



BID #03-18/19

Multi-Trade Contract Services

Part I: General Provisions

The provisions in Part I of this bid are common requirements for all trades participating in the bidding process. Upon award of bid, bidders must agree to conform to these requirements as they will become contract provisions.

A. Scope

Please note: This bid is for maintenance, service repair and minor projects as identified by the Katonah-Lewisboro School District. Large capital projects will be bid under a separate bid.

This bid provides for the furnishing of all labor, materials, equipment, and qualified supervision for the proper execution of the specified contract work at the following locations in the Katonah-Lewisboro School District: Bids must include costs for transportation, disposal of equipment / materials if necessary, as well as fuel and mileage for company employees including services of every kind. All work will be performed on an “as needed” basis as determined by the District’s Director of Facilities or his representative at any of the following locations:

- ❖ John Jay High School, 60 North Salem Road, Route 121, Cross River, NY 10518
- ❖ John Jay Middle School and Field House, 40 North Salem Road, Route 121, Cross River, NY 10518
- ❖ Lewisboro Elementary School, 79 Bouton Road, South Salem, NY 10590
- ❖ Increase Miller Elementary School, 186 Waccabuc Road, Route 138, Goldens Bridge, NY 10526
- ❖ Meadow Pond Elementary School, 185 Smith Ridge Road, South Salem, NY 10590
- ❖ Katonah Elementary School, 106 Huntville Road, Katonah, NY 10536

B. Pricing

Bidders will be required to keep their bid pricing in effect from July 1, 2018 through June 30, 2019. Pricing for all work, material, and equipment shall include all shipping and handling charges.

Pricing shall be exclusive of all sales taxes, as the District is tax-exempt. The District shall present proof of tax exempt status to the successful bidder upon request.

Bidders shall submit their bid prices for all criteria as noted on the Bid Form and Pricing Sheet. Bids submitted not using the forms in bid package may be rejected.

C. Option to Renew Bid

The Board of Education reserves the right to renew this agreement annually to the successful bidder for a period not to exceed three (3) additional one-year contracts for the school years 2019-2020,

2020-2021 and 2021-2022. The following pricing per NYS Department of Labor prevailing wage rates will apply if renewed: In the event prevailing wage rates and supplemental increase, the bid wage rate will be increased by the same percentage increase that the prevailing wage rate/supplementals have increased. In the event prevailing wage rates and supplementals decrease, the bid wage rate will be decreased by the same percentage decrease that the prevailing wage rate/supplementals have decreased.

D. Technical Support

If special problems arise that are beyond the expertise of the successful bidder's technicians to solve, the successful bidder shall also provide the services of the manufacturer's technical support personnel to solve the problem at no additional cost to the District.

E. Quality Assurance

The successful bidder shall guarantee its products and workmanship to perform satisfactorily for one (1) year from satisfactory acceptance of the work. In the event that there are performance problems with any of the products or workmanship provided, the successful bidder will provide the District with corrective measures that are satisfactory and at no additional cost to the District.

The successful bidder will ensure that all work is performed satisfactorily, safely and completed at such a time as to guarantee that there is no impact to building occupants. In the event that there are any problems with the performance of the equipment as a result of the repairs or other installation-related defects, the successful bidder will take steps immediately to correct the problem at no additional cost to the District.

F. Award of Bid

The District will use the cost information provided on the Bid Form specific to the Trade as well as conformance to these specifications as the criteria for award of bid. The District reserves the right to award a contract in its entirety to one contractor or to separate the work by school according to the District's best interests.

In cases where the District prefers that a manufacturer-certified contractor work on its equipment, the District also reserves the right to award the contract to that particular bidder who proves that his employees are certified to work on the equipment. Proof of manufacturer's certification to work on the equipment must be attached to the Bid Form for the contract being bid. Further, in this case, the District may award more than one identical contract to *different* contractors when a Contractor is certified by the manufacturer to work on certain unique equipment, such as boilers or HVAC units. Please see Paragraph G below for a list of equipment and manufacturers.

The bidder bears the burden to provide adequate and accurate information so that a proper cost analysis may be conducted. Incomplete or confusing information may cause the bid to be rejected.

This bid will come before the Board of Education for approval at its July 12, 2018 meeting or a future meeting.

The District reserves the right to reject any and all bids for whatever reason(s) it deems appropriate.

G. Equipment and Manufacturers and Applicable Contracts

The following companies and their equipment are currently in use in the District and are listed below. Note that any companies marked by an asterisk (*) indicate that the District requires that the bidder be certified to work on that equipment and as such, the bidder must prove that its workers are certified by attaching such certifications to the Bid Form for the contract it is bidding. A manufacturer's certificate of training is acceptable. We will also consider experience with the following equipment and job references as a form of training. All references must be indicated and included in the bid.

HVAC

AAF Herman Nelson	Unit Ventilators
AAF McQuay International (Microtech)	Unit Ventilator Controller
*Carrier Corp	HVAC Systems
Herman Nelson	Unit Ventilators
*Liebert	HVAC Climate Control
Magic Aire	Unit Ventilators
McQuay International	HVAC Systems
Rheem	HVAC Systems
*Sanyo Air Conditioning Products	Ductless A/C Systems
Snyder General Corp. AAF	Unit Ventilators
*Trane Company	HVAC Systems
Weather King	HVAC Systems
York Central Environmental Systems	HVAC Systems

Boilers

AO Smith Corporation	Electric Hot Water Heaters
*PVI Industries, Inc.	Hot Water Heaters
HB Smith	Boilers
Weil-McClain	Boilers

Building Automation

Andover Controls Corp.	Building Automation Systems
Belimo Air Controls USA	Direct Digital Controls
Invensys Building Systems	Direct Digital Controls
Johnson Controls, Inc.	Direct Digital Controls
Modsync Controls by Syntex Controls	Controls by Syntex Controls

Oil Tank Monitoring

Omnitec/Eiectro Levels Mfg., Inc.	Oil Level Monitoring
Pneumicator Company	Oil Level Monitoring
Veeder-Root Company	Oil Level Monitoring

H. Contractor Code of Conduct

The successful Contractor must agree to abide by the provisions of the Katonah-Lewisboro Contractor Code of Conduct, copy attached, which explains how its employees are expected to

conduct themselves with respect to working in or around the school or students as well as other behavior that must be demonstrated at all times in a school environment. This document must be completed and returned as part of the bid package.

Companies who cannot abide by the Code of Conduct should refrain from bidding.

Violations of the provisions of the KLSD Contractor Code of Conduct may cause the contract to be terminated.

I. Vendor's Representative

The successful bidder shall appoint a person to communicate, coordinate and, if necessary, meet with the Director of Operations and Maintenance or his designee at regular intervals during the work period.

The contractor will make his representative's email and cell phone information available upon request.

J. District's Representative

The District may appoint a person to oversee the work and monitor its progress.

K. References

Bidders shall furnish a list of at least three (3) educational facilities (preferred) or comparable commercial customers served by the vendor's representative. The list shall include names, addresses and phone numbers of the facilities as well as the primary contacts. This list shall be included as part of the bid package.

L. Insurance

The successful bidder is required to have insurance in the amount of \$2,000,000 minimum General Liability, \$1,000,000 minimum Automobile and \$1,000,000 minimum Workers' Compensation and is required to submit a valid certification of insurance as part of the bid package. Depending on insurance requirements, the final insurance amount may be adjusted as necessary.

A separate endorsement listing Katonah-Lewisboro School District as additional insured for general liability must be submitted by the successful bidder and be approved by the District Office before any work may begin. The certification must show that the insurance will be in effect for the entire course of the service contract.

Any subcontractors used by the successful bidder will need to provide the District with the same insurance requirements as listed above.

M. Prevailing Wages and Certified Payrolls

The work specified in this bid shall be bid to include New York State prevailing wage rates. Current rates are available by calling the NYS Department of Labor at (518) 457-5589. Rates are also available via the internet at:

<https://applications.labor.ny.gov/wpp/publicViewPWChanges.do?method=showIt>

The District has applied for and received PRC numbers for these contracts which are included on the respective trade sheets in this document.

The successful bidder is required to certify payrolls in writing and attach such certification to any invoice it submits in accordance with NYS regulations. The wage rates bid on the Bid Form must be at least the Prevailing Wage Rate plus Supplemental.

A copy of the prevailing wage rate sheet applicable to specific trade being bid on must be submitted with this bid.

No bid will be entertained unless the bidder agrees to pay their employees a minimum of NYS Prevailing Wage Rates plus Supplemental.

No payments will be made to any vendor covered under this contract unless the vendor supplies the District with certified payrolls in accordance with New York State Department of Labor regulations.

The successful Contractor agrees to verify all rates with the New York State Department of Labor prior to submitting a proposal and prior to doing any work for the District as well as to establish which of the those workers involved in any part of a contract for the District are required by law to receive said rates.

Corporations and Partnerships submitting proposals are hereby informed that ALL personnel working on this project must be paid the prevailing rate or above in accordance with the current New York State Labor Laws in effect during the course of the project. This includes all owners, partners and other management and other employees, including subcontractors, as required.

N. District's Right to Work and / or Complete This Contract

The Katonah-Lewisboro School District reserves the right to complete any contract or have it completed by others after delivery of a three-day notice to the Contractor, when in the opinion of the authorized District representative, the Contractor does not adequately man the job or causes undue delay of work. The cost to the District to complete the project will be deducted from monies otherwise due the Contractor.

O. Specific Operational Procedures and Requirements

The following will be in effect prior to and during the course of the work:

1. Since the types of jobs may be varied and, in some cases, the result of an emergency, the successful Contractor must answer any call within two (2) hours to discuss with the District representatives, the scope, plan, specifications and general estimate of the job.
2. The Contractor must be capable of a minimum of two (2) simultaneous service calls.
3. Emergency operation must commence immediately for temporary relief of the situation.
4. The Contractor shall coordinate his work with the Director of Facilities or his representative. Once on site, the Contractor shall ascertain from the Head Custodian which area, or areas, in which repairs are to be made, can be released from educational needs for repair purposes.
5. Repairs shall be made and / or work completed as expeditiously as possible. The Contractor shall endeavor to complete the work within the time period so that the area can be freed up for

educational use. He shall remove and dispose of all rubbish and debris from his work area and leave the site clean and ready for use by the District.

6. Upon arrival at the school, the Contractor's employees shall report to the school's Head Custodian or respective designee, wherein they shall sign in, and out when leaving. The Katonah-Lewisboro School District reserves the right to deny entrance to the work site to any of the Contractor's employee not carrying identification. Identification of Contractor's employees must be worn and visible at all times when working in the District.
7. Company employees must complete a KLSD Service Report signed by a KLSD representative to prove that they were on site and worked. Failure to provide time sheets / work orders documenting arriving or leaving times will result in non-payment of invoices.
8. If the District provided the material for the job, the cost of labor will be computed on a cost per man-hour basis. The Contractor will keep an accurate time record of the people working on a specific job and that record shall be available on demand by the Director of Facilities who will verify the billing. Time sheets / Service Reports must be signed on a daily basis by the Head Custodian.
9. Materials may be purchased either by the District or the Contractor as determined by the Director of Facilities. In the event the bidder is designated to supply the materials for a job, the bidder will bid on a percentage of mark-up over his cost. The Contractor's records and bills must be attached to each invoice. The cost of materials and labor will be listed separately on each billing.
10. At the vendor's expense, an inspection of work by an independent, qualified inspector may be requested by the Katonah-Lewisboro School District.
11. Any Sub-Contractor that the bidder uses must be approved by the District prior to any work and must comply in full with this specification including insurance and references. Certificates of insurance and references for the subcontractor shall be submitted to the Purchasing Agent prior to the start of any work.
12. All subcontractors are required to pay New York State Prevailing Wage Rates and the Contractor must provide documented evidence to that effect.
13. Liability for damage caused either by commission or omission of acts shall be the responsibility of the Contractor and will be their obligation to correct under the terms of the contract.
14. All time charged by the Contractor starts when the Contractor's employees arrive at the school site in the District and sign in, not when its employees leave the Contractor's shop. Conversely, all time charged ends when the contractor's employees sign out and leave the school premises, not when they arrive at the Contractor's shop. The District will not pay for travel time or mileage.
15. All parts supplied must match and interface with the designated equipment and must be in accordance with the specification of the manufacturer of the parts to be replaced.
16. Any requirement to remove any part of the equipment or system to Contractor's shop must be approved by an authorized District Representative.
17. District shall supply all utilities which are available on location insofar as compatibility requirements permit.
18. When machines being installed or serviced have lubricant reservoirs, the Contractor shall

furnish sufficient lubricant for proper operation.

19. The Contractor shall notify and receive approval from an authorized District Representative prior to shutting down any primary equipment incidental to the servicing of the heating system, domestic water supply system, etc., if applicable.
20. All unsafe conditions and all conditions which interfere with the proper operation of the heating system or domestic water supply system, if applicable, shall be reported to the authorized representative of the District prior to the repairing of same.

P. Communication with Contractor

The Contractor must provide seven (7) days per week, twenty-four (24) hour "operator manned" telephone dispatching. Its operator must be able to initiate contact with qualified service personnel.

Q. Review of Quality of Services Performed

There will be certain categories of significance of quality upon which the Director of Facilities will rate the quality of the work performed by the Contractor. His rating will be based primarily on the District's past experience in having similar work performed by various contractors and mechanics.

The categories of significance to be considered are:

1. Daily contact in the morning with the office of the Head Custodian.
2. Promptness of response to calls or directives for work to be performed.
3. Contractor reports to the site and at the time as previously promised or calls ahead to report that he will be delayed.
4. Cooperation in scheduling and performing work with School Authorities having District-wide responsibility.
5. Man-hours of time taken to perform the various projects.
6. Contractor's ability in making temporary repairs where required if final items are not immediately available.
7. Contractor's ability to obtain required items and complete the project.
8. Neatness, appearance and correctness of work.
9. Cooperation with School Authorities at the site in timing the work and coordination with educational schedules.
10. Clean-up of Contractor's rubbish.
11. Promptness and completeness of submission of invoice in accordance with these specifications.

Any inadequacies in these areas will be brought to the attention of the Contractor. If, in the opinion of the Board of Education or its designee, the Contractor fails to correct inadequate service, the contract will be subject to termination.

R. Purchasing Policy

In submitting a bid, the bidder agrees to follow the Katonah-Lewisboro purchasing process exactly or risk termination of its contract. The purchasing procedure, which is independently audited at all stages, is as follows:

1. The District and the successful bidder for each of the contracts determines the specific scope of work for a particular project and the company submits a proposal to the District, which must

- match its bid prices for labor rates and material mark up. The proposal must indicate the number of hours times the labor rate as well as total material cost to satisfactorily complete the project.
2. The proposal shall contain specific information such as make, model, brand, color, etc., there should be no question on the proposal as to what is being proposed.
 3. Once the proposal is accepted, a purchase order is generated by the District's Purchasing Agent and the work is scheduled. No work may proceed until or unless a purchase order has been generated and the purchase order received by the company performing the work.
 4. The District cannot be responsible for encumbrances made by the Contractor unless a purchase order has been generated and communicated to the Contractor.
 5. Once the work has been satisfactorily completed and inspected by KLSD personnel, an invoice is submitted to the District to the attention of the Accounts Payable Department, along with certified payrolls. The date of the invoice may never precede the date of the purchase order. The amount of the invoice must match the purchase order unless there is a verifiable reason that can be corroborated for the increase or decrease in the number of man hours utilized or the cost of the materials utilized, both of which require prior approval.
 6. Typically, payment will be made within thirty (30) days of satisfactory submittal of the invoice.
 7. The District expects a timely closeout of projects and subsequent payment of invoices. Contractors who neglect to furnish proper documentation and thereby prolong the closeout of work may cause their contract to be terminated.

S. Submittal of Invoices

1. Contractor shall render invoices to the School District after completion of each requirement for all work completed during the previous calendar month.
2. Invoices shall be made on the standard form of the Contractor.
3. Each invoice shall include the work order / time sheet and contain the following:
 - a) Building and room number in which the work was performed;
 - b) The date(s) on which the work was performed;
 - c) A brief description of the work;
 - d) Number of workers and number of hours worked, itemized by both date and by worker; and
 - e) A list of materials with costs that were used and/or incorporated into the work.
4. The hours of each worker shall be totaled along with a statement showing the basic hourly rate, agreed upon in the contract, and the total amount.
5. Materials used and/or incorporated into the work shall be totaled, and the percentage multiplier
6. Contractor must submit true copies of invoices, bills of lading or other such evidence of cost to substantiate the basic sort of the various items listed in the invoice for the project upon request.
7. *Overtime should have been approved by an authorized representative of the District prior to such work.* Claim of Contractor must reflect the name of person authorizing the overtime work on the attached work order / time sheet.
8. As noted herein, all wages and supplements paid to laborers on this contract shall be in accordance with the New York State Department of Labor Prevailing Wage Schedule, specifically "General Construction Rates" for Westchester County. In accordance with such, certified payroll must be maintained and submitted with all invoices for services rendered.

PLEASE NOTE: Contractors may not bill the District at a labor rate higher than what is originally bid on the Bid Form. The labor rate on invoices must match the labor rate that was bid and indicated on the Bid Form. In the event the prevailing wage rate changes, contractor bid forms must be adjusted accordingly.

T. Contractor's Responsibility

The purpose of the bid is to establish a successful Contractor in each of the various trades included in the bid. Successful bidders, once identified and approved by the

Board of Education, will then have opportunities to complete work as specified by the District.

Before submitting their estimates on a particular project, Contractors shall make a careful examination of the existing and specified area; take such measurements as they deem necessary; make their own estimates of the amount and character of the work to be done and of the difficulties and facilities attending its proper execution;

include in their bid such sums as they deem proper and sufficient to cover the cost of every item of labor and materials necessarily involved or that can be reasonably inferred as required, necessary, essential or indispensable for the proper prosecution and completion of the contract, notwithstanding that every item is not specifically mentioned herein, and to cover the cost of the contingency not otherwise herein provided for.

It is expected that the Contractor will have all the necessary equipment at their disposal to attend to any contract-related projects located at any of the school sites.

No claims for compensation for extra work due to oversight on the part of the Contractor of any existing condition will be considered or allowed.

U. Laws, Ordinances, Codes, Permits, Etc.

The Contractor shall comply with all laws, codes, rules and regulations of the State, County, Town and School District applicable to the work to be performed at the site.

Workers shall be skilled in the trade in which employed and, where required, shall be licensed to perform the work by the authority having jurisdiction.

All work shall comply with codes, Local, State and National of all authorities having jurisdiction, including but not limited to National Electric Code, Plumbing Codes and OSHA regulations.

V. New York State Department of Labor Requirements

The successful contractor and its subcontractor(s) shall comply with all aspects of NYSDOL Law, including but not limited to the following:

1. Pay and post Prevailing Wage Rates
2. State and post at the job site that the contractor complies with the Fair Play Act
3. Post the Wage Schedule at the job site
4. Employers liable for contributions under the Unemployment Insurance Law must conspicuously post notices on the job site
5. Post that "This is a Public Works Project" at the job site
6. The contractor shall comply with all provisions of the SPOTA Bill

W. Termination of Contract

A contract may be terminated for any reason by either party within 30 calendar days after the date of written notice to terminate the contract.

Under certain circumstances, it may be advantageous to terminate a contract immediately. The 30-day time span may be waived if the District and the Contractor both agree to the termination and do so in writing.

Termination of the Contract allows the District to contract with the next most responsible bidder without exceptions.

Part II: General Bid Requirements

A. Bid Forms

A specific Bid Form has been provided for each of the trades noted in Part III: Specific Trades and Contract Requirements. Bidders must choose the Bid Form that corresponds to the services it is bidding and submit *that particular* Bid Form as part of its bid.

A contractor may submit more than one Bid Form if it is bidding several different services. However in such cases, each Bid Form must be submitted in separate envelopes and marked accordingly as instructed in Paragraph C.6 below. Similarly, the District may award a particular trade contract to more than one bidder in cases where certifications are involved. Please see Part I, Paragraph G.

Bidders shall bid prices for services as specified in Part III of this bid and corresponding to the contract noted on the attached Bid Forms. No other forms shall be used.

The bidder shall complete the Bid Form and return it as part of the bid by indicating a dollar amount in each of the blanks or by writing "NO BID". No space should be left blank. In completing the Bid Form and by signing it, the bidder certifies that the prices as noted are his competitive bid prices for the services listed and that such prices are inclusive of all discounts, including shipping. Incomplete bids will be rejected.

PLEASE NOTE: The Bid Form presents the bidder with a hypothetical project cost scenario of 150 hours of prevailing wage labor at the journeyman rate and \$10,000 in materials, wholesale and prior to any mark-up, as well as 50 hours of hypothetical Saturday overtime solely for the purposes of equitable cost comparisons between bidders and as a basis for award of contract. However, once an actual proposal for specific work has been submitted and an actual purchase order has been awarded, actual labor hours will be based on actual time sheets and actual materials will be based on actual receipts.

The following information must be provided on the Bid Form

1. Hourly Rate of Regular Man Hours (Weekdays from 8:00 AM to 4:00 PM or 8 hours from the time they arrive at the job site, as agreed to by prior arrangement,) times the Estimated Number of Hours (150) equals the Total Cost to the District for Labor at the regular, straight time labor rate.

2. Overtime rate of Saturday hours times the Estimated Number of Overtime Hours (50) equals the Total Cost to the District for Overtime Labor.
3. The Percent Mark-Up on equipment and materials purchased by the Contractor is added to the WHOLESALE cost of equipment and materials, i.e., (\$ 10,000) which equals the Total Cost to the District for Equipment and Materials, i.e., \$10,000, which equals the Total Cost to the District for Equipment and Materials.
EXAMPLE: If the Contractor bids a 5% mark up and supplies receipts amounting to \$100 for materials, the Contractor can then bill the District for \$100 + \$5 or a total of \$105 for materials.
4. Both the Total Cost to the District for Straight Time Labor and Overtime Labor plus the Total Cost to the District for Equipment and Materials, including mark up, are added together to determine the Estimated Total Cost and the Final Invoiced Cost.
5. Additional Hourly Rates to be Charged, if required, are as follows:
 - a) Overtime Man Hours, Weekdays from 4:01 PM to 7:59 AM
 - b) Saturday Rate from 12:01 AM to 11:59 PM
 - c) Sunday Rate from 12:01 AM to 11:59 PM
 - d) Holiday Rate from 12:01 AM to 11:59 PM

PLEASE NOTE: Prices, including mark-up originally indicated on the Bid Form must match the mark-up and prices eventually used on invoices. Failure to match actual mark up or labor rates submitted on invoices with those originally bid is unacceptable and invoices will be returned.

B. Definitions

Regular Man Hours is defined as the actual hourly rate that the Contractor will charge the District for each worker assigned to a project. It is not the rate that the Contractor will pay his employees. Pay rates and benefits must, at a minimum, meet New York State Prevailing Wage Rates. The Contractor's bill will not add any mark-up to the rate bid. *Overtime Man Hours, Saturday Rate, Sunday Rate, and Holiday Rate* are similarly defined.

Percent of Mark-up on special equipment and materials purchased by the Contractor reflects the rate that the Contractor will mark up necessary expenses other than Man Hours. For any equipment and materials purchased by the Contractor, the Contractor must present original receipts to demonstrate their actual costs. The bill will indicate cost to Contractor, per cent multiplier, and total due from the District.

C. Time Lines

Time lines for availability and award of this bid are as follows:

- ❖ Bids will be available on Thursday June 7, 2018 for prospective bidders.
- ❖ The completed bid is due back at the Katonah-Lewisboro School District Offices no later than **10:00 AM, Friday, June 22, 2018** at which time bids shall be publicly opened.
- ❖ Bids arriving after the time and date specified above will be rejected without exception.
- ❖ **This bid will be publicly opened on 10:00 AM, Friday, June 22, 2018**
- ❖ The bidder assumes the risk of any delay in the mail, or in the handling of the mail by employees of the Katonah-Lewisboro School District, as well as improper hand delivery.
- ❖ Bidders who use a private overnight delivery company such as Federal Express or DHL or who decide to hand deliver their bids should send them or take them to the Katonah-Lewisboro Schools District Office, 60 North Salem Road, Cross River, NY 10518 by the due date above.

- ❖ Bidders who elect to send bids by regular mail through the US Postal Service should send them to the Katonah-Lewisboro School District, PO Box 387, Katonah, NY 10536 so they arrive no later than the due date above.
- ❖ **Do not send or hand deliver bids to Operations and Maintenance.**
- ❖ Regardless of the delivery method, all bids shall be delivered or mailed in a sealed envelope marked “BID” along with the bid description “Bid #03-18/19: Multi-Trade Services.” AND the specific description and letter of the Contract being bid. One contract bid per envelope, please.

D. Pre-Bid Responsibilities

The bidder bears the responsibility to take the necessary steps to ensure its complete understanding of the bid requirements and scope of the work. To that end, there will be a pre-bid meeting on Thursday, June 14, 2018 at 10:00 AM at John Jay High School, located at 60 North Salem Road, Cross River, NY 10518, I Building O&M Department. If necessary, please call 914.763.7242 for directions.

The purpose of this meeting is to review this bid and its provisions in detail and answer any questions. Because the District maintains a very strict bidding and purchasing policy and sets forth specific requirements in this bid, it is *strongly* suggested that a representative of interested companies attend the meeting. Bidders will be required to sign in to establish the attendance record and business cards will be exchanged.

Please make sure that any contractor representative brings a business card with them.

E. Recap of Required Submittals

The bidder is advised that attached to the Operations and Maintenance Department’s bid requirements will be the District’s own set of requirements as noted in Part III, which, when applicable, must also be followed to prevent the bid from being rejected.

As a minimum, the bidder shall submit the following documents as part of the bid package and each of these packages will be checked at the bid opening:

- Completed Bid Form(s) as applicable to the Contract(s) being bid
- Name of the person to act as the bidder’s representative
- List of at least three (3) references in detail
- Signed Non-Collusive Bidding Certification
- Certificate of Insurance per Part I, Section L
- Signed NYS Prevailing Wage Certification
- 24-Hour Emergency Phone Number
- Signed Code of Conduct Agreement
- Manufacturer’s Certification to work on its equipment
- Signed Contractor Code of Conduct

F. Award of Contract

The contract will be awarded to the qualified bidder proposing the overall lowest *Estimated Total Cost* based on a hypothetical cost scenario as noted on the applicable Bid Form for its particular trade. Please note that the number of man hours and the cost of materials to be purchased are artificial numbers to be used for cost comparison purposes only. Only work authorized by the District representative will be performed, and the District will only be billed for authorized projects. The actual total cost of the work may be less than, equal to, or in excess of the *Estimated Total Cost* on the Bid Form.

Qualified bidders are those who have met the requirements of this bid regarding credentials, submittals and references.

G. Final Decisions

The authorized District representative shall have the right to interpret the true meaning and intention of specifications, verbal or written; but should any controversies or disputes arise over such interpretations, his decision shall be binding and final. The Board reserves the right to bid special work projects separate and apart from this bid as determined by the authorized District representative.

Part III: District Requirements

A. Purpose

The purpose of this section is to present those general conditions, *as applicable*, that are required by Katonah-Lewisboro Board of Education policy pertaining to bids. It is presented to further clarify and explain the foregoing departmental requirements and to advise prospective bidders regarding the expectations from the District Administration and Purchasing Department of the District.

B. Bids

1. All bids must be submitted on and in accordance with forms provided by the Board.
2. All bids received after the time stated in the Notice to Bidders may not be considered and will be returned to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the District. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid deposited on time at the place specified.
3. No charge shall be allowed for federal, state or municipal sales taxes since the District is exempt from such taxes. The price bid shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder. or District?
4. When the words "or equal" are found in the specifications, the decision of the District as to whether an alternate or substitution is in fact "equal" shall be final. If bidding on items other than those specified, the bidder must in every instance give the trade designation of the article, manufacturer's name, and detailed description submitted on the identical item as specified.
5. All prices quoted must be "per unit" as specified, e.g., do not quote "per package" when "per case" is requested; otherwise bid may be rejected.
6. The bidder must insert the price per unit and the extensions against each item in his bid. In case of a discrepancy between the unit price and the extension, the unit price shall govern. Prices shall be extended in decimals, or fractions.
7. Prices shall be net including transportation and delivery charges fully prepaid by the successful bidder to the destination indicated in the bid document. If award is made on any other basis,

transportation charges must be prepaid by the successful bidder and added to the invoice as a separate item. In any case, title shall not pass until items have been delivered and accepted.

8. Upon request, the bidder shall supply company catalogs containing the description and specifications of items bid.

C. Samples

1. The District reserves the right to request a representative sample of the items quoted upon either before the award or before shipments are made. If the sample is not in accordance with the requirements of the specification, the District may reject the bid; or if award has been made, cancel the contract at the expense of the successful bidder.
2. Samples, when required, must be submitted strictly in accordance with the instructions given; otherwise, the bid may not be considered. If samples are requested after the bid opening, they shall be delivered within ten (10) days of the request or as directed for the bid to be considered. Samples must be furnished free of charge and must be accompanied by descriptive memoranda invoices. If samples are to be returned, the bidder shall specify the return address, provided the samples have not been used or made useless by tests.
3. Award samples may be held for comparison with deliveries. The District will not be held responsible for any samples destroyed, mutilated by examination or testing. Samples shall be removed by the bidder at his expense. Samples not removed within fifteen (15) days after written notice to the bidder will be regarded as abandoned and the District shall have the right to dispose of them as its own property.
4. When a specification indicates that an item to be purchased is to be equal to a sample, such sample will be on display at a designated location in the District. Failure on the part of the bidder to examine the sample shall not entitle him to any relief from the conditions imposed in the proposal, specifications, etc.
5. Awards will be made to the lowest responsible bidder, as will best promote the public interest, taking into consideration the reliability of the bidder, the quality of the materials or supplies **to be** furnished, their conformity with the specifications, the purpose for which they are required and the terms of delivery.
6. The District reserves the right to reject all bids. Also reserved is the right to reject, for cause, any bid in whole or in part; to waive technical defects, qualifications, irregularities, and omissions if in its judgment the best interest of the District will be served. Also reserved is the right to reject bids and to purchase items on State Contract, if such items can be obtained on the same terms, conditions, specifications and at a lower price.

C. Samples, continued

7. **The District reserves the right to make awards within ninety (90) days after the date of the bid opening during which period bids may not be withdrawn unless the bidder directly states in his bid that acceptance thereof must be made within a shorter specified time.**
8. **Where a bidder is requested to submit a bid on individual items and on a total sum or sums, the right is reserved to award bids on individual items or on total sums.**

D. Contract

1. Each bid will be received with the understanding that the acceptance thereof in writing by the District, approved by the Board of Education, to furnish any or all of the items described therein shall constitute a contract between the successful bidder and the District. The contract shall bind the successful bidder on his part to furnish and deliver at the prices and in accordance with the conditions of his bid. The contract shall bind the District on its part to order from such successful bidder (except in the case of emergency) and to pay for at the contract price, all items ordered and delivered within twenty-five (25) per cent over or under the award quantity, unless otherwise specified.
2. The placing in the mail of a Notice of Award or purchase order to a successful bidder to the address given in their bid will be considered sufficient notice of acceptance of contract. Upon issuance of a purchase order, the vendor accepts and understands that all terms and conditions outlined in this bid will be binding.

If the successful bidder fails to deliver within the time specified, or within reasonable time as interpreted by the District, or fails to make replacement of rejected articles when so requested, immediately or as requested by the District, the District may purchase from other sources to take the place of the item rejected or not delivered. The District reserves the right to authorize immediate purchase from other sources against rejections on any contract when necessary. On all such purchases, the successful bidder agrees to reimburse the District promptly for excess costs occasioned by such purchase. Should the cost be less, the successful bidder shall have no claim to the difference. Such purchases will be deducted from contract quantity.
3. The contract may be canceled at the successful bidder's expense upon non-performance of contract.
4. If the successful bidder fails to deliver as ordered, the District reserves the right to cancel the contract and purchase the balance from other sources at the successful bidder's expense.
5. No items are to be shipped or delivered or services performed until receipt of an official purchase order from the District.

E. Delivery

1. Delivery must be made as ordered and in accordance with the proposal and specification. If delivery instructions do not appear on the order, it will be interpreted to mean prompt delivery (not to exceed 30 days). The decision of the District as to reasonable compliance with the delivery terms shall be final. Burden of proof of delay in receipt of order shall rest with the successful bidder.
2. Items shall be securely and properly packed for shipment, storage and stocking in new shipping containers and according to accepted commercial practice, without extra charge for packing cases, bailing or sacks.
3. The successful bidder shall be responsible for delivery of items in good condition at point of destination. He shall file with the carrier all claims for breakage, imperfections and other losses, which will be deducted from invoices. The receiving District will note, for the benefit of the successful bidder when packages are not received in good condition.
4. Unless otherwise stated in the specifications, all items must be delivered into and placed at a point within the building as directed by the shipping instructions or the agent for the District. The successful bidder will be required to furnish proof of delivery in every instance. Unloading and placing of the materials and supplies is the responsibility of the successful bidder and the District accepts no responsibility for unloading and placing of these materials or supplies. Any costs

incurred due to the failure of the successful bidder to comply with this requirement will be charged to him. No help for unloading will be provided by the District and suppliers should notify their truckers accordingly.

5. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the following information for each item delivered Contract Number and/or Purchase Order Number, Name of Article, Item Number, Quantity and the Name of the Successful Bidder.
6. Payment for the used portion of an inferior delivery will be made by the District on an adjusted price basis.
7. Payments of any claim shall not preclude the District from making claim for adjustment on any item found not to have been in accordance with general conditions and specifications.
8. Cost of all returns shall be the responsibility of the successful bidder.

Part IV: Specific Trades, Scope of Work and Contract Requirements

Each contract provides for labor, materials, equipment, overhead, fuel, mileage, travel, shipping and supervision to perform the specific types of tasks and work inherent in each contract category. The District reserves the right to decide which of the above components it requests to be provided by the Contractor in each of the categories.

Please note that any contract marked by an asterisk (*) may be subject to manufacturer's certification requirements.

Non-Collusive Bidding Certification

This certification shall be returned as part of the bid. By submission of this bid, the bidder certifies that:

- a) This bid has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- b) This bid has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of bids, to any other bidder, competitor or potential competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid;
- d) The person signing this bid certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalty of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as signing in its behalf;
- e) Attached hereto (if a corporation bidder) is a certified copy of resolution authorizing exclusion of the certificate by the signature of this bid on behalf of the corporate bidder.

Signed _____

Title _____

Resolution for Corporate Bidders Only

RESOLVED that _____ be authorized to sign and submit the bid of this corporation for the following services:

Bid #03-18/19: Multi-Trade Contract Services

and to include in such bid the certificate as to non-collusion required by Section One Hundred three-D of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate, this corporate bidder shall be liable under the penalties of perjury. The foregoing is a true and correct copy of the resolution adopted by

_____ Corporation
at a meeting of this board of directors held on the _____ day of _____,
20 ____ and is still in full force and effect on this _____ day of _____,
20 ____.

Signed, _____,

Bid #03-18/19: Multi-Trade Contract Services

PREVAILING WAGE RATE CERTIFICATION

The bidder agrees to verify all rates with the New York State Department of Labor prior to submitting a proposal and prior to doing any work for the District as well as to establish which of the those workers involved in any part of a contract for the District are required by law to receive said rates.

The bidder certifies that all personnel working on any project or any part of any project under this contract will be paid the prevailing rate or above in accordance with the current New York State Labor Laws in effect during the course of the contract. This includes all owners, partners and other management and other employees as required.

Signature

Print Name

Title

Sworn before me this _____ day of _____ 2018.

SIGNATURE, NOTARY PUBLIC - STATE OF NEW YORK

Where applicable, bids containing labor rates that are less than prevailing wage rates (including supplemental rates) will be rejected.

Bid #03-18/19: Multi-Trade Contract Services

IRAN DIVESTMENT ACT CERTIFICATION

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Bidder/Contractor is advised that once the list is posted on the OGS website, any Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the New York State Education Department (AGENCY) receive information that a person is in violation of the above-referenced certification, AGENCY will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then AGENCY shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

AGENCY reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____

Katonah-Lewisboro Schools
DEPARTMENT OF OPERATIONS AND MAINTENANCE

CONTRACTOR CODE OF CONDUCT

The Contractor Code of Conduct outlines the expectations of the Katonah-Lewisboro School District with respect to Contractors performing work in school facilities and/or on school property. In the interest of safety, security and protection of property and other assets of the School District, Contractors who wish to maintain a business relationship with the School District shall comply with the provisions as set forth below:

Contractors and their Representatives SHALL:

1. Make prior arrangements with the Office of Operations and Maintenance and establish starting and ending dates for the work by calling 914-763-7242 or 914-763-7244. The O&M Office will notify the Head Custodian at the building who will in turn inform the building principal.
2. Sign in at the Main Office of the applicable school building or buildings where work is to be performed and request to be connected with the Custodian in Charge.
3. Review the Asbestos Management Plan as necessary and sign the Contractor Notification Form.
4. ID must be presented to the Main Office Personnel and left in their custody until the end of the work day, at which time the badge will be exchanged for the worker's ID.
5. Obtain a Contractor's visitor badge for all Contractor personnel from the school's Main Office Secretary. The badges must be worn in full view at all times.
6. Provide all tools, equipment and materials necessary to perform the work.
7. Define the work area with fencing, barricades or caution tape.
8. Protect building occupants, school property and adjacent vehicles from injury or damage.
9. Completely clean up at the end of each workday and after the work has been completed.
10. Provide secure storage for tools, materials and equipment to be used on the job and secure such tools at the end of the day.
11. Confine themselves exclusively to work-related areas.
12. Use rest rooms only as approved by the Head Custodian. No student lavatories shall be used.
13. Appoint a person to coordinate all work with the building's Operations and Maintenance Department staff.
14. Sign out and surrender all Contractor visitor badges at the conclusion of each workday either to Main Office personnel or to the custodian in charge.
15. Dress appropriately, i.e. suitable work clothing for the job as well as no T-shirts with profanity, references to drugs, alcohol or other words or themes not appropriate for an educational environment.
16. Observe all posted speed limits and signs on school property.
17. Provide 48 hours notice to the Operations and Maintenance Department prior to any weekend or holiday work.

Contractors and their Representatives SHALL NOT:

1. Smoke, use alcohol or controlled substances on school grounds or be under their influence while performing any work.
2. Interact on a personal level with teachers, students or other employees.
3. Borrow custodial, maintenance or grounds care tools, supplies or equipment.
4. Leave the work area unattended during the period when work is being performed.
5. Solicit Operations and Maintenance Department employees without prior approval from the Operations and Maintenance Department.
6. Use profanity or demonstrate rude or unruly behavior while on school premises.
7. Perform any work on school premises or access any building unless an Operations and Maintenance staff member is present.

CONTRACTOR CODE OF CONDUCT

I have read, understood and agree to follow the requirements on the reverse of this sheet and have shared these provisions with any/all employees of my company who may work at or provide services on Katonah-Lewisboro School District property.

Signature _____

Print Name _____

Title _____

Name of Company _____ Date _____

Company
Address _____

Phone _____ Fax _____

NOTE: Please feel free to make as many copies of this document as necessary for distribution to your staff. However, please return the signed original as part of the Bid Package. Thank you.

Bid #03-18/19: Multi-Trade Contract Services

Contract #1: HVAC Installation and Repair– PRC# 2018006324

All necessary work to accomplish the following including but not limited to:

1. Repair and service of heating and ventilating equipment, including boilers, fans, motors, unit ventilators, heat exchangers, air conditioners, climate control air conditioners, ductless A/C systems, condensing and evaporation units.
2. Cleaning of coils.
3. Repairs to motor starters.
4. All work ASME compliant as applicable.
5. Calibration and replacement of thermostats.
6. Removal of equipment and debris associated with any of the above work.

***Bidder must attach proof of training certificates and/or references showing experience with the equipment listed in Section G – HVAC.**

Contract #2: GLASS REPLACEMENT – PRC# 2018006331

All necessary work to accomplish the following including but not limited to:

1. Replacement of single and double pane glass in any application, i.e. doors, windows, casements, etc.
2. Installation of screens on windows.
3. Replacement of skylights and all associated roof work.
4. Removal of all debris associated with the above work.

Contract #3: PARKING LOT STRIPING and MAINTENANCE – PRC#2018006340

All necessary work to accomplish the following including but not limited to:

1. Sweeping of parking lots and paved areas.
2. New striping or re-striping of parking lots and paved areas.
3. Furnishing and installation of tire stops.
4. Painting of curbs.
5. Painting of handicap spaces.

Contract #4: BOILER WELDING – PRC#2018006342

All necessary work to accomplish the following including but not limited to:

1. Repairs or welding to boiler tubes or shells, including inspection and R-Stamp certification.
2. Use of tube expanding device on tubes prior to welding.
3. Removal of all debris associated with the above work.
4. Conduct hydrostatic testing of pressure vessel.

***Bidders who weld must attach proof of ASME and R-Stamp certifications to the Bid Form.**

***Bidders who repair must attach proof of Cleaver-Brooks and Fulton certifications as applicable to the Bid Form.**

Bid #: Multi-Trade Contract Services

Contract #5: BOILER AND PIPE REPAIR – PRC# 2018006343

All necessary work to accomplish the following including but not limited to:

1. Repairs/replacement of fire brick, refractory and/or insulation.
2. Gasket replacement as required.
3. Repair of piping attached to boilers.
4. Removal of all debris associated with the above work.

***Bidders who weld must attach proof of ASME certification to the Bid Form.**

***Bidders who repair must attach proof of Cleaver-Brooks, HB Smith, Weil-McClain and/ or Fulton certifications as applicable to the Bid Form.**

Bid #03-18/19: Multi-Trade Contract Services

BID FORM: Contract #1 HVAC Installation and Repair

We propose to furnish labor and materials for work described in the contract above in accordance with all of the provisions and stipulations contained in the terms, conditions and specifications for all site locations as noted in Part I.A #1-7 in this bid. We understand that all rates must be in accordance with NYS Department of Labor Standards.

	Hourly Rate Bid	Hypothetical Estimated # of Hours	Hypothetical TOTAL Labor Cost to District
Regular Man Hours 8 AM to 4 PM	\$ _____	150	\$ _____
Saturday Overtime	\$ _____	50	\$ _____
	Per Cent Bid	Hypothetical Estimated Cost of Materials	Hypothetical TOTAL Material Cost to District
Per Cent Mark Up on equipment and mat'ls purchased by the Contractor	_____ %	\$10,000	\$ _____
		Hypothetical Estimated TOTAL Bid Cost	\$
Additional Charges if Required		Hourly Overtime Rates Bid	
Overtime Man Hours: Weekdays 4:01 PM - 7:59 AM	\$ _____		
Saturday Rate: 12:01 AM - 11:59 PM	\$ _____		
Sunday Rate: 12:01 AM - 11:59 PM	\$ _____		
Holiday Rate: 12:01 AM - 11:59 PM	\$ _____		

*Attach applicable certifications to this Bid Form

Print Name _____ **Signature** _____

Title _____ **Date** _____

Company Name and Address _____

Phone _____ **Fax** _____

Bid #03-18/19: Multi-Trade Contract Services

BID FORM: Contract #2 GLASS REPLACEMENT

We propose to furnish labor and materials for work described in the contract above in accordance with all of the provisions and stipulations contained in the terms, conditions and specifications for all site locations as noted in Part I.A #1-7 in this bid. We understand that all rates must be in accordance with NYS Department of Labor Standards.

	Hourly Rate Bid	Hypothetical Estimated # of Hours	Hypothetical TOTAL Labor Cost to District
Regular Man Hours 8 AM to 4 PM	\$ _____	150	\$ _____
Saturday Overtime	\$ _____	50	\$ _____
	Per Cent Bid	Hypothetical Estimated Cost of Materials	Hypothetical TOTAL Material Cost to District
Per Cent Mark Up on equipment and mat'ls purchased by the Contractor	_____ %	\$10,000	\$ _____
		Hypothetical Estimated TOTAL Bid Cost	\$ _____
Additional Charges if Required		Hourly Overtime Rates Bid	
Overtime Man Hours: Weekdays 4:01 PM - 7:59 AM	\$ _____		
Saturday Rate: 12:01 AM - 11:59 PM	\$ _____		
Sunday Rate: 12:01 AM - 11:59 PM	\$ _____		
Holiday Rate: 12:01 AM - 11:59 PM	\$ _____		

Print Name _____ **Signature** _____

Title _____ **Date** _____

Company Name and Address _____

Phone _____ **Fax** _____

Bid #03-18/19: Multi-Trade Contract Services

BID FORM: Contract #3 PARKING LOT STRIPING & MAINTENANCE

We propose to furnish labor and materials for work described in the contract above in accordance with all of the provisions and stipulations contained in the terms, conditions and specifications for all site locations as noted in Part I.A #1-7 in this bid. We understand that all rates must be in accordance with NYS Department of Labor Standards.

	Hourly Rate Bid	Hypothetical Estimated # of Hours	Hypothetical TOTAL Labor Cost to District
Regular Man Hours 8 AM to 4 PM	\$ _____	150	\$ _____
Saturday Overtime	\$ _____	50	\$ _____
	Per Cent Bid	Hypothetical Estimated Cost of Materials	Hypothetical TOTAL Material Cost to District
Per Cent Mark Up on equipment and mat'ls purchased by the Contractor	_____ %	\$10,000	\$ _____
		Hypothetical Estimated TOTAL Bid Cost	\$ _____
Additional Charges if Required		Hourly Overtime Rates Bid	
Overtime Man Hours: Weekdays 4:01 PM - 7:59 AM	\$ _____		
Saturday Rate: 12:01 AM - 11:59 PM	\$ _____		
Sunday Rate: 12:01 AM - 11:59 PM	\$ _____		
Holiday Rate: 12:01 AM - 11:59 PM	\$ _____		

Print Name _____ **Signature** _____

Title _____ **Date** _____

Company Name and Address _____

Phone _____ **Fax** _____

Bid #03-18/19: Multi-Trade Contract Services

BID FORM: Contract #4 BOILER WELDING

We propose to furnish labor and materials for work described in the contract above in accordance with all of the provisions and stipulations contained in the terms, conditions and specifications for all site locations as noted in Part I.A #1-7 in this bid. We understand that all rates must be in accordance with NYS Department of Labor Standards.

	Hourly Rate Bid	Hypothetical Estimated # of Hours	Hypothetical TOTAL Labor Cost to District
Regular Man Hours 8 AM to 4 PM	\$ _____	150	\$ _____
Saturday Overtime	\$ _____	50	\$ _____
	Per Cent Bid	Hypothetical Estimated Cost of Materials	Hypothetical TOTAL Material Cost to District
Per Cent Mark Up on equipment and mat'ls purchased by the Contractor	_____ %	\$10,000	\$ _____
		Hypothetical Estimated TOTAL Bid Cost	\$ _____
Additional Charges if Required		Hourly Overtime Rates Bid	
Overtime Man Hours: Weekdays 4:01 PM - 7:59 AM	\$ _____		
Saturday Rate: 12:01 AM - 11:59 PM	\$ _____		
Sunday Rate: 12:01 AM - 11:59 PM	\$ _____		
Holiday Rate: 12:01 AM - 11:59 PM	\$ _____		

Print Name _____ **Signature** _____

Title _____ **Date** _____

Company Name and Address _____

Phone _____ **Fax** _____

Bid #03-18/19: Multi-Trade Contract Services

BID FORM: Contract #5 BOILER AND PIPE REPAIR

We propose to furnish labor and materials for work described in the contract above in accordance with all of the provisions and stipulations contained in the terms, conditions and specifications for all site locations as noted in Part I.A #1-7 in this bid. We understand that all rates must be in accordance with NYS Department of Labor Standards.

	Hourly Rate Bid	Hypothetical Estimated # of Hours	Hypothetical TOTAL Labor Cost to District
Regular Man Hours 8 AM to 4 PM	\$ _____	150	\$ _____
Saturday Overtime	\$ _____	50	\$ _____
	Per Cent Bid	Hypothetical Estimated Cost of Materials	Hypothetical TOTAL Material Cost to District
Per Cent Mark Up on equipment and mat'ls purchased by the Contractor	_____ %	\$10,000	\$ _____
		Hypothetical Estimated TOTAL Bid Cost	\$ _____
Additional Charges if Required		Hourly Overtime Rates Bid	
Overtime Man Hours: Weekdays 4:01 PM - 7:59 AM	\$ _____		
Saturday Rate: 12:01 AM - 11:59 PM	\$ _____		
Sunday Rate: 12:01 AM - 11:59 PM	\$ _____		
Holiday Rate: 12:01 AM - 11:59 PM	\$ _____		

Print Name _____ **Signature** _____

Title _____ **Date** _____

Company Name and Address _____

Phone _____ **Fax** _____