



Putnam Valley Central School District

"The Child, First and Foremost...
Building a Foundation for the Future"

NOTICE TO BIDDERS

The Putnam Valley Central School District, 171 Oscawana Lake Road, Putnam Valley, NY, Putnam County, (in accordance with Section 103 of Article 5-A of the General Municipal Law), hereby invites the submission of sealed bids for the following:

ELECTRICAL SERVICES TIME AND MATERIAL

BID #2023-24-10

2023-2024 SCHOOL YEAR

Bids will be received until Wednesday, June 26, 2024 at 11:30 A.M. in the Business Office located at:

171 Oscawana Lake Road
Putnam Valley, NY 10579

at which time and place all bids will be publicly opened and read. Specifications and bid forms may be obtained from the same office. **For a copy of the bid, please go to http://pvcsd.org/district/bids_rfp.php or call the district office at (845)528-8143.** Vendors are requested to carefully review the Instructions to Bidders contained therein.

The PVCSD is not responsible for bids opened prior to the bid opening if bid title, bid number and opening date do not appear on the envelope.

The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the PVCSD, as well as improper hand delivery.

THE BOARD OF EDUCATION RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS IN THE BEST INTEREST OF THE SCHOOL DISTRICT AS WELL AS TO ACCEPT ANY PART OF A BID OR ALTERNATIVE BID.

The PVCSD reserves the right to waive any informalities in the bids, or to reject all bids, or to accept any bid which in the opinion of the Board will be to their interest.

Maureen Bellino
District Clerk
Putnam Valley Central School District

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INSTRUCTIONS TO BIDDERS

1. Each proposal is to be submitted in a sealed opaque envelope marked with the name of the bidder, bid title, bid number and the opening date. Proposals must be made upon Bid Forms furnished by the School District. Proposals which are incomplete, conditional, or obscure may be rejected as not meeting specifications. No bid may be withdrawn pending award.
2. Any bid submitted will be binding for 45 days subsequent to the date of bid opening. This period may be extended by mutual agreement.
3. The Board of Education reserves the right to reject any and all bids in the best interest of the school district as well as to accept any part of a bid or alternative bid.
4. Do not detach or separate the sheets in this set. Submit this completed set as your bid.
5. The following documents are required to be completed with this sealed bid to meet the bidding requirements:
 - a. Bid Proposal Form (Attachment #1).
 - b. If the bidder is a corporation or partnership, names, addresses and title must be submitted as in Requirement #1. Corporation or Partnership Information (Attachment #2).
 - c. Bid Proposal Certifications properly signed (Attachment #3).
 - d. Hold Harmless Certification (Attachment #4).
 - e. Certified Check or Bid Bond properly executed for 10% of the bid price or a minimum of \$1,000, payable to the Treasurer, Putnam Valley Central School District as in Requirement #2.
6. All sections of the contract documents attached thereto or indicated to be included in the Specifications are to be an integral part of these and all specifications and contracts, and their provisions shall govern the performance and execution of the work to be done and/or the services to be rendered under this contract.

INSTRUCTIONS TO BIDDERS - CONTINUED

7. Submission of a bid by a Contractor will be construed as indication that he is fully

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informed as to the extent and character of the work, labor, supplies, materials, or equipment required, and can perform the work, furnish the supplies, materials, or equipment satisfactorily to the full intent of the Specifications without any extras. His bid shall include the furnishing of all labor, materials, and equipment as required by the work to be done or the services to be rendered. The District will not be required to incur any travel or fuel costs.

8. The award of the contract shall be made according to law, to the lowest responsible bidder complying with the bid Specifications, as soon as practicable after the public opening of bids.
9. The bidder must insert in his bid, the price per unit specified, and the price extension of each item, if required. In the event of discrepancy between the unit price and the extension, the unit price will govern. Prices must be extended in decimals, not fractions.
10. Upon the complete satisfaction of the PVCSD, payment will be made after presentation of the vendor's invoice.
11. Purchases by PVCSD are not subject to any sales or Federal Excise Tax. Exemption Certificates will be furnished upon request.
12. The Board reserves the right to require any bidder to submit a sample either before or after the awarding of the bid to ascertain whether or not the product will be suitable for the purpose for which it is to be used.
13. In awarding any bid PVCSD may select a number of units within a range of 25% above or below the number of units for which a bid was required for such item. The purchase of additional units within 180 days after bid has been awarded shall be at the same price per unit as quoted in this bid.
14. The successful bidder shall include in this bid and pay all freight, delivery, travel, and fuel charges. The successful bidder shall be responsible for delivery of the merchandise in good condition to the place set forth in the specifications or the purchase order, in compliance with the Specifications. Any damaged merchandise or merchandise which does not comply with the Specifications will not be accepted by PVCSD. The successful bidder must replace such damaged merchandise or merchandise which does not comply with the Specifications before payment will be made.

INSTRUCTIONS TO BIDDERS - CONTINUED

15. Whenever, within one year of final acceptance of the apparatus, equipment, supplies, or materials by PVCSD, the contractor is notified in writing by the Board that any item of apparatus, equipment, supply, material and/or

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workmanship has proved defective or is not meeting the Specification requirements, he shall immediately replace, repair or otherwise correct, as the Board may determine, the defect or deficiency without cost to the Board.

16. When any particular brand or article is specified, it is to be regarded as a standard. Any other equal in quality, finish, and durability, in the opinion of the Board, will be considered. When a bidder proposes to furnish the equivalent of any article described in these Specifications, he shall attach to his bid complete specifications including pictures or written notations showing in detail deviations from the original request. The contractor may later be required to submit samples before the contract is awarded. If no such information is attached to his bid, it shall be taken for granted that he will furnish the article specified and will not submit an equivalent after his bid is opened and recorded.

17. Any changes made in specifications after the contract is amended must be made in writing. No oral agreement made between any party of the first part and PVCSD. and/or its representative(s) will be valid.

18. In all cases the decision of PVCSD will be final.

REQUIREMENTS

1. The bidder, if a corporation, shall submit the names, home addresses and titles of its corporate officer(s). If a partnership, like information concerning its partners (Attachment #2).
2. All bids must be accompanied by a Certified Check for ten (10) per cent of the amount of the bid or a minimum of \$1,000 made payable to the **Treasurer, Putnam Valley Central School District** or a Bid Bond in the amount of ten (10) percent of the amount of the bid or a minimum of \$1,000, as a guarantee that in the event the contract is awarded to the bidder, he will execute the contract.

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Upon failure to do so, he will forfeit the Certified Check or Bid Bond as liquidated damages. The bid bonding company must be A.M. Best rated.

3. The successful bidder, if performing or subletting plumbing services, shall provide insurance as specified:
 - a. **FOR ALL COVERAGES:**
Any deductibles or self-insured retentions must be declared to and approved by the District. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its Board of Education, (Board) officers, employees, or volunteers.
 - b. **COMMERCIAL GENERAL LIABILITY INSURANCE:**
"Occurrence" form, including Premises-Operations, Products-Completed Operations, Contractual, Personal Injury, Owner-Contractor Protective and Fire Damage Legal Liability. Coverage shall be in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate, **you must also submit an endorsement form # CG 20 26 11 85, naming the School District as additional insured.**
 - c. **WORKERS' COMPENSATION & EMPLOYERS LIABILITY:**
Statutory Workers' Compensation and Employers Liability Insurance for all of his employees to be engaged in work under the contract and if such work is sublet, the contract shall require the subcontractor to maintain similar coverage for all of his employees. A Workers' Compensation Insurance Certificate must be submitted to the District by the Contractor before the start of the contract, and it must meet the requirements of the Workers' Compensation law for the State of New York. **Bidders must comply with New York State Labor Laws and New York State Prevailing Rate Schedule.** General provisions of laws for prevailing wages can be found on page 8.

REQUIREMENTS - CONTINUED

This insurance must be purchased from a New York State licensed, A.M. Best Rated company. The Putnam Valley Central School District and the Putnam Valley Board of Education, with the exception of Workers' Compensation and Employers Liability Insurance, shall be named as additional insured. A copy of the certificate shall be mailed to the District, with a provision that in the event the policies are either canceled or diminished, at least 30 days prior written notice by certified mail, return receipt requested, thereof shall be given to the District. The Company shall not commence work under this contract until they have obtained all insurance as required and such insurance has been approved by the District. The Company shall require any Contractor(s) to provide all of the requirements of this section before any work is to commence. In addition, all subcontractors must

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carry statutory Workers' Compensation and Employers Liability Insurance for their employees. The failure to maintain such insurances shall be cause for the PVCSD to terminate the contract immediately.

4. The Contractor may not assign, let, or sublet the contract without written permission from the Board of Education or its designee.
5. The successful bidder must be a responsible bidder qualified and prepared to perform the work required as indicated in these Specifications, and who has the necessary financial backing and ability to perform the work. The bidder shall be prepared to furnish to the District, should the District request financial statements by a Public Accountant licensed to do business in the State of New York covering the firm's finances for one year prior to the bid. The District reserves the right to reject the bid of any bidder that fails to satisfy the district that such bidder is qualified to carry out the obligations of the contract and to complete the work contemplated therein.
6. The successful bidder agrees to allow an audit, if necessary, of any and all financial records relating to this contract by the Department of Audit and Control of the State of New York, the District, or its designee.
7. The Board of Education shall have the right to declare any or all bids rejected without any liability on the part of the school district or the Board of Education. The contract will be awarded, if at all, to the lowest responsible bidder complying with the Specifications, as determined by the District in accordance with the provisions of the law. In determining whether a bidder is responsible, the bidder's financial performances shall not be the only criterion. The Board of Education is just as concerned with the proven ability of the bidder to satisfactorily perform his contract so that the services contracted for will be delivered on time and in accordance with the specifications. The Board of Education has the right to take into consideration past performances of the Contractors used by the District. The Board of Education shall be the sole judge of who is a responsible bidder.

REQUIREMENTS - CONTINUED

8. Any contract is subject to the approval of the Commissioner of Education and the prospective Contractor's signature on the attached Bid Form indicates acceptance of this clause.
9. If identical bids are submitted by two or more bidders, the Board of Education reserves the right to award the contract to the bidder that the Board determines can best meet the terms, conditions and specifications contained herein or the Board may reject all bids and re-bid.
10. The Board shall have the right and may declare that the Contractor is in default on the whole or any part of the work and to immediately cancel the contract:

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- a. for failure to provide safe and/or efficient service.
 - b. if the Contractor becomes insolvent.
 - c. if the Contractor has not maintained a working force sufficient to meet the obligations of the contract including the established schedule upon which it is based.
 - d. if the Contractor fails to maintain the required insurances.
 - e. if the Contractor violates any provision of law (including by not limited to prevailing wage) or any term of the contract.
11. As required by Section 103-D of the General Municipal Law, it is necessary for each bidder to sign a non-collusive bidding certificate (Attachment #3), which is furnished herein.
12. Bidders must meet the following general criteria:
- a. All equipment will be covered by a one-year on-site hardware warranty with full parts and labor and the contractor must be able to respond to any related problems within 24 hours.
 - b. The successful bidder will be required to submit a written quote prior to non-emergency work. The quote must contain the bid number and cost details.
 - c. Submitted invoices must be detailed, indicating date of service, labor cost, material costs, bid number and the District purchase order number.

13. **Emergency Service**

The awarded contractor must provide emergency service, there must be a telephone number that will be answered 24/7 and the contractor must arrive on site within two (2) hours of receiving an emergency call.

Emergency telephone number (_____) _____

If the contractor fails to arrive within two (2) hours, the District will not be charged for this service call.

The awarded contractor is required to arrive on site within one to two business days of a non-emergency call to address or discuss work that is being requested.

14. There will be absolutely no exceptions or alternatives for these requirements.

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GENERAL PROVISIONS OF LAWS FOR PREVAILING WAGES

THE RESPONSIBLE BIDDER IS REQUIRED TO FOLLOW ALL THE GENERAL PROVISIONS OF THE LAWS COVERING WORKERS ON ARTICLE 8 OR ARTICLE 9 – PUBLIC WORK CONTRACTS. PLEASE REVIEW AND FOLLOW ALL THE INSTRUCTIONS THAT PERTAIN TO YOUR TRADE THAT ARE IN THE PACKAGE ISSUED FROM THE DEPARTMENT OF LABOR PERTAINING TO PREVAILING WAGES AND CERTIFIED PAYROLL.

ALL INVOICES MUST BE SUBMITTED WITH A CERTIFIED PAYROLL SHEET. IF INVOICES ARE NOT SUBMITTED WITH A CERTIFIED PAYROLL SHEET, THE INVOICE WILL NOT BE PAID.

SIGNATURE

DATE

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SPECIFICATIONS

Provide skilled labor on an as needed basis to complete installations and repairs for the Putnam Valley School District.

1. The successful bidder must possess current valid licensing required by New York State and the town of Putnam Valley relative to their work.
2. The successful bidder will be expected to provide both scheduled maintenance, emergency repairs and new installations as required. Emergency service call response time shall be within two (2) hours and shall be provided 24 hours per day, seven (7) days per week.
3. The Contractor must be able to demonstrate a strong track record working in a multi-building public school setting and must employ sufficient staff to be able to respond to two or more locations at the same time during regular hours as well as emergency calls.
4. The hourly bid rate should include the cost of labor, overhead and profit. Materials required to complete projects will be provided at current pricing plus the overhead and profit percentage indicated. It is understood that the bidder will bid only for the labor they have the expertise in. That is, an electrical contractor will bid only electrician's labor.
5. All work to be performed by full time employees of the successful Contractor for each trade listed on the bid form. No subcontracting of any work covered under this bid is allowed under any circumstances unless agreed upon by the Director of Facilities.
6. A contractor who is regularly employed in a particular trade may not bid on labor for other trades. For example, a plumbing contractor may not bid on the electrician labor portion of this bid.

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ATTACHMENT #1

BID PROPOSAL FORM

Please bid labor rates and material mark-up percentage for equipment needed. Prices valid through June 30, 2025:

HOURLY RATE, Contractor:

To perform work as described in Specifications (must meet or exceed NYS Prevailing Wage requirements):

\$ _____ . _____ per hour

HOURLY RATE, Helper/Laborer:

To perform work as described in Specifications (must meet or exceed NYS Prevailing Wage requirements):

\$ _____ . _____ per hour

SPECIAL EQUIPMENT and / or materials purchased by contractor:

Percentage discount or mark-up (circle one and fill in percentage) _____ %*

*Must provide list price sheet with invoice.

Successful bidders will be required to perform small demolition if needed to make a repair. Demolition such as, but not limited to, cutting holes in plaster or sheetrock walls, removing ceiling tiles, breaking up concrete and cutting out any window structure. Vendors will also be responsible to restore the area back to its original state before demolition.

Name of Bidder: _____
Address: _____

Contact Person: _____ Title: _____

Signature: _____ Date: _____

Tel #: (_____) _____ Fax #: (_____) _____

E-mail: _____

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TERM

The term of the initial contract for Construction Trades Service T&M shall be for the period of one year, bid opening through 6/30/2025. The District being sufficiently satisfied with the level of quality and cost of these services may choose with the Contractor's agreement to renew the contract for additional one year periods beginning 7/1/25 – 6/30/26 and 7/1/26 – 6/30/27 three (3) years consistent with the then current SED regulations; including an annual cost increase not to exceed the May Consumer Price Index (CPI) for the Northeast Region/Eastern United States.

If you have any questions pertaining to the above bid please call David Spittal, Director of Facilities at 845.526.7856.

ATTACHMENT #2

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CORPORATION OR PARTNERSHIP INFORMATION

NAME

ADDRESS

TITLE

ATTACHMENT #3

BID PROPOSAL CERTIFICATIONS

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I. General Bid Certification

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-D of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the State. 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 its 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.

ATTACHMENT #3 - BID PROPOSAL CERTIFICATIONS – CONT'D

(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 furnish with the bid a signed

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statement which sets forth in detail the reasons therefore. Where (A), (1), (2) and (3) above have not been complied with the bid shall not be considered for award not 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 not made for the purpose of restricting competition.

The fact that a bidder (a) had 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 subparagraph one (a).

1. 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 the 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.

III. Iran Divestment Certification

By submission of this bid, the bidder and each person signing on behalf of the 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 its knowledge and belief, each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law (the list created and maintained by the NYS Office of General Services cataloging significant investment in the Iranian energy sector).

ATTACHMENT #3 - BID PROPOSAL CERTIFICATIONS – CONT'D

IV. Debarment and Suspension Certification

To ensure that a school authority does not enter into a contract with a debarred or suspended company or individual, each school authority must require that each responsive bidder include a certification statement with each bid on each

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contract. By signing the certification statement, the bidder certifies that neither it nor any of its principals (e.g., key employees) have been proposed for debarment, debarred, or suspended by a Federal agency. It is the responsibility of each bidder to sign the certification statement and submit it with any bid. A school authority may rely upon the certification statement submitted by a bidder unless school authority personnel know that the certification is in error. In such cases, the school authority should contact the State agency for confirmation of the bidder's status relative to debarment and suspension.

FIRM NAME

BUSINESS ADDRESS

SIGNATURE

TITLE

TELEPHONE NUMBER

DATE OF BID

ATTACHMENT #4

HOLD HARMLESS CERTIFICATION

The _____ hereby agrees to defend, indemnify and hold harmless the Putnam Valley Central School District from and against any

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and all liability, loss, damage, claim or action, to the extent permissible by law, arising out of operations performed or services provided by the Contractor under the contract including but not limited to the transportation of individuals by the _____, its employees, agents, servants and volunteers.

AUTHORIZED SIGNATURE _____

TITLE _____

NAME OF COMPANY _____

DATE _____