



CITY SCHOOL DISTRICT OF NEW ROCHELLE
515 NORTH AVENUE
NEW ROCHELLE, NEW YORK 10801-3416

DR. BRIAN OSBORNE
SUPERINTENDENT OF SCHOOLS

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PURCHASING AGENT

PURCHASING
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Mr. Patrick J. Ciccone
Crown A/C Heat & Power Corp
36 Wickford Road
New Rochelle, NY 10801

Ref: P.N 4448-17 **OIL BURNER MAINTENANCE SERVICE**
Currently Expires: **June 30, 2018**

The Terms and conditions for this public notice bid contract allow for the yearly extension of contract provided both The City School District and the Contractor agree to the extension.

If you wish to extend this contract until June 30, 2019 at the same contract terms, conditions and rates, please sign and date form below and return to:

Meilisa Arlt, Purchasing Agent
Purchasing Department, 515 North Avenue
New Rochelle, NY 10801

FIRM NAME: **Crown A/C Heat & Power Corp**

ADDRESS: **36 Wickford Road New Rochelle, NY 10801**

SIGNATURE: *Patrick J. Ciccone* TITLE: *President*

PRINT NAME: *Patrick J. Ciccone* DATE: *8/30/18*

TERM EXTENDED TO: **June 30, 2019**

INSURANCE:

Awarded Contractor must provide Certificates of Insurance as specified in this bid specification. The City School District is to be listed as an “**Additionally Insured**” by using endorsement CG20 10 11 85 or broader. Contractor is to provide the district with certificate of insurance evidencing this requirement **prior** to the commencement of work under this contract.

If you do *not* wish to extend/renew this contract, please return this form stating same so that we may schedule rebid. Please email your response to marlt@nredlearn.org and forward hard copy in mail.

**CITY SCHOOL DISTRICT OF NEW ROCHELLE
PURCHASING DEPARTMENT
515 NORTH AVENUE
NEW ROCHELLE, NEW YORK 10801**

NOTICE OF CONTRACT AWARD FOR #PN 4448-17

For: OIL BURNER MAINTENANCE SERVICE AND REPAIR

CROWN A/C HEAT & POWER CORP
36 Wickford Road
New Rochelle, NY 10801

Phone: 914-576-7778
Fax: 914-576-7779
Emergency: 914-469-5036

TERM: July 1, 2017 THROUGH June 30, 2018

OIL BURNER MAINTENANCE SERVICE AND REPAIR

SPECIAL REQUIREMENTS

TERM: July 1, 2017 through June 30, 2018

SCOPE: It is the intent of this bid to secure full annual maintenance inspections, service and repairs for all of the oil burner systems and related HVAC equipment of the City School District of New Rochelle, New York. This contract shall include (but is not limited to) the following services on an "on-call as needed" hourly basis. The furnishing of all necessary labor, materials and equipment to check, repair and maintain the oil burning equipment in good operating order during the full term of this contract. A complete price per units shall be quoted for the annual charge which shall include the overhaul of each unit including the checking of all boiler controls. A second check and adjustment of all units is to be made after the start of the heating season.

Inspections, service and repairs shall be provided at the following locations:

NEW ROCHELLE HIGH SCHOOL	265 Clove Road
ISAAC E. YOUNG MIDDLE SCHOOL.....	270 Centre Avenue
ALBERT LEONARD MIDDLE SCHOOL.....	25 Gerada Lane
BARNARD MAGNET SCHOOL.....	129 Barnard Road
COLUMBUS MAGNET SCHOOL.....	275 Washington Avenue
DAVIS ELEMENTARY SCHOOL.....	80 Iselin Drive
JEFFERSON ELEMENTARY SCHOOL.....	131 Weyman Avenue
TRINITY ELEMENTARY SCHOOL.....	180 Pelham Road
WARD ELEMENTARY SCHOOL.....	311 Broadfield Road
WEBSTER ELEMENTARY SCHOOL.....	95 Glenmore Drive

QUALIFICATION OF BIDDER: Bidder must have no less than ten (10) years of experience in servicing/maintaining Preferred Oil Burner equipment using No. 2 fuel oil. Bidder must submit the following with their bid:

- **Certification from Preferred for service/repair and installation of such equipment.**
- **Bidder must hold a current license by City of New Rochelle Department of Fire to install, replace and repair oil burner equipment.**
- **Bidder must hold Universal CFC certification.**

Bidder must attach to their bid the location, phone and fax numbers of the shop where business is located.

Bidder must maintain a complete line of genuine manufacturer's replacement parts at all times for Preferred Oil Burners and shall be adequately staffed with skilled personnel to render prompt and satisfactory service in accordance with the terms of this bid proposal.

OIL BURNER MAINTENANCE SERVICE AND REPAIR

SPECIAL REQUIREMENTS

PARTS TRADE PRICE LIST: **Manufacturer's genuine parts price list covering oil burner parts must be submitted with bid.** Bid to show discount and/or the mark-up percentage to reflect the district's cost for such replacement parts. This price list plus discount or mark-up will be the basis for ordering parts during the contract term. Supplementary price lists issued by manufacturer shall be forwarded to the school district and contract discount or mark-up shall apply to such supplemental lists accepted by the City School district.

EMERGENCY SERVICE: The awarded contractor is to provide a 24-hour service hot line seven (7) days a week. Bidder must maintain adequate service personnel staff necessary for emergency repair work during the heating season. Service technicians shall be fully factory trained. The contractor shall repair or replace any and all equipment or parts damaged by the contractor while performing his services. The contractor must provide all materials and equipment needed to properly perform specified work.

ESTIMATES: Contractor's **estimates** will be required for **all non-emergency work**. Contractors will be required to submit proposals detailing estimated **hourly labor, staffing, and material charges if any**. Absolutely **no work** is to be performed without express authorization in the form of a City School District purchase order. When invoicing is submitted for payment, vendor must reference district's purchase order number. **Invoice must be broken down by hourly labor rate and an itemized list of materials if applicable.** Absolutely **no** invoices will be paid for work performed prior to the issuance of district's purchase order. Failure to follow these guidelines or the failure of vendor to respond to a request for service within 48 hours will result in possible disqualification and cancellation of their bid contract.

EMERGENCY WORK ONLY: To be authorized by the Director of Environmental Services, Carl Thurnau or his designated staff. However, within 24 hours of *emergency* service, a "not-to-exceed" written estimate must be provided for the issuance of a district purchase order for all work performed as an emergency. Any additional work that would be necessary to complete the emergency repair service must have written approval if it exceeds estimate.

SCHEDULING: All approved work is to be scheduled with Mr. Carl Thurnau, Director of Environmental Services or his authorized representative.

OPERATION INSTRUCTIONS: Successful contractor will be required to instruct building custodians on the proper operation of oil burners and controls.

OIL BURNER MAINTENANCE SERVICE AND REPAIR

SPECIAL REQUIREMENTS

REFERENCES: Bidder must submit with their bid a list of a minimum of (five) 5 references with current contact person, address, phone & fax numbers, with e-mail address if available and the length of time you have performed services for similar sized school districts or municipalities. References must be for locations where oil burning units have been serviced. Failure to include this listing with your bid may result in the bid's rejection.

INSURANCE: Awarded vendor must provide Certificates of Insurance as specified in this bid specification. The City School District is to be listed as an "Additionally Insured" by using endorsement CG20 10 11 85 or broader. Upon the City School District's written notice of award, vendor is to provide the district with certificates of insurance evidencing this requirement prior to the commencement of work and for the full term of this contract.

LABOR: Awarded Contractor must comply with all applicable laws including, but not limited to, Workers Compensation, Labor Laws, and OSHA rules and regulations that may be in effect or may come into effect during the full terms of this contract. Contractor must abide by all Federal, State, County and local laws regulating the service to be provided in this contract.

PREVAILING WAGE: Contractor agrees to comply with the Westchester County Prevailing Wage Rate Schedule for personnel providing service under this contract. The wages paid under this contract shall not be less than the prevailing wages and supplements as set forth by law. The contractor is required to keep informed of all changes during the term of this contract that apply to individuals supplied by the vendor for this contract. Contractor is solely liable for and must pay such required prevailing wage adjustments during the contract term as required by law. Copies of Westchester County Prevailing Wages are enclosed.

The applicable Prevailing Wage Rate Schedule for this contract is PRC #2017002824

NYS Home page: <http://www.labor.ny.gov/workerprotection/publicwork/PWContents.shtm>

PRC Search page: <http://wpp.labor.state.ny.us/wpp/showFindProject.do?method=showIt>

See enclosed sheet.

IMPORTANT NOTE: Copies of contractor's CERTIFIED PAYROLL for periods in which district work has been performed are required to be submitted with all invoicing. Enclosed is a sample payroll form, or you may use your own form for this purpose.

TOTAL COST: It is assumed that the total cost per man hour shall include all charges incidental to supplying labor; no other charges will be claimed or made. Please note: no surcharges, i.e., additional fuel or travel time will be permitted.

P.N. #4448-17

OIL BURNER MAINTENANCE SERVICE AND REPAIR
SPECIAL REQUIREMENTS

No. 2 Oil and Gas Burning Units

<u>LOCATION</u>	<u>NUMBER OF UNITS</u>
NEW ROCHELLE HIGH SCHOOL	3 burners dual fired
ALBERT LEONARD MIDDLE SCHOOL	2 burners dual fired
ISAAC E. YOUNG MIDDLE SCHOOL	2 burners
BARNARD MAGNET SCHOOL	3 burners
COLUMBUS MAGNET SCHOOL	2 burners
DAVIS ELEMENTARY SCHOOL	2 burners dual fired
JEFFERSON ELEMENTARY SCHOOL	2 burners dual fired
TRINITY ELEMENTARY SCHOOL	2 burners dual fired
WARD ELEMENTARY SCHOOL	4 burners
WARD ELEMENTARY SCHOOL NEW WING	2 gas burners
WEBSTER ELEMENTARY SCHOOL	<u>2 burners dual fired</u>

TOTAL NUMBER OF UNITS: 26

P.N. #4448-17

VENDOR: CROWN A/C Heat +
Please print company name clearly Pos
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OIL BURNER MAINTENANCE SERVICE AND REPAIR

BID PROPOSAL SHEET

(Requires submission of Certified Payroll)

July 1, 2017 through June 30, 2018

- | | | |
|--|------------------------|----------------------|
| 1. <u>ANNUAL CHARGE</u> to overhaul burners and check boiler controls for all units using #2 fuel oil and gas. (26 burners at ALL locations as shown) | Per Burner: | TOTAL: |
| | \$ <u>70.00</u> x 26 = | * \$ <u>1,820.00</u> |

*(Award of this contract will be based on the low bid **total** for item 1 above. However, in order for your bid to be considered, the hourly wages paid under this contract shall **not** be less than the current **prevailing wage plus supplements** for all of the items as set forth by law for full term of contract. (See enclosed Plumber-HVAC/Service sheet)

HOURLY RATES for SERVICE & EMERGENCY CALLS

- | | |
|---|---------------------|
| 2. Mon.-Fri. 8:00 am - 5:00 pm - <u>FOREMAN MECHANIC</u> | \$ <u>62.50</u> HR |
| <u>MECHANIC</u> | \$ <u>62.50</u> HR |
| (Regular Hourly rate + Supplemental Benefits – Totals) | |
| 3. <u>HOURLY RATES for SERVICE & EMERGENCY CALLS</u>
Mon.-Fri. 5:00 pm – 8:00 am - <u>FOREMAN MECHANIC</u> | \$ <u>93.75</u> HR |
| <u>MECHANIC</u> | \$ <u>93.75</u> HR |
| (B – time and one half regular hourly rate totals) | |
| 4. <u>HOURLY RATE: SATURDAY</u> | |
| <u>FOREMAN MECHANIC</u> | \$ <u>93.75</u> HR |
| " | |
| <u>MECHANIC</u> | \$ <u>93.75</u> HR |
| (E – time and one half regular hourly rate totals) | |
| 5. <u>HOURLY RATE: SUNDAYS & HOLIDAYS</u> | |
| <u>FOREMAN MECHANIC</u> | \$ <u>125.00</u> HR |
| <u>MECHANIC</u> | \$ <u>125.00</u> HR |
| (Q – double regular hourly rate totals) | |

VENDOR: CROWN A/C Heat +
Please print company name clearly POW
CORP

P.N. #4448-17

OIL BURNER MAINTENANCE SERVICE AND REPAIR

BID PROPOSAL SHEET

6. Discount or mark-up from price lists (+) or (-)

*% - hist less 5%

(Be sure to list plus or minus or 0 if applicable)

*Please quote your percent discount (or mark-up) from manufacturer's retail price lists, suggested price lists, wholesale price lists, or any other appropriate price lists that will be utilized for repair parts and materials.

If there are varying discount ranges based on types of items, please list various commodities with the appropriate discount for each one. Indicate your exact pricing structure proposed in this bid in as much detail as possible to aid in the analysis of the bid.

If necessary, vendors may add sheets to this bid document as addendums for clarification.

Bidder is to include answers to the following questions with this bid proposal.

- ARE THERE 5 REFERENCES ENCLOSED? ✓ Yes _____ No
- IS THERE AN ADDENDUM ATTACHED? _____ Yes ✓ No
- IS YOUR CERTIFICATION FROM PREFERRED MANUFACTURING CORP. ATTACHED? ✓ Yes _____ No
- IS A PARTS PRICE LIST ATTACHED? ✓ Yes _____ No
- ARE YOU LICENSED BY THE CITY OF NEW ROCHELLE DEPARTMENT OF FIRE TO INSTALL, REPLACE, REPAIR OIL BURNER EQUIPMENT?
- IS COPY OF CURRENT 2017 LICENSE ENCLOSED? ✓ Yes _____ No
- DO YOU HOLD A UNIVERSAL CFC CERTIFICATION ✓ Yes _____ No
- VENDOR'S FIRM HAS BEEN ENGAGED IN THIS TYPE OF WORK 39 Years.