH PLAN DEMONSTRATING DETAILS
  - 3-1 FINISH SCHEDULE

**CONTACTS**

**OWNER**  
 MARCO  
 153 Madison St  
 Oneida, NY 13421  
 Phone: 315.343.5879

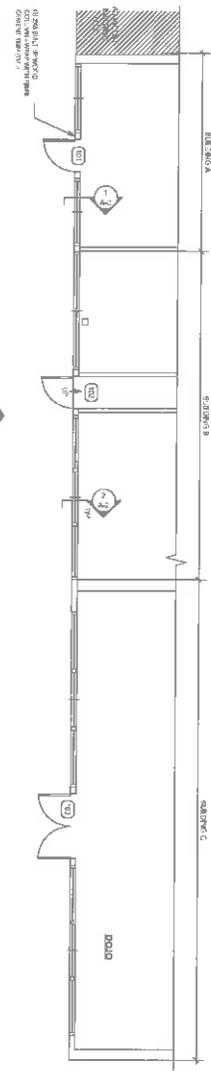
**ARCHITECT**  
 in site architecture  
 202 Perry, Ste 202  
 Oneida, NY 13421  
 Phone: 315.343.5879



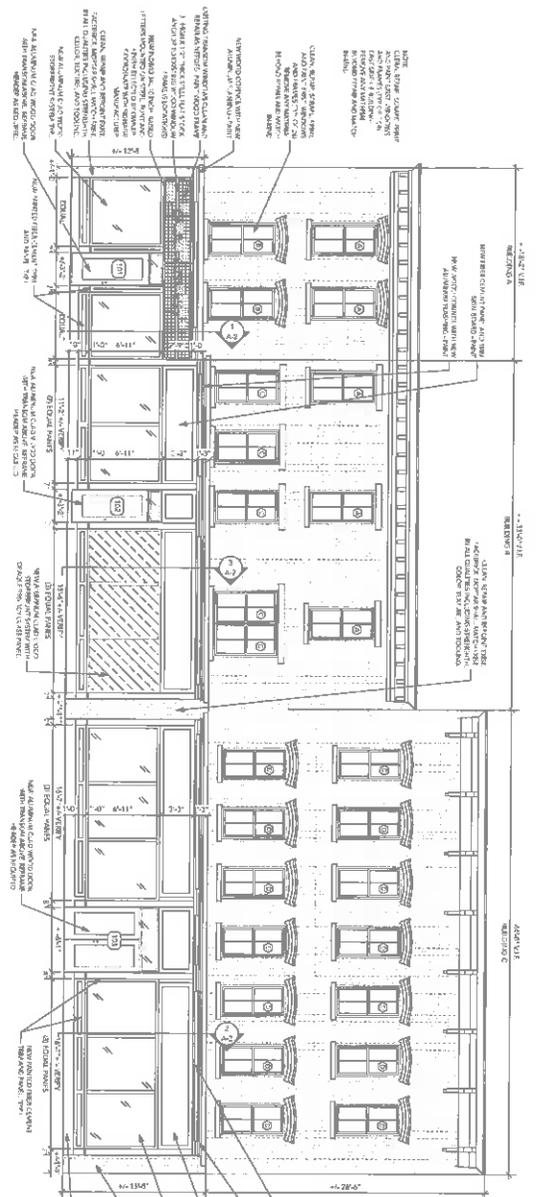
**in site architecture**  
 Perry • Finger Lakes • Rochester  
 V • 585.237.2614 F • 585.237.3679  
 2 Borden Ave Ste 202 Perry, NY 14530  
 www.insitearch.com



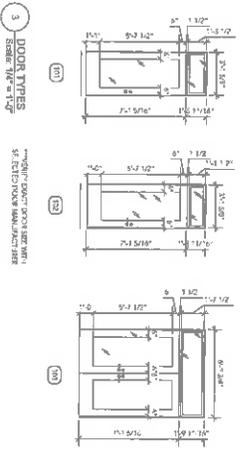




1 PROPOSED FIRST FLOOR PLAN  
Scale: 1/8" = 1'-0"



2 PROPOSED SOUTH FRONT ELEVATION  
Scale: 1/8" = 1'-0"



3 DOOR TYPES  
Scale: 3/16" = 1'-0"

**EXISTING DOOR SCHEDULE**

DOOR NUMBER	FINISH	SIZE	THRESHOLD	MATERIAL	SWELL	GLASS	GLASS MATERIAL	FRAME FINISH	REMARKS
10	1 1/2" x 1 1/2"	70" x 30"	1 1/2"	ALUMINUM	ALUMINUM	GLASS	ALUMINUM	ALUMINUM	1 1/2" x 1 1/2"
11	1 1/2" x 1 1/2"	70" x 30"	1 1/2"	ALUMINUM	ALUMINUM	GLASS	ALUMINUM	ALUMINUM	1 1/2" x 1 1/2"
12	1 1/2" x 1 1/2"	70" x 30"	1 1/2"	ALUMINUM	ALUMINUM	GLASS	ALUMINUM	ALUMINUM	1 1/2" x 1 1/2"

**DOOR SCHEDULE**

DOOR NUMBER	FINISH	SIZE	THRESHOLD	MATERIAL	SWELL	GLASS	GLASS MATERIAL	FRAME FINISH	REMARKS
A	1 1/2" x 1 1/2"	70" x 30"	1 1/2"	WOOD	WOOD	GLASS	WOOD	PAINT	1
B	1 1/2" x 1 1/2"	70" x 30"	1 1/2"	WOOD	WOOD	GLASS	WOOD	PAINT	1
C	1 1/2" x 1 1/2"	70" x 30"	1 1/2"	WOOD	WOOD	GLASS	WOOD	PAINT	1
D	1 1/2" x 1 1/2"	70" x 30"	1 1/2"	WOOD	WOOD	GLASS	WOOD	PAINT	1

**GENERAL NOTES:**

1. REFER TO ALL DRAWINGS FOR DIMENSIONS AND NOTES.
2. ALL WORK SHALL BE IN ACCORDANCE WITH THE 2018 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).
3. ALL MATERIALS SHALL BE NEW UNLESS OTHERWISE NOTED.
4. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2018 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).
5. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2018 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).
6. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2018 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).
7. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2018 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).
8. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2018 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).
9. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2018 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).
10. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2018 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).

**GENERAL MEASUREMENTS AND NOTES:**

ALL MEASUREMENTS SHALL BE TAKEN TO THE FACE UNLESS OTHERWISE NOTED.

ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2018 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).

ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2018 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).

ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2018 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).

**HISTORIC PRESERVATION NOTES:**

THIS PROJECT IS A HISTORIC PRESERVATION PROJECT AND SHALL BE DONE IN ACCORDANCE WITH THE 2018 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).

ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2018 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).

ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2018 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).

ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE 2018 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC).

IN - sibs architecture  
in sibs architecture

**CONSULTANTS:**

**STAMP:**

**PROJECT TITLE:** MARCO PACOBE IMPRIVE 'EN'

**PROJECT NUMBER:** 74

**DATE:** 03/04/24

**DRAWN BY:** RLS

**CHECKED BY:** RRI

**SHEET TITLE:** FLOOR PLAN ELEVATION AND NOTES

**SHEET NUMBER:** A-1



**BID PROPOSAL FORM:**  
Issue Date: Wednesday, May 8, 2019  
Due Date: Monday, May 20, 2019 By 11:00 AM

**153 and 155 Madison Street, Oneida, NY**

Bids may be submitted by email or in person, and a hard copy mailed and received by the due date. Per the NYMS program, bids must be submitted to: **City of Oneida Comptroller**, 109 North Main Street, Oneida, NY 13421. Construction is for spring 2019 with completion by August of 2019.

For electronic pdf drawing sets, contact: **Barbara Henderson at the City of Oneida** (phone, 315.363.7467 x164).

The undersigned proposes to provide all labor, material, allowances, transportation and other expenses required for both 153 and 155 Madison Street, Oneida NY, in accordance with the Contract Documents dated March 4, 2019 and any Addenda issued prior to the Bid Due date, prepared by the City of Oneida, for the Base Bid Sum of:

\_\_\_\_\_ (\$ \_\_\_\_\_)

Receipt of Addenda Numbered \_\_\_\_\_ is acknowledged.

**Scope of work and all owner supplied items are described and annotated in the associated drawings.**

**The following cost breakdown is required:**

**Scope of Work:**

- |   |          |
|---|----------|
| 1. General Conditions                             | \$ _____ |
| 2. Exterior - Building #153 ~ Front, South facade |          |
| 1. Demolition                                     | \$ _____ |
| 2. Repair upper floor windows                     | \$ _____ |
| 3. Repair storefront transom windows              | \$ _____ |
| 4. New cornice at storefront, new cap flashing    | \$ _____ |
| 5. New lighting                                   | \$ _____ |
| 6. New sign bar and letters                       | \$ _____ |
| 7. New fiber cement panel and trim                | \$ _____ |
| 8. Masonry repair/repointing                      | \$ _____ |
| 9. Paint  | \$ _____ |
| 10. New entry doors                               | \$ _____ |
| 11. New storefront windows                        | \$ _____ |
| 3. Exterior - Building #155 ~ Front, South facade |          |
| 1. Demolition                                     | \$ _____ |
| 2. Repair upper floor windows                     | \$ _____ |
| 3. New cornice at storefront, new cap flashing    | \$ _____ |
| 4. New lighting                                   | \$ _____ |
| 5. New fiber cement panel and trim                | \$ _____ |
| 6. Masonry repair/repointing                      | \$ _____ |
| 7. Paint  | \$ _____ |
| 8. New entry doors                                | \$ _____ |

9. New storefront windows \$ \_\_\_\_\_

4. Exterior - Miscellaneous  
1. Repair upper floor windows ~ east elevation \$ \_\_\_\_\_

**Allowances:**  
1. 10% contingency on total \$ \_\_\_\_\_

If awarded the Contract, the undersigned bidder agrees to commence the Work on acceptance of the Proposal by the Owner and complete in \_\_\_\_\_ calendar days.

Anticipated start date of construction: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

LEGAL NAME OF FIRM: \_\_\_\_\_

BY: (print) \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

ONEIDA, NY

Façade Renovation Handbook



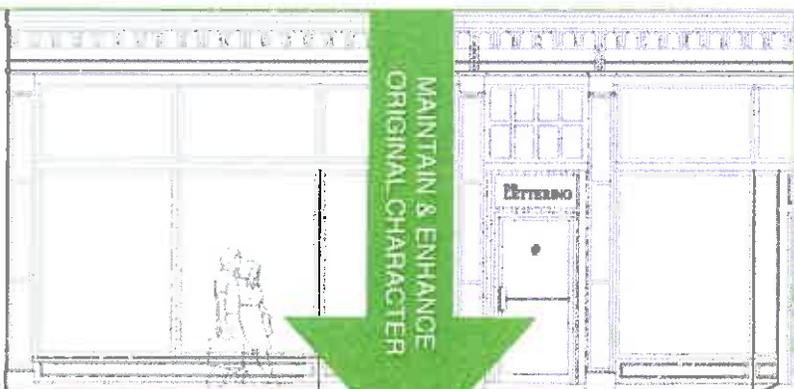
## OVERVIEW

This overview represents the broader aims of the program. Specific design aids follow in the next section. This Façade Handbook is intended to aid owners of buildings undergoing façade renovations with design proposals that contribute to the development of a vibrant and pedestrian-friendly downtown. Façade elements such as signs, colors, lighting, awnings, windows and doors, siding materials, and detailing all have a significant impact on the character and identity of the street. Not only can this handbook help building owners with design decisions, they can also be used to highlight and enhance existing characteristics of Oneida's Downtown.

## ORIGINAL CHARACTER

Small cities often lose the historic face of their downtown streetscapes to years of facade alterations and/or disrepair. Facade renovations sometimes occur without consideration for the public realm or a building's particular character or history. Many of Oneida's buildings retain original materials and details. Many wonderful window lintel and parapet designs and details remain in place even if some require repair or maintenance. When pursuing a facade renovation, designs should reference historic photos whenever possible, both to understand the original structure and design intent, but also for restoring unique details.

- ▶ **Cast Iron Columns**
- ▶ **Door & Window Lintels**
- ▶ **Cornice Lines**
- ▶ **Dentils & Corbels**
- ▶ **Detailed Masonry Pilasters**
- ▶ **Panel & Trim**
- ▶ **Exterior Ceiling Finishes**
- ▶ **Parapets, Brackets & Finials**











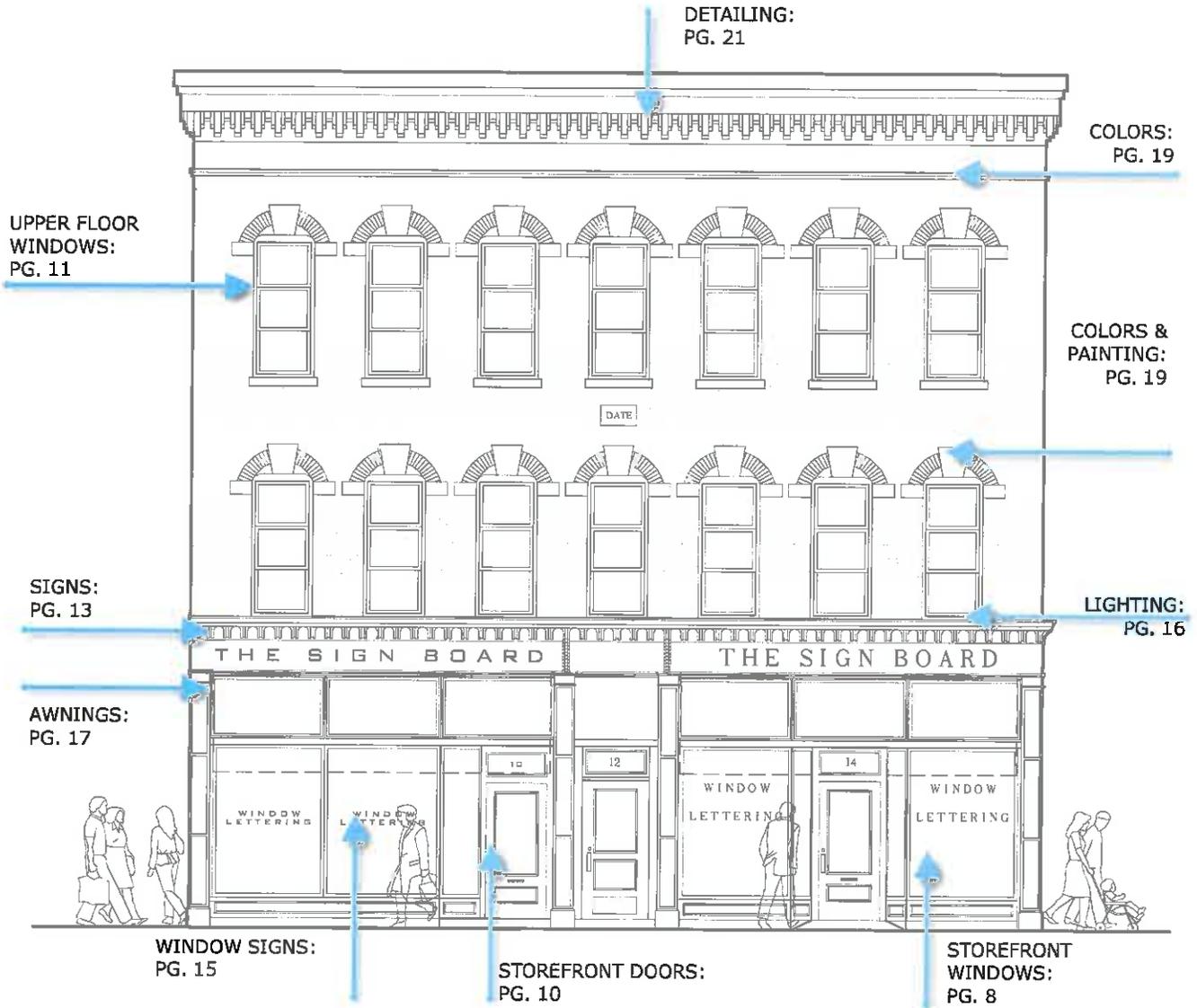


### FACADE PROPOSALS

When developing a design proposal, study your existing facade and try to identify original design elements such as original window and door heights, brackets, dentils & corbels, lintels, pilasters and columns, and other features that give your building character. After identifying the different parts, consider the condition of each - "poor" - "fair" - "good" - to begin to formulate the scope of work for the design. On a number of buildings in City Center, decorative, upper floor window lintels still remain intact but the window fenestrations themselves have been infilled or partially filled. This would be an opportunity to properly restore upper floor fenestrations.

Like many communities, not all of the buildings within City Center are historic, or lack a signifying character that can be targeted for facade proposals. In those cases designs should still be sensitive to the interaction between the public, pedestrian realm and the business inside. The last section of the handbook helps guide design decisions for these types of buildings.

# Graphic Table of Contents



**NOTE: This Handbook does not fully address portions of The Secretary of the Interior's Standards for the Treatment of Historic Properties - Please consult a design professional for customized guidance.**

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## 1. Materials

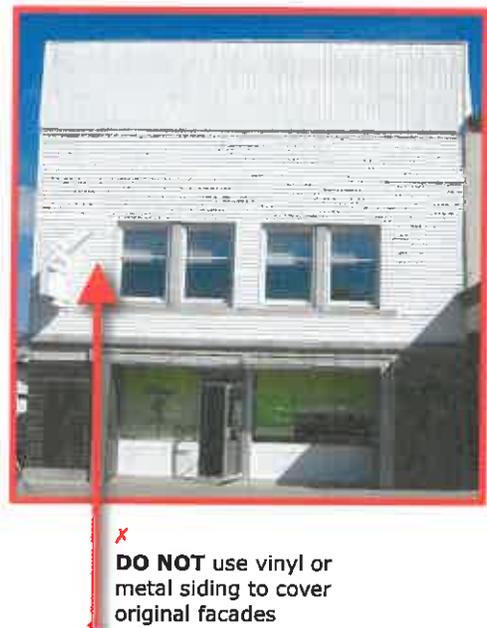
- a) Whenever possible, repair original materials before replacing them with new materials. In some cases, old brick buildings will require repairs to the brick and mortar.

Brick restoration requires special attention. Power-washing can damage the surface of the brick. After the surface has been cleaned of debris or old paint, bricks may need replacing and mortar joints repaired. Brick sealer can be applied to protect the restored brick. Always consult a professional before performing any masonry and brick work or reference the National Parks Service, Technical Preservation Services - preservation briefs for more information on brick, mortar types, and restoration practices. (<http://www.nps.gov/history/hps/tps/briefs/presbhom.htm>)

PLEASE NOTE: Some brick types are required to be sealed or painted.

Buildings may already have painted brick. In these instances it would be appropriate to repaint the existing brick.

- b) Do not use thin veneer/fake brick or stone applications when they do not accurately represent the building or the material. Do not use vinyl or metal siding. Many of these materials have unnatural trim, lintel and edge conditions that cause the facade to look too uniform and massive. Façade design proposals should never include covering original materials or column, cornice, sill, lintel, window, or panel detailing.



b) If materials are beyond repair - Use materials that don't require replacement as the only option for maintenance. Products such as brick or wood can be painted and are easily maintained – colors for painted surfaces can be changed as required. Smooth fiber-cement clapboard would be an acceptable wood substitute because it can be painted, it can be used where wood is used, and it's very durable when installed per manufacturer's specifications.

Some buildings may require gutters and downspouts on their street sides. For these buildings, all gutters and downspouts should be galvanized steel, aluminum, copper or an approved substitute with a period and style-correct shape, such as "half-round." Residential "K-style gutters" create unwanted horizontal lines that may detract from the building trim and detailing, and should not be used. Ensure that gutters and downspouts are of adequate size to manage the volume of water that flows from the roof that it serves.



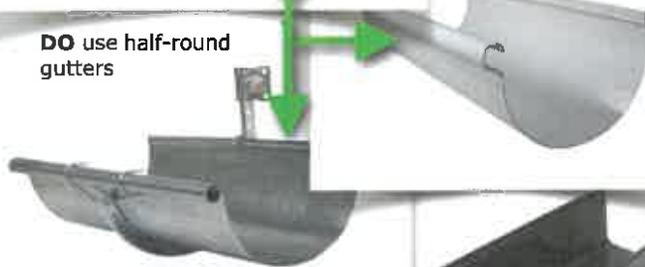
DO use wood or fiber-cement clapboard siding and trim



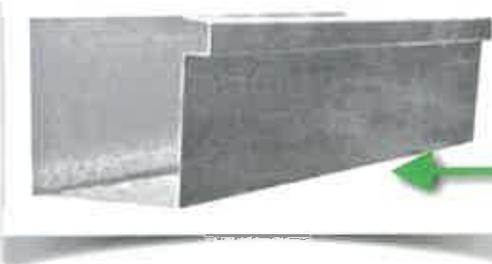
DO use copper gutters and downspouts where appropriate



DO use half-round gutters



DO NOT USE residential, K-style gutters



DO use box box gutters



- d) Special consideration should be given to roofing materials that are visible from the street. Whenever possible, it is preferred that period-correct materials are used, such as real cedar, slate, or standing-seam metal. Standing-seam metal roofing has a long life span when properly installed and will help maintain cooler roof temperatures, helping to reduce mechanical cooling costs.

Asphalt shingles are less durable, will produce more heat and are not historically accurate.



✓ **DO** take cues from historic precedent and use standing seam metal roofing or cedar shingles

✗ **DO NOT USE** asphalt shingles.



✓ **DO** use standing seam metal roofing



## 2. Storefront Windows and Doors Windows:

- a) Windows allow for pedestrian safety and flow in addition to easy viewing of merchandise for mercantile businesses. Original openings should be maintained. Design proposals should not reduce the glazed area of the storefront unless it is historically accurate. Window openings that were previously reduced or enlarged should be restored - 60%-80% of the storefront "pedestrian zone" (2'-8" above the sidewalk) should be clear glass, window area. This may vary depending on what is historically accurate for each specific building.

Maintain a three feet (3') minimum visual access into storefronts from the pedestrian zone and avoid using displays and signs that prohibit views in and out, including large shelving units with their backs facing the window. Proposals should not use vertical blinds or other elements that will block views into storefront windows. In some cases, storefronts may contain professional offices. For these storefronts, alternate privacy and shading elements may be appropriate. Use storefront awnings for shade control. Do not use opaque or tinted glass on commercial storefronts.



**DO NOT** reduce storefront window openings or have less than 60% clear glass

**DO** restore window openings and create visual access into businesses



**DO** create and maintain large, glass, street level storefronts - 60%-80% clear glass

**DO** create large storefront windows to allow 3' minimum visual access into storefronts



**Storefront displays should be lit at night**



**DO NOT** block view into storefronts with window shades or oversized window signs



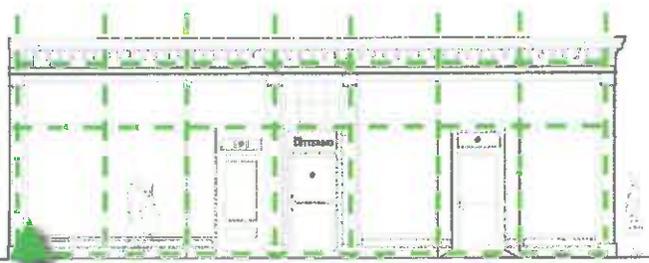
- b) Frame and sash profiles should be large enough to complement trim elements. For traditional façades, trim elements should be wood or approximately the same dimensionality and character of the original design.

The windows should be sized to fit with existing vertical and horizontal elements when available. Large areas should be broken up to address human scale as shown.

Using transom windows adds visual interest by creating a horizontal line to break up the storefront and address door heights relative to overall height of the storefront. Transom windows should be restored if they were previously removed or hidden. Existing transom windows should be maintained. Maintain the window and door proportions across the entire façade.

For commercial storefronts, use of wood or aluminum-clad wood windows is preferred. In special cases, using dark, anodized-aluminum windows with appropriately dimensioned frame and sash profiles would be considered.

Vinyl windows are prohibited. In general, color options for vinyl windows are limited and vinyl is a less dimensionally stable product.



✓ **DO** break up storefronts with horizontal and vertical elements

✓ **DO** establish a rhythmic pattern to break up large areas



✓ **DO** use transoms to add horizontal lines that break up the height



**DO** use wood or aluminum-clad wood windows for storefronts

### Doors:

- c) Uninterrupted full-glass and half-glass doors allow for visibility in and out.

Exterior doors that lead to residential second floors may be stile-and-rail doors without glass. The goal is that half-glass doors, and doors without glass should appear as “secondary” doors to pedestrians as compared to the full glass doors that lead to first floor businesses.

Transoms above doors to second floors should be restored to allow for light to enter into the stairway.

For standard commercial storefronts, doors should be wood or approximate wood in profile and character. Vinyl is not an acceptable alternative. Steel doors should be used only when historically appropriate.



**X**  
**DO NOT** use aluminum storefront doors



**X**  
**DO NOT** use residential type doors for commercial storefronts



**✓**  
**DO** use full glass entry doors for storefronts



**✓**  
**DO** use stile-and-rail type doors for second floor access doors and restore transoms above doors



**✓**  
**DO** use half-glass doors for second floor access entry doors and restore transoms above

### 3. Upper Floor Windows

- a) Restore original openings. Use wood or aluminum-clad wood windows, depending on the degree of historic character that has been maintained or is desired. Original window frames, sashes, transoms and arch tops should be restored.

*Interior, removable storm windows can be used to increase the energy efficiency of existing single-pane windows.*

Dark, anodized aluminum windows with historic frame and sash profiles may be considered. Vinyl windows are prohibited.

A minimum of 25% of the façade for the upper floor should incorporate transparent glass openings.



✓ **DO** maintain or restore original window openings

✗ **DO NOT** reduce window openings



✓ **DO** keep a minimum of 25% of upper level façade area for window openings



✗ **DO NOT** cover window openings



✓ **DO** restore window openings



For upper level windows that have been blocked and cannot be opened up, spandrel glass should be used to maintain window openings. In special situations openings may be filled in to match the exterior finish with brick or permanent panelling designed to represent closed shutters.

Do not place window unit air conditioners or satellite dishes on street side façades, as they are unsightly and present a danger to pedestrians.

Original shutters should be restored. If not present, shutters are discouraged. However, if new shutters are proposed they should be made of wood, composite wood or a dimensionally similar or paintable alternative. Do not use vinyl. Shutters should be located and sized to fit the window they serve - Though shutters may be fixed, the shutters should be large enough to fully cover the window if they were to be closed.



**DO** properly infill upper floor windows when necessary, coordinate with zoning restrictions.



**DO** restore original shutters



**DO NOT** block any window openings with air conditioners and do not mount satellite dishes to the facade



## 4. Signage

- a) A variety of signs and fonts around Main Street is acceptable. Signs will identify and define individual businesses. Each business is allowed maximum square footage of sign space which can be made up of wall signs, perpendicular signs, awning lettering, and window lettering.

### Sign boards:

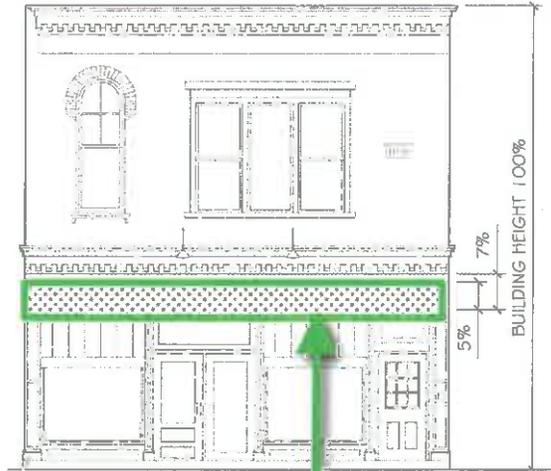
The scale and placement of the lettering and sign boards is important. Sign boards above storefront windows or awnings should not cover second floor windows and should be in proportion with the overall height of the building.

Sign board height for multiple-story buildings should be within 5%-7% of the overall building height. For single-story facades, sign boards should be 15-25% of overall building height. The business name should fit within the allotted sign board space; additional words and descriptions can appear as lettering on canvas awnings, window lettering and perpendicular signs.

Do not place lettering or sign boards at the second floor portion of the façade and do not use lettering or signage that is over-sized for the particular façade.

Sign boards should be wood or fiber-cement board panels for mounting raised letters or signs.

Do not use internally lit signs.



**DO** make sign board size proportionate to building height



**DO NOT** cover second floor windows with sign boards



**DO NOT** oversize sign boards relative to building height

**DO** use raised lettering or carved signs on sign boards



b) As of the time of writing, the City of Oneida zoning laws regarding signage are being revised. Applicants should coordinate with the building department.

When proposing perpendicular signs, carved, dimensional signs are preferred. Sign board lettering should have a minimum depth of 1/2".

Perpendicular signs should not project more than four feet (4') from the building façade. There should be a minimum of eight feet (8') from the sidewalk to the bottom of the sign and the top of the sign should not be higher than twelve feet (12') above the sidewalk. Perpendicular signs should not exceed a surface area of eight square feet (8 ft<sup>2</sup>) per side, but may take on various shapes. Perpendicular signs should have dimensionality; carved signs are preferred.

Perpendicular signs can be externally lit. Do not use internally lit perpendicular signs.

Signs should be suspended from horizontal standards or brackets mounted to the building. The actual sign board should not touch the building face.

If both an awning and sign are used they should be placed so as to not interfere with visibility to the sign.



✓ **DO** use properly sized perpendicular signs in various shapes

**DO** correctly size and locate perpendicular signs

4'-0" MAX.

proposed

ACCEPTABLE SIGN ZONE

8sf MAX.

8'-0" MIN.



✓ **DO** locate perpendicular signs above or below awnings when presenting



✗ **DO NOT** use oversized, backlit, or plastic perpendicular signs



- c) Window lettering should be carefully organized and applied so as to not clutter or prohibit viewing into the business, and should relate to the color scheme and other fonts for the business. Window signs should not be more than 25% of each window area and if solid, no more than four square feet of area per window.

Neon "open" signs are discouraged. In special cases, vintage neon signs would be deemed acceptable. Any new and creative use of neon signs could be considered on a case by case basis to ensure that the spirit of the district is met.



**DO** use window lettering without cluttering the view in and out – cumulative lettering area should be less than 25% of the glass area



**DO** use window lettering without blocking view



**DO** use window lettering without blocking view



**DO** use flags as an alternative to window signs



**DO NOT** prohibit views in and out by blocking more than 25% of glass area with window signs or with solid signs larger than 4 square feet.

## 5. Lighting

- a) Sign boards can be lit with either linear or goose neck lights. Lamp types may vary but color rendering should be in the traditional incandescent range of warm, consistent colors (2,000K-3,500K).

Do not use internally lit signs. Perpendicular signs should be lit from both sides.

For some storefronts, Neon signs may be appropriate for original character of the business or facade

✓ **DO** use gooseneck fixtures to light signs



✗ **DO NOT** use internally lit signs



✓ **DO** use linear fluorescent fixtures with incandescent color ranges (2,000K-3,500K).

- b) Use interior lighting for display windows and exterior entry lighting for security. Interior lighting at night will also draw attention to your business indicating that it is occupied and operational space on Main Street. Interior lighting should also be used for security



✓ **DO** light storefronts at night for security and marketing



✓ **DO** light storefronts at night: Window displays, entry vestibules, and signs

## 6. Awnings

- a) Awnings should be fabric and coordinate with the proposed color scheme. Any awnings should be sized relative to the window openings that they are sheltering to maintain vertical separations. Awnings may have a triangular or curved profile and may be fixed or retractable. The shape of the awning should be determined by the style of the building and the area that it is shading. The bottom of awnings should be a minimum of eight feet (8') high from the sidewalk and should not project more than five feet (5') or one-half of the width of the sidewalk, whichever is smaller.

Prefabricated metal awnings are not acceptable. Non-historic, structured overhangs should be removed and hidden details restored.

- ✗ **DO NOT** use metal awnings that simulate fabric awnings on historic buildings.



- ✗ **DO NOT** attach structured overhangs to original facades - remove whenever possible to restore original transoms and signboards.

**DO** coordinate awnings colors with the proposed building color scheme.



- ✓ **DO** use awnings at upper floors - colors should coordinate with the overall color scheme



- ✓ **DO** match awning size and location to vertical and/or horizontal separations - reference section 2B

- ✓ **DO** coordinate awning colors with the building color scheme.

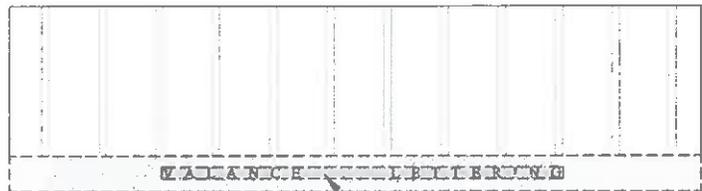


- ✓ **DO** match awning size and location to vertical and/or horizontal separations and coordinate color schemes.

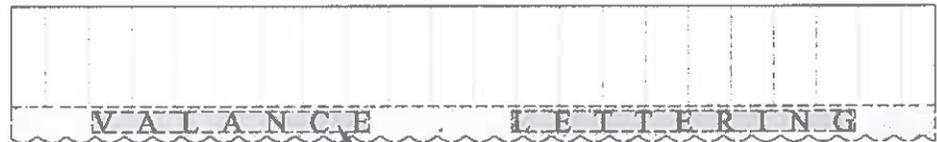


- b) Awnings can provide an opportunity for supplemental sign information. Placing lettering on the awnings allows businesses to share more information without using up other signage locations such as windows and sign boards.
- Lettering area should fit within 20%-50% of the total valance area
  - Letters should not be in a bold face font
  - Letters and words should be evenly spaced across the overall length of the valance to prevent it from appearing cluttered.

**DO** use fixed or retractable awnings in triangle or curved profiles on non-historic buildings.



20%



50%



✓ **DO** utilize awnings for supplemental lettering location



## 7. Color

- a) For buildings that have retained substantial historic character, historic color palettes should be used. When choosing a color scheme for a building, ensure that complementary colors are chosen. Maintain consistent tones when assembling colors to prevent awkward contrasts.

Many paint manufacturers offer a historic preservation color palette (Benjamin Moore, Sherwin Williams, Behr, Valspar, etc...)

Design proposals should also consider the colors of adjacent buildings or buildings shared between multiple tax parcels to ensure that complementary colors are being used across the streetscape. For a building with multiple tax parcels, an alternative is for the owners to agree on the upper level base color. Avoid duplicating the colors of adjacent buildings.

**Note: Colors as printed here do not accurately reflect the true paint colors. Please consult paint chips for true representation.**



Sample of acceptable combinations. The colors shown are from the Benjamin Moore Historic Preservation Color palette - other manufacturers are acceptable.



- a) For buildings that are completely painted, choose 2-3 colors for different building elements. One color will act as a base color for the majority of the façade (for painted brick or wood facades). The second color should be used for secondary elements like sign boards or medium sized elements such as columns or bulk head paneling. The third color should be used to pull out cornice and/or column detailing. Do not use uncomplimentary colors, too many, too few, or monotone colors.

Where the brick condition allows, the brick should not be painted on these buildings. The natural color of the brick should be considered in the overall color scheme. Some brick restoration may be required. National Park Service's preservation briefs discuss masonry sealers in greater detail.

Colors and stains for window trim and frames should be considered as part of the proposed color scheme.

✓ **DO** use 2-3 colors to create a base and highlight details



✓ **DO** leave exposed brick and consider the natural brick color in the overall color scheme

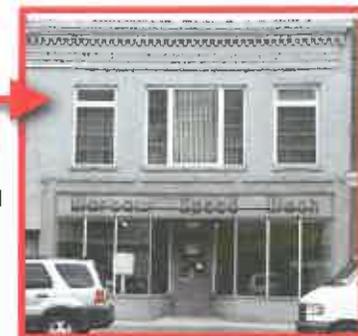


✓ **DO** coordinate window trim and frame colors with building color scheme



Base Color (Red)

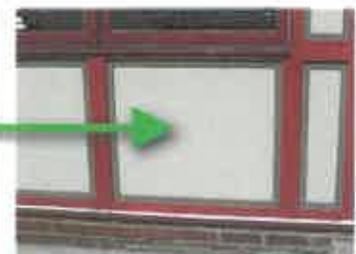
✗ **DO NOT** use a single color or colors that blend too closely



Windows and trim elements (Orange)

Accent and detailing (Beige)

✓ **DO** use multiple colors for highlighting new trim details and panels



## 8. Detailing

a) When feasible, a proposal should reference original fragments of the existing façade in order to re-establish its own recognizable, authentic identity. Details should be highlighted through careful color selection. Do not cover or remove column, lintel, or parapet details that provide historic character and address human scale.

✓ **DO** restore and highlight intricate details with careful color selection



✗ **DO NOT** paint detailing the same color as the building base color

✗ **DO NOT** cover original detailing for cornices, lintels or columns

✓ **DO** restore and highlight cornice, bracket, and column details with careful color selection



✗ **DO NOT** cover original facades with metal siding.

✓ **DO** restore and highlight cornice and column details with careful color selection





✓  
**DO** restore and highlight intricate details with careful color selection



✓  
**DO** restore original masonry cornices and pilasters

✓  
**DO** restore and highlight cornice and column details with careful color selection

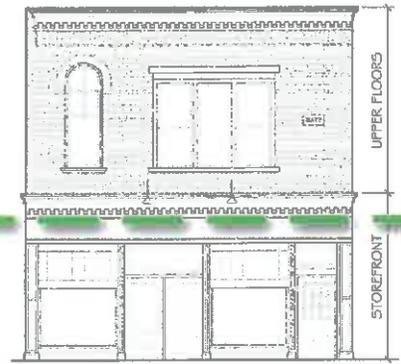


✓  
**DO** use color highlights on trim and panel details



✓  
**DO** restore and highlight cornice lines, corbels, door & window lintels

- b) Provide visual separation between first and second stories. This separation may consist of decorative trim, awnings, or a change of material with added relief to create a shadow line that delineates the top of the first story.

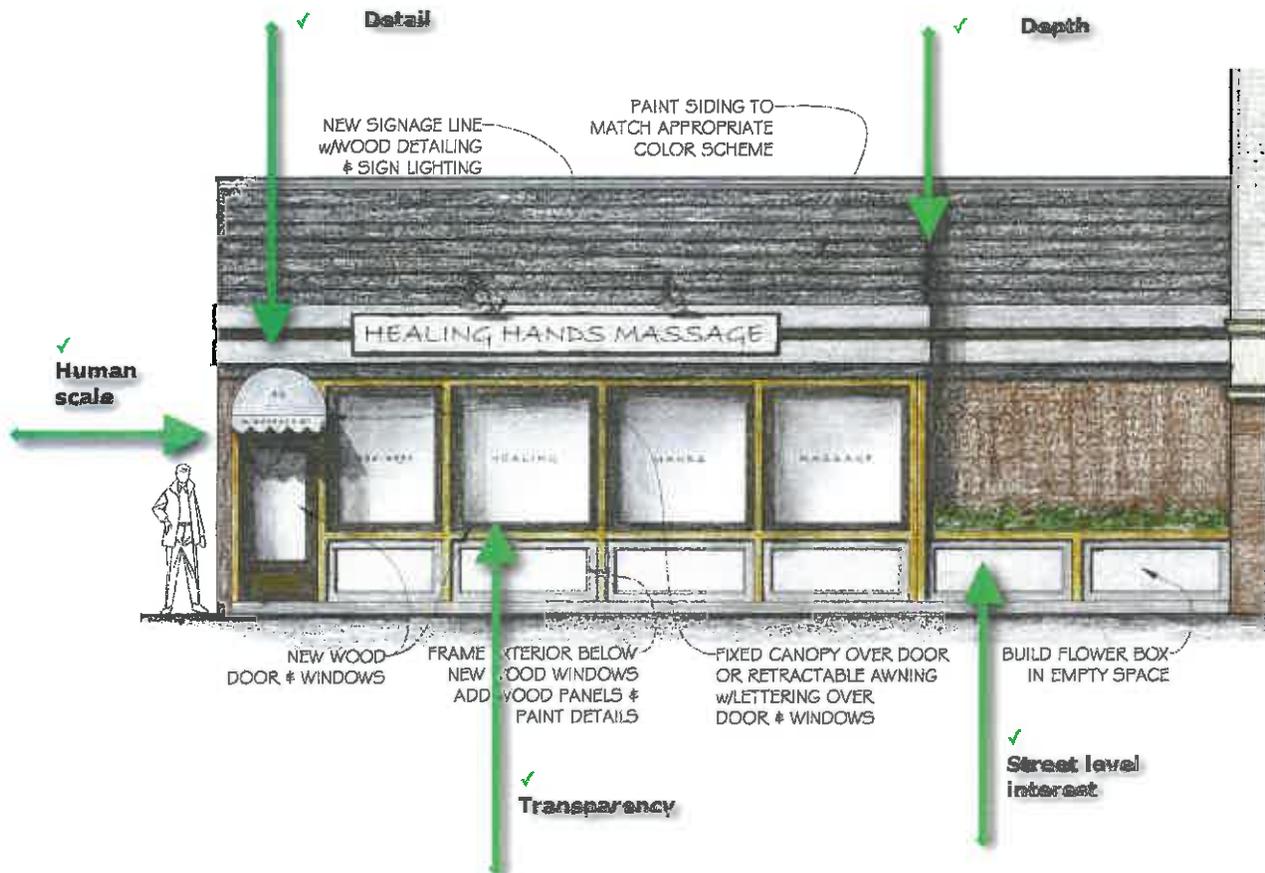


## 9) Single-Story Facades & Non-historic Facades

There are elements of façade design that are transposable onto different kinds of structures, from venerable 19<sup>th</sup> century edifices to utilitarian concrete-block warehouses and buildings of various sizes. This sensitivity to creating an inviting, layered, pedestrian-scaled façade represents the starting point for single-story buildings. This sensitivity to creating an inviting, layered, pedestrian-scaled façade represents the starting point for “non-historic” or substantially altered buildings.

### Design Elements

- Depth and “layering” of façade elements
- Focusing on human scale
- Street-level interest
- Transparency
- Detail



- a) Traditional proportions for sign boards and their locations on two-story facades may not be appropriate for single-story facades. Signboards should run the full length of the building and the height of signboards should be within 10%-25% of the overall building height. Applied lettering or signs within this zone should be no taller than two feet (2') or 80% of the signboard zone, whichever is smaller.

After appropriate proportions for signboards are established, upper portions of the wall may be left as a uniform material. Using the parapet or cornice detailing to establish rhythm can create visual interest. Considering the heights of adjacent single-story buildings will help City Center's single-story facades create a contiguous block.



**DO** use parapets to create rhythm and add visual interest while maintaining pedestrian scale windows and signs for storefront proportions

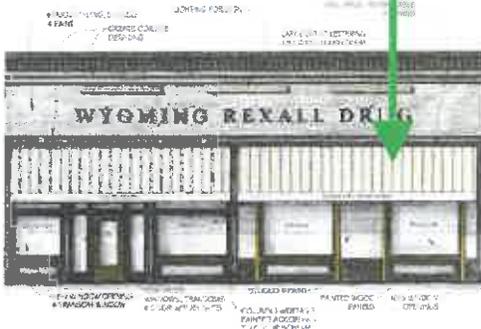


**DO** use parapets with cornice detailing on single-story facades to add visual



- b) By having an overhanging, 3-dimensional element, the owner can extend the presence of a business onto the sidewalk, making the business more inviting, increasing sales space, seating, etc, and protecting customers from the elements. Single-story buildings create additional dimensional interest at street level. Fabric awnings can help add detail and dimension to facades that lack the cornice, lintel and column detailing that may not be as prevalent.

**DO** introduce fabric awning variations to engage the pedestrian zone

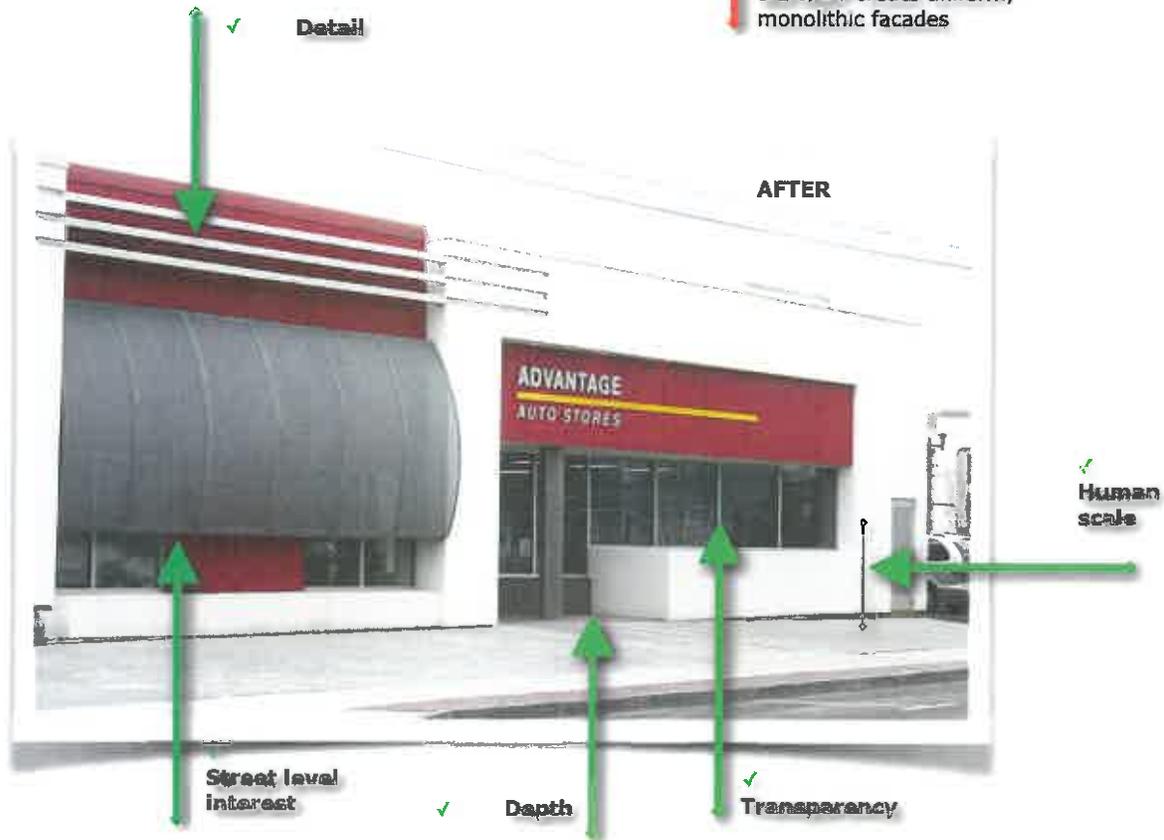


**Non-historic Buildings:** Large, empty, windowless facades deter walking, make pedestrians feel small and unwelcome. By making larger window openings and adding depth to a storefront one can make the business more sheltering and welcome for pedestrians. In some cases it may not be viable to increase the number of windows or visually break up the mass of a façade. Consider using different exterior finish materials to break up a large façade or painted murals that speak to characteristics of City Center, or the business occupying the space.

**BEFORE**



**DO NOT** create uniform, monolithic facades



✓ **Detail**

**AFTER**

✓ **Human scale**

✓ **Street level interest**

✓ **Depth**

✓ **Transparency**

- a) Historically, awnings helped reduce direct sunlight, protect from rain and snow, and attach businesses to the sidewalk and street. By having an overhanging, 3-dimensional element, the owner can extend the presence of a business onto the sidewalk, making the business more inviting, increasing sales space, seating, etc, and protecting customers from the elements.

For non-historic buildings not limited by historic character, custom designed and fabricated awnings are permitted. Work with a designer to create a unique element that can welcome passing pedestrians. Three-dimensional elements may require additional structural support.

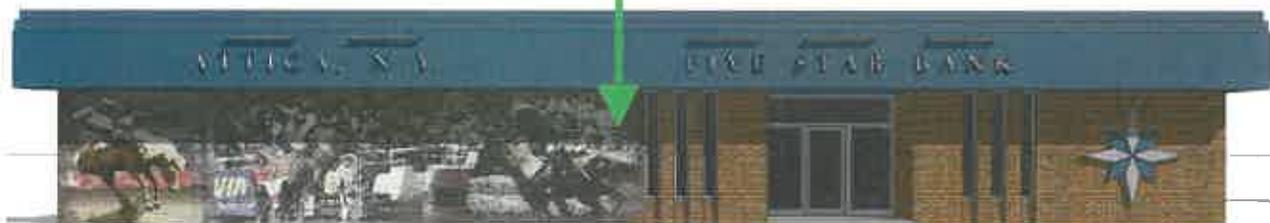
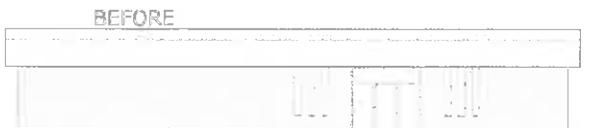
**DO** introduce awning variations and 3-dimensional elements to engage the pedestrian zone



- b) For buildings that lack specific historic identity, owners may not be limited to historic colors, in some cases they may be inappropriate based on the period of the building. The guidelines still recommend working within a range of colors complementary to all participants in the Program.

Rather than simply painting large blank surfaces consider painting murals or other interesting graphics to break up the façade and present specific City Center history or information.

**DO** use art and murals to create visual interest on large empty facades that can not be broken down and lack historic character – This example re-creates a regional, annual event, to enhance local pride and market the community.



AFTER

## **Maintenance**

### **To avoid blight conditions in Oneida:**

- Ensure that any exterior lighting lamps are not blown out and replace when required
- As paint begins to deteriorate, scrape clean and apply a fresh coat of primer and paint. When painting masonry – repair masonry, allow for the masonry to dry out before applying fresh coats of paint. Multiple applications may be required due to moisture escaping the brick until fully dried out.
- For brick buildings, over time the brick and mortar joints may need repair. By keeping the brick and mortar joints in good condition you will extend the overall life of the building while keeping the building looking clean
- Windows should be kept clean. When windows crack or break they should be replaced. Verify that caulking around windows and other openings is in good condition to extend the life of the windows and adjacent building materials
- Lettering should be replaced if letters are missing or damaged.
- Do not board up damaged windows.
- Do not leave scattered, disorganized, or abandoned utilities attached to buildings.
- Miscellaneous Items: Plantings in flower boxes and planters should be attentively maintained. Seasonal decorations should be placed and removed when appropriate and kept neatly organized while displayed.

**NON-COLLUSIVE BIDDING CERTIFICATION**

(See General Municipal Law Section 103-d)

By submission of this bid, the Bidder and each person signing on behalf of the Bidder, certify under penalty of perjury that to the best of knowledge and belief:

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;
2. Unless otherwise required by law, the prices which have been quoted in the 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.

The foregoing statement is affirmed as true under penalty of perjury.

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

FOR THE BIDDER: \_\_\_\_\_

(Corporate Seal, if any)  
If no seal write-  
"No Seal" across this  
place and sign)

(This Form Must Be Completed Prior To The Submission Of The Bid)

**BID SECURITY**

**(5% of Bid Amount)**

**(Attach Here)**

**STATEMENT OF SURETY'S INTENT**

To: City of Oneida Comptroller

\_\_\_\_\_

(Owner)

We have reviewed the Proposal of: \_\_\_\_\_

\_\_\_\_\_

(Contractor)

(Address)

For: \_\_\_\_\_

(Project)

Proposal for which will be received on:

(Date)

and wish to advise that should this proposal of the contractor be accepted and the contract awarded to him, it is our present intention to become surety on the performance bond and labor and material bond required by the contractor.

Any arrangement for the bonds required by the contract is a matter between the contractor and ourselves and we assume no liability to you or third parties if for any reason we do not execute the requisite bonds.

We are duly authorized to do business in the State of New York.

Attest:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Surety's Authorized Signature(s)

Attach Power of Attorney

(Corporate Seal if any. If  
no seal, write, "No Seal"  
across this place & sign).

**(This completed form must accompany the submission of the bid\proposal)**

**CERTIFICATE  
OF  
LIABILITY  
INSURANCE  
(ATTACH HERE)**

**CERTIFICATE  
OF  
WORKERS' COMPENSATION  
INSURANCE  
(ATTACH HERE)**

**(Note - ACORD Form is no longer acceptable proof of insurance)**

**CERTIFICATE  
OF  
NEW YORK  
DISABILITY BENEFITS  
INSURANCE  
(ATTACH HERE)**

**CONTRACT  
CLOSE-OUT  
FORMS**

**FINAL PAYMENT AFFIDAVIT  
THAT PROJECT IS FREE FROM LIENS & CLAIMS<sup>1</sup>**

To: Comptroller  
City of Oneida  
109 N. Main Street  
Oneida, New York 13421

Re: \_\_\_\_\_  
(Project Title\Contract)

In making application for final payment \_\_\_\_\_  
(Prime Contractor)  
certifies that the subject contract is free of any liens and that no right to any claim exists by any subcontractor or supplier of materials incorporated into the works.

\_\_\_\_\_ further certified that the premiums shall  
(Prime Contractor)  
be paid in order to keep the labor and material bond in force for a period of one year after date of final acceptance by the City of Oneida IAW Contract provision 00012.03, Contract Security.

\_\_\_\_\_  
(Signature of Owner of Officer)

\_\_\_\_\_  
(Typed Name of Owner of Officer)

\_\_\_\_\_  
(Name of contractor)

<sup>1</sup> This form shall be completed and shall accompany the request for final payment.

# New York Consolidated Laws, General Municipal Law - GMU § 103-d. Statement of non-collusion in bids and proposals to political subdivision of the state

[Eff. until June 1, 2018, pursuant to L.2010, c. 56, pt. FF, § 13, subd. 2 and L.2003, c. 62, pt. X, § 41, subd. (a). See, also undesig. par. below.]

Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

[Eff. June 1, 2018. See, also subd. 1, opening par. above.] Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

“(a) 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 thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (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;
- (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-1) [Expires and deemed repealed June 1, 2018, pursuant to L.2010, c. 56, pt. FF, § 13, subd. 2 and L.2003, c. 62, pt. X, § 41, subd. (a).] Notwithstanding the foregoing, the statement of non-collusion may be submitted electronically in accordance with the provisions of subdivision one of section one hundred three of the general municipal law .

(b) A bid shall not be considered for award nor shall any award be made where (a)(1)(2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor.

Where (a)(1)(2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

2. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

VIII. LEAD-BASED PAINT POLICY TABLE

Structure	Pre-1978 structures with a child-occupied facility or residential units	Pre-1978 structures with a child-occupied facility or residential units	Pre-1978 structures with a child-occupied facility or residential units
<p><b>Workscope</b></p> <p>Workscope: Exterior renovations that include residential window repair or replacement, repair of exterior sills and linths.</p>	<p>Workscope: Interior renovations, including residential unit(s) &lt; \$5,000 Unit Rehab Cost</p>	<p>Workscope: Interior renovations, including residential unit(s) &gt; \$5,000 Unit Rehab Cost</p>	<p>Workscope: Exterior renovations that include residential window repair or replacement, repair of exterior sills and linths.</p>
<p><b>Evaluation</b></p> <ul style="list-style-type: none"> <li>• Test painted surfaces to be disturbed using EPA recognized test kits (40 CFR 745.88) or XRF Survey</li> <li>• Documentation: Renovation records or reports certifying that a determination has been made whether or not lead-based paint was present on the components affected by the renovation per 745.86(b)(1)</li> </ul>	<ul style="list-style-type: none"> <li>• Test exterior &amp; residential unit interior painted surfaces to be disturbed using EPA recognized test kits (40 CFR 745.88) or XRF Survey</li> <li>• Documentation: Renovation records or reports certifying that a determination has been made whether or not lead-based paint was present on the components affected by the renovation per 745.86(b)(1)</li> </ul>	<ul style="list-style-type: none"> <li>• Test exterior painted surfaces to be disturbed using EPA recognized test kits (40 CFR 745.88) or XRF Survey</li> <li>• Conduct LBP risk assessment by EPA certified Risk Assessor of any residential unit with more than \$5,000 in-unit rehab cost (or child-occupied facility) &amp; tenant means of egress per 745.227(d)</li> <li>• Documentation: Renovation records or reports per 745.86(b)(1) and risk assessment report explaining the results of the investigation and options for reducing lead-based paint hazards.</li> </ul>	<ul style="list-style-type: none"> <li>• Test painted surfaces to be disturbed using EPA recognized test kits (40 CFR 745.88) or XRF Survey</li> <li>• Documentation: Renovation records or reports certifying that a determination has been made whether or not lead-based paint was present on the components affected by the renovation per 745.86(b)(1)</li> </ul>
<p><b>Disclosure to owner and/or occupants</b></p> <ul style="list-style-type: none"> <li>• To owner: <ul style="list-style-type: none"> <li>• EPA Renovate Right pamphlet to owner</li> <li>• Documentation: owner acknowledgement of receipt per 745.84(b)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• To owner: <ul style="list-style-type: none"> <li>• EPA Renovate Right pamphlet to owner</li> <li>• Documentation: owner acknowledgement of receipt per 745.84(b)</li> </ul> </li> <li>• Owner to residential tenants: <ul style="list-style-type: none"> <li>• EPA Renovate Right pamphlet</li> <li>• HUD/EPA Protect Your Family from Lead pamphlet</li> <li>• HUD/EPA Lessor's Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards</li> <li>• Documentation: owner certification of tenant disclosure</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• To owner: <ul style="list-style-type: none"> <li>• EPA Renovate Right pamphlet</li> <li>• Disclosure of risk assessment results</li> <li>• Documentation: owner acknowledgement of receipt per 745.84(b)</li> </ul> </li> <li>• Owner to residential tenants: <ul style="list-style-type: none"> <li>• EPA Renovate Right pamphlet</li> <li>• HUD/EPA Protect Your Family from Lead pamphlet</li> <li>• HUD/EPA Lessor's Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards</li> <li>• Documentation: owner certification of tenant disclosure</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• EPA Renovate Right pamphlet to owner</li> <li>• Documentation: owner acknowledgement of receipt per 745.84(b)</li> </ul>
<ul style="list-style-type: none"> <li>• If the certified renovator has tested each component affected by the renovation and determined that the components are free of paint or other surface coatings that contain lead equal to or in excess of 1.0 mg/cm<sup>2</sup> or 0.5% by weight, document the test results and no further action concerning lead-based paint is required.</li> <li>• If lead-containing (equal to or in excess of 1.0 mg/cm<sup>2</sup> or 0.5% by weight) painted surfaces will be disturbed or if lead-based paint hazards were identified during a risk assessment the procedures subsequently outlined in this document must be followed.</li> <li>• When conducting renovation work that disturbs any painted surface of the building exterior beyond any residential window openings, it is strongly recommended to test the painted surfaces and if lead-containing paint is detected, to utilize an EPA certified contractor and implement EPA safe work practice standards found at 40 CFR 745.85(a).</li> </ul>			
<p><b>Eligible contractors</b></p> <ul style="list-style-type: none"> <li>• EPA certified renovation firm (current)</li> <li>• Documentation: firm certification per 745.89 &amp; Renovation training certification per 745.90</li> </ul>			
<p><b>Work practices</b></p> <ul style="list-style-type: none"> <li>• EPA work standards at 40 CFR 745.85(a)</li> <li>• Documentation: Contract reflecting LBP hazard controls &amp; work requirements; Renovation certification per 745.86(b)(6) and completion documentation per 745.86(c)</li> </ul>			
<p><b>Occupant protections</b></p> <ul style="list-style-type: none"> <li>• Residential units: contain work areas and post signs per 745.85(a)</li> <li>• Documentation: Renovation certification per 745.86</li> </ul>	<ul style="list-style-type: none"> <li>• Residential units: contain work areas and post signs per 745.85(a)</li> <li>• Documentation: Renovation certification per 745.86</li> </ul>	<ul style="list-style-type: none"> <li>• Residential units and egresses: contain work areas and post signs per 745.85(a)</li> <li>• Households with pregnant women or child under the age of 6: relocate during lead hazard control activities</li> <li>• Child-occupied facility: not in use during hazard control activities</li> <li>• Documentation: evidence of temporary relocation</li> </ul>	
<p><b>Clearance</b></p> <ul style="list-style-type: none"> <li>• EPA post-renovation verification methods (745.85(b))</li> <li>• Documentation: Renovation certification per 745.86</li> </ul>	<ul style="list-style-type: none"> <li>• Clearance testing per 24 CFR 35.1340</li> <li>• Documentation: clearance report</li> </ul>	<ul style="list-style-type: none"> <li>• Clearance testing per 24 CFR 35.1340</li> <li>• Documentation: clearance report</li> </ul>	
<p><b>Records of compliance</b></p> <p>Contractor: Records required by 745.86 must be maintained 3 years after completion of the renovation.  Program administrator: Records of compliance 5 years after completion of the 5-year performance period. (see compliance checklist)</p>			
<p><b>Ongoing maintenance</b></p> <p>During the 5-year performance period, owner certifies to maintain the paint in all residential spaces using safe work practices</p>			

## D. Definitions

### Child-occupied facility

A child-occupied facility means a building, or portion of a building containing a day care center, preschool, kindergarten classroom, or other use visited regularly by the same child under 6 years of age on at least two days within any week in which each day's visit lasts at least 3 hours and the combined annual visits last at least 60 hours.

### EPA Renovation, Repair and Painting (RRP) Rule 40 CFR Part 745

EPA's Lead Renovation, Repair and Painting Rule (RRP Rule) requires that firms performing renovation, repair, and painting projects that disturb lead-based paint in homes, child care facilities and pre-schools built before 1978 have their firm certified by EPA (or an EPA authorized state), use certified renovators who are trained by EPA-approved training providers and follow lead-safe work practices. The Rule is located at 40 CFR Part 745, Subpart E, sections 745.80 – 745.92.

### Pre-1978 building or structure

A building for which any portion of the building was originally placed in service prior to January 1, 1978.

### Residential Unit Rehabilitation Cost

The "hard costs" of rehabilitation within a specific unit, excluding exterior window repair/replacement, lead hazard control costs and soft costs.

### Risk Assessment

One (1) an on-site investigation by a certified risk assessor to determine the existence, nature, severity, and location of lead-based paint hazards, and (2) the provision of a report by the individual or the firm conducting the risk assessment, explaining the results of the investigation and options for reducing lead-based paint hazards.

## E. Covered Projects

This policy applies to **any pre-1978** structure that is rehabilitated with NYMS funds, regardless of its current or expected use.

If appropriate documentation is available, exempt projects that are **not** subject to any of the requirements in this policy include:

- Entire buildings or structures that were originally placed in service after 1/1/78.
- Buildings or structures that were originally placed in service prior to 1/1/78 but which have been professionally inspected and certified to contain no lead-based paint according to EPA standards. This does not include buildings that have only been determined by risk assessment to contain no lead hazards.
- Buildings with residential units restricted by financing, regulatory agreement or deed restriction exclusively for occupancy by the elderly.

Appropriate exemptions, with supporting documentation, must be submitted as part of the site-specific environmental review.