

Putnam Valley Central School District
Putnam Valley, N.Y. 10579

NOTICE TO BIDDERS

BID #13/14-7

The Putnam Valley Central School District, 146 Peekskill Hollow Road, Putnam Valley, N.Y., 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:

MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP
2013-2014 SCHOOL YEAR

Bids will be received until Friday, May 24, 2013 at 12:00 p.m. in the Business Office located at:

146 Peekskill Hollow Road
Putnam Valley, NY 10579

at which time and place all bids will be publicly opened. Specifications and bid forms may be obtained from the same office. **For a copy of the bid, please go to [www.pvcasd.org/District Information](http://www.pvcasd.org/District%20Information) 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 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

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP
INSTRUCTIONS TO BIDDERS

1. Each proposal is to be submitted in an opaque envelope marked with the name of the bidder and the bid title. 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 No bid may be withdrawn pending award.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 with this sealed bid to meet the bidding requirements:
 - a. Bid Proposal Form completed. (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 must be completed (Attachment #2).
 - c. "Affidavit of Non-Collusion" (Bid Proposal Certifications) properly signed (Attachment #3).
 - d. Hold Harmless Certification completed (Attachment #4).
 - e. Certified Check or Bid Bond properly executed for 10% of the bid price 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

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT

BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP
performance and execution of the work to be done and/or the
services to be rendered under this contract.

7. Submission of a bid by a contractor will be construed as indication that he is fully 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 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 P.V.C.S.D., payment will be made after presentation of the vendor's invoice.
11. Purchases by P.V.C.S.D. 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 P.V.C.S.D. 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.

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP

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 P.V.C.S.D. The successful bidder must replace such damaged merchandise or merchandise which does not comply with the Specifications before payment will be made.
15. Whenever, within one year of final acceptance of the apparatus, equipment, supplies, or materials by P.V.C.S.D., the contractor is notified in writing by the Board that any item of apparatus, equipment, supply, material and/or 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 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 P.V.C.S.D. and/or its representative(s) will be valid.
18. In all cases the decision of P.V.C.S.D. will be final.

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP

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. 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 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, **you must also submit an endorsement form # CG 20 26 11 85, naming the school District as additional insured.**

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP

- 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 should comply with New York State Labor Laws and New York State Prevailing Rate Schedule.**

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 carry statutory Workers' Compensation and Employers Liability Insurance for their employees.

4. The contractor may not assign, let or sublet the contract without written permission from the Board of Education or its designee.

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP

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 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.

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP

8. Any contract is subject to the approval of the Commissioner of Education and the perspective 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:
 - 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 violates 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:

All equipment will be covered by a one-year on-site hardware warranty with full parts and labor and contractor must be able to respond to any related problems within 24 hours.

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP

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.

Submitted invoices must be detailed, indicating 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.

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP

Section 103-g - General Municipal Law

The below signed bidder affirms the following as true under penalties of perjury:

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 that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the state finance law.

Corporate or Company Name

By: _____
Signature

Title

Sworn to before me this

_____ day of _____, 20_____

Notary Public

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP

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.

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP

SPECIFICATIONS

Perspective Bidders are required to bid a **Lump Sum** price to complete the eight (8) items listed under the **Seasonal Start-Up Category** at Putnam Valley Elementary School.

- 1) Annual efficiency inspection and testing of each boiler with reports to be submitted to Buildings and Grounds
- 2) Annual inspection and testing of low water cut-off, operating controls, regulating valve, electric pre-heat, oil valve and master burner controls.
- 3) Annual oil and greasing of burner, burner transmission case and all attached bearings on burner and or boiler vessel.
- 4) Measure over fire draft with gauge and set equipment for most efficient.
- 5) Annual instruction will be provided for all building custodians for the proper operation of oil burners, controls and related equipment.
- 6) All burners will be field stripped, test fired, run and deemed ready for heating season no later than September 18th each year.
- 7) Annual service of air compressors (oil, filter and belt change).
- 8) All burners will be fired and readjusted to proper firing rates between the dates of November 15th and November 30th annually.

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
 BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP
SPECIFICATION FOR ANNUAL BOILER SERVICE:

Perspective Bidders are expected to bid an **Hourly Rate** for ongoing service requirements listed below. The items listed below are representative of typical boiler service requirements and it is the intent of this bid for the successful bidder to perform full and complete boiler and burner service as required.

- 1) Repair and or service of boiler room equipment.
- 2) Repair and or service of peripheral boiler equipment.
- 3) Repair and or service heating system compressor as necessary.
- 4) Repair tubes.
- 5) Repair and or service circulator pumps and controls as necessary.
- 6) Repair and or service boiler feed and vacuum condensate pumps as necessary.
- 7) Repair and or service fuel pumps as required.
- 8) Repair and or service relief valves as required.

BOILER / BURNER EQUIPMENT LISTING

School	# of Vessels	Burner Type	Boiler Type
Putnam Valley Elementary School	2	#2 Fuel Oil Propane	H.B. Smith

BUILDING INFORMATION

Office of Buildings and Grounds
 146 Peekskill Hollow Road
 Putnam Valley, New York 10579
 Doug Judson, Supervisor of Operations
 (845) 526-7854

Putnam Valley Elementary School
 171 Oscawana Lake Road
 Putnam Valley, New York 10579
 Custodian: Ray Renzo (845) 528-8092 X1108

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP
ATTACHMENT #1

BID PROPOSAL SHEET

BID #1

Part 1 (Seasonal Start-up) – The price reflected here is a Lump Sum Bid to complete all work listed on the specification sheet labeled Seasonal Start-up for Putnam Valley Elementary School.

Lump Sum Bid: \$ _____

BID #2

Part 2 (Specifications for annual boiler service & Repair) – The price reflected here are hourly rates for completion of boiler service and repair as required. The successful bidder must be capable of providing professional service 24 hours a day / 7 days a week and employ a sufficient number of technicians to handle multiple service calls.

NOTE: All rates must be in accordance with NYS Department of Labor Standards.

Regular Weekday	7:00am – 4:00pm	\$ _____	per hr
Overtime Weekday	4:01pm – 11:59pm	\$ _____	per hr
Saturday Rate	12:01am – 11:59pm	\$ _____	per hr
Sunday Rate	12:01am – 11:59pm	\$ _____	per hr
Holiday Rate	12:01am – 11:59pm	\$ _____	per hr

NOTE: Submit a list of Annual Holidays with your bid

Material Mark-up

The following represents the percentage mark-up on the purchase of all material, supplies, and equipment required to complete annual service and repair.

_____ %

Name of Company

Phone Number

Address

Authorized Co. Representative

MAINTENANCE, SERVICE & REPAIR-BOILERS, 13
BURNERS & RELATED EQUIPMENT.BID

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP

If you have any questions pertaining to the above bid, please
call: Dir. of Facilities - (845) 526-7854

COMPANY _____

ADDRESS _____

REPRESENTATIVE _____ SIGNATURE _____

DATE _____ TEL.# _____

TERM

The term of the initial contract period shall be for the period of July 1, 2013 through June 30, 2014, for the MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP bid. The District, being sufficiently satisfied with the level of quality and cost of these services may choose, with the contractor's agreement, to extend the contract in subsequent year(s) for one year periods beginning July 1, 2014 through June 30, 2015, for no more than three (3) years consistent with the then current SED regulations; including an annual cost increase not to exceed the consumer price index (CPI) for the Northeast Region/Eastern United States.

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP
ATTACHMENT #2

CORPORATION OR PARTNERSHIP INFORMATION

NAME	ADDRESS	TITLE
_____	_____	_____
_____	_____	_____
_____	_____	_____

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP

ATTACHMENT #3

BID PROPOSAL CERTIFICATIONS

FIRM NAME

BUSINESS ADDRESS

TELEPHONE NUMBER

DATE OF BID

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

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP
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.
- (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 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.

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT

BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP

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.

Signature _____

Title _____

Name of Company _____

Date _____

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
BID #13/14-7 MAINT, SVC & RPR-BOILERS, BURNERS & RELATED EQUIP

ATTACHMENT #4

HOLD HARMLESS CERTIFICATION

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