



EAST IRONDEQUOIT CENTRAL SCHOOL DISTRICT
ADMINISTRATIVE OFFICES
600 PARDEE ROAD
ROCHESTER, NY 14609

(585) 339-1200 • FAX (585) 339-1209
<http://eastiron.org>

September 11, 2026

RFB-021-027 Custodial Equipment Repair Services

To Whom It May Concern:

In accordance with provisions of Municipal Laws regarding bidding, sealed bids will be publicly opened and read in the Business Office of the East Irondequoit Central School District, 600 Pardee Road, Rochester, New York 14609, on Wednesday September 23, 2026, at 9:00 a.m.

Attached is a copy of each of the bid forms and specifications for **RFB-021-027 Custodial Equipment Repair Services** for which the district is advertising.

Those wishing to bid must submit a sealed bid with the following documents:

1. Bid Certifications: (Non collusion statement) must be signed by authorized person
2. Iranian Divestment Act Certification: Must be signed by authorized person
3. Bid Prices Summary Document: Must be filled out and signed by authorized person
4. General Specifications and Instructions: Must be signed by authorized person

If you have any questions regarding this bid, please call Kristen Munger at (585) 339-1260 or email kmunger@eastiron.org.

Sincerely,

Kristen Munger
Purchasing Agent

IMPORTANT: MARK ON THE LOWER LEFT-HAND CORNER OF THE SEALED ENVELOPE THE FOLLOWING:

RFB-021-027 Custodial Equipment Repair Services

NON-COLLUSIVE BIDDING CERTIFICATION

First Name: _____

Business Address: _____

Telephone Number: _____

Date of Bid: _____

I. General Bid Certification

The bidder certifies that he/she 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/she 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 subdivision 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 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 shall 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 nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of a 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).

2. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of 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 (Authorized)

Title

By signing and submitting this bid for consideration the vendor acknowledges that they have read, understand and agree to all aspects of the specifications.

IRANIAN DIVESTMENT ACT CERTIFICATION

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 it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should East Irondequoit Central School District receive information that a person (as defined in State Finance Law §165-a) is in Violation of the above-referenced certifications, East Irondequoit Central School District will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then East Irondequoit Central School District shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

East Irondequoit Central School District reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension 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

Title

CompanyName

Date

GENERAL SPECIFICATIONS AND INSTRUCTIONS

EAST IRONDEQUOIT CENTRAL SCHOOL DISTRICT
600 Pardee Road, Rochester New York 14609
(585) 339-1260

SEALED ENVELOPE

Bids are to be placed in a sealed envelope and indicated by the words, "Bid Proposal for" Name and Item, Bid Opening Date. Bidders are to use the attached bid forms in submitting their bids. Bids must be received in the Business Office by the Purchasing Agent prior to the bid opening date and time.

All Bids received after the time stated in the Notice To Bidders may not be considered and will be returned unopened to the Bidder. The Bidder assumes the risk of any delay in the mail or in the handling of mail by employees of the School 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.

NON-COLLUSION

This bid shall be made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose and is in all respects fair and without collusion and fraud. Bidders are also required to complete and sign the attached non-collusion statement entitled "Bid Proposal Certifications." Failure to complete, sign and attach this certification may disqualify the bid.

TOTAL COST

Bid prices must include cost of furnishing, delivering and installing the items unless otherwise indicated and there must be no additional charges made. All costs incurred by the Bidders in preparation, estimating and submission of a Bid are the total responsibility of the Bidder.

PRICES

The bidder shall insert the price per stated unit.

WAGE RATES

Pursuant to the provision of Section 220-A of the New York State Labor Law as amended; the Contractor will be obligated to pay all workers in the covered classes the applicable prevailing wage rates and supplements. The minimum hourly wage rate to be paid the various classes of labor performing work under this contract shall be in accordance with schedules which have been established, or may hereafter be established, or increased, by the New York State Department of Labor during the contract term.

The Contractor shall be paid for the number of hours actually expended at the job site times the labor rate per hour as bid. Overtime rate shall be defined as time and one half of the hourly rate after eight (8) hours per day and on Saturdays (1.5 x labor rate per hour). Double time shall be defined as double the hourly rate for Sundays and holidays (2 x labor rate per hour).

The labor rate per hour shall remain firm for the contract term unless established wage schedules are increased by the New York State Department of Labor. In the event such wages are increased by NYSDOL the Contractor's labor rate per hour may be increased at a percentage exactly equal to that of the NYSDOL wage schedules.

TAXES

No charge will be allowed for Federal, State, municipal sales and excise taxes, for which the School District is exempt by statute.

QUANTITIES

Request for bids are based upon estimated quantities.

INSURANCE

The successful bidder guarantees to furnish adequate protection from damage for all work and to repair damages of any kind for which he or his workmen are responsible, to the building or equipment, or to his own work.

The successful bidder guarantees to carry adequate insurance to protect the school district from loss in case of accident, fire, theft, etc., and will provide proof of such before commencing work.

AWARD

Awards will be made to the lowest responsive and responsible Bidder. The Board of Education reserves the right to award this bid on either an "item" basis or an "entire bid" or by grouping one or more of various items.

Notification of bid award shall take the form of a purchase order or series of purchase orders referencing the bid. No other form of notification shall be considered valid or binding on the district without the written verification of the purchasing agent.

Payment will be made only after correct presentation of claim forms or invoices as may be required.

RESPONSIBILITY TO PERFORM

Vendor will promptly supply proof of the ability to perform under the bid specifications or contract upon request of the school district.

NON-PERFORMANCE

The district shall have the right to cancel this contract at any time during its term for failure on the part of the vendor to meet the requirements of bid specifications. The district shall make a reasonable attempt to provide the vendor with written notice of cancellation in advance. In the event of cancellation for non performance, the vendor shall be liable for all additional costs incurred by the district and any penalties imposed by the terms of these bid specifications.

RESPONSIVENESS

Bidders must respond to all specifications, including work and materials required. Only after the bidder responds to the specifications may he then suggest an alternate method or materials to be used.

RIGHT TO REJECT

The Board of Education reserves the right to reject all bid and re-advertise in the matter provided by Section 103 of the General Municipal Law. 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 interests of the School District will be served. Also reserved is the right to reject Bids and to purchase items

on State, County, or Piggyback contracts if such items can be obtained on the same terms, conditions, specifications, and at a lower price.

LAWFUL AGE

Said bidder certifies that he is of lawful age. Bidder also certifies that he is the only one interested in this bid with the exception in the case of a partnership or corporation.

CONFLICT OF INTEREST

That no member of the Board of Education of East Irondequoit Central School District, nor any officer or employee or person whose salary is payable whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof.

LISTING OF CUSTOMERS

The bidder will provide the District, with the bid submission, a listing of those schools presently being provided service indicating school contact person with address and telephone number.

COMPLIANCE

The bidder has carefully examined and will comply with General Specifications, the instructions to bidders, schedules and specific specifications prepared under the direction of the Board of Education, and will, if successful in this bid, furnish and deliver at the prices bid and within the time stated, all the materials, supplies, apparatus, goods, wares, merchandise, services or labor for which this bid is made.

PIGGYBACKING PROVISION

Other school districts, BOCES, or school district locations not listed in either the published Notice to Bidders and/or bid documents may participate only upon consent by both the East Irondequoit School District and the awarded vendor(s). Interested BOCES and/or school districts must first contact the East Irondequoit Business Office before making arrangements with the awarded vendor(s) to be serviced under the terms and conditions of this bid.

EXTENSION

The East Irondequoit Central School District reserves the right to extend the terms and conditions of this proposal for a period no greater than one (1) year from original date of award, upon mutual consent of the East Irondequoit Central School District and the awarded vendor(s).

INTERPRETATION OF SPECIFICATIONS OR CONTRACT DOCUMENTS

No interpretation of the meaning of the specifications or other contract document will be made to any Bidder orally. Every request for such interpretation should be in writing, addressed to the East Irondequoit Central School District, not later than five (5) days prior to the date fixed for the opening of Bids. Notice of any and all such interpretations and any supplemental instructions will be sent to all Vendors on record by the East Irondequoit Central School District in the form of an addenda to the specifications. All addenda so issued shall become part of the contract documents.

ASSIGNMENT

It is mutually understood and agreed that the successful Bidder shall not assign, transfer, convey, sublet, or otherwise dispose of the Contract or the right, title, or interest therein, or the power to execute such Contract, to any other person, company, or corporation, without the previous written consent of the School District.

INSURANCE

Bidders shall maintain adequate insurance to protect them from all claims under the Workers' Compensation Act. If requested, a Certificate of Insurance shall be submitted verifying Liability and Commercial Automobile Insurance coverage.

BIDDER'S ACKNOWLEDGEMENT OF GENERAL SPECIFICATIONS AND INSTRUCTIONS

By signing below and submitting this bid for consideration by the School District, the Bidder acknowledges that he/she has read, understood and agreed to all aspects of the General Specifications and Instructions as presented without reservation or alteration. The Bidder, Bidder's affiliates, and any other agency that intercedes on the bidder's behalf also agrees to hold the School District harmless and not responsible for any hardship that can or potentially could be caused, and subsequently impacts the Bidder(s), as a result of this Bid.

BIDDER _____
(Person, Firm or Corporate Name)

AUTHORIZED SIGNATURE _____

DATE _____

**EAST IRONDEQUOIT CENTRAL SCHOOL DISTRICT
BID SPECIFICATIONS FOR CUSTODIAL EQUIPMENT REPAIR SERVICES**

SCOPE OF WORK

It is the intent of the East Irondequoit Central School District, hereinafter referred to as EICSD, to enter into an agreement for *Custodial Equipment Repair Services based* on hourly charges.

BIDDER QUALIFICATION

1. The contractor must show evidence of at least five (5) years of custodial equipment repair experience, and bidder must have been in the business prior to submitting bid proposal for at least three (3) years.
2. The custodial equipment repair contractor shall show evidence of a telephone number that can be reached during regular business hours Monday through Friday, and this phone number must be answered by competent personnel and not by machine.
3. Contractors must be able to provide on-site repairs in a timely manner.
4. Contractor shop must not be more than 25 miles away from 125 Kane Dr. Rochester NY, 14622.

CUSTODIAL EQUIPMENT REPAIR SERVICES

This bid shall be for Custodial Equipment Repair Services and Materials, based on hourly charges for making routine and emergency service calls involving custodial equipment problems of EICSD.

For this service, the custodial equipment repair contractor must work on the following manufacturers' equipment, but not limited to:

1. Clarke
2. Windsor
3. Tom Cat
4. Advanced
5. Minuteman
6. Karcher

For this service work the custodial equipment repair contractor shall provide all labor and materials necessary to complete the job and the routine shall be as follows:

1. EICSD designated representative shall notify the custodial equipment repair contractor of the location and nature of the problem requiring service.
2. Custodial equipment repair contractor shall make a service call and diagnosis the problem and report back to the EICSD Buildings and Grounds Department.
3. EICSD will acknowledge report and advise the custodial equipment repair contractor if further service work is required, such as repair work or additional services.
4. Where actual custodial equipment repair service's work is to be involved, the hourly rate, as bid shall apply for labor excluding cost of material.

Custodial Equipment Repair Services includes labor and materials on auto scrubber, floor machine, carpet extractor, carpet sweeper, floor burnisher, commercial tank vacuum, and upright vacuum cleaner.

The bid price shall include all labor, materials, equipment, transportation, proper disposal, insurance and supervision necessary to fully complete specified work.

BASIS OF HOURLY CHARGES

Bidder shall enter on Bid Form the amount he proposes to charge per hour for the services to meet all specifications. In preparation bid contractor shall base hourly charges on the following:

1. EICSD shall pay contractor for the time spent at the work site **ONLY**.
2. Firm bid for the period of October 7, 2026 through June 30, 2027.

WAGE RATES

Pursuant to the provision of Section 220-A of the New York State Labor Law as amended; the Contractor will be obligated to pay all workers in the covered classes the applicable prevailing wage rates and supplements. The minimum hourly wage rate to be paid the various classes of labor performing work under this contract shall be in accordance with schedules which have been established, or may hereafter be established, or increased, by the New York State Department of Labor during the contract term.

The Contractor shall be paid for the number of hours actually expended at the job site times the labor rate per hour as bid. Overtime rate shall be defined as time and one half of the hourly rate after eight (8) hours per day and on Saturdays (1.5 x labor rate per hour). Double time shall be defined as double the hourly rate for Sundays and holidays (2 x labor rate per hour).

The labor rate per hour shall remain firm for the contract term unless established wage schedules are increased by the New York State Department of Labor. In the event such wages are increased by NYSDOL the Contractor's labor rate per hour may be increased at a percentage exactly equal to that of the NYSDOL wage schedules.

PURCHASE ORDERS

EICSD is not responsible for orders placed by individuals without an appropriate ***Purchase Order Number*** issued by EICSD.

QUALITY OF PRODUCTS

If applicable, all items must be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated on the bid. ***No substitutions in standard grades or lesser quality will be accepted.***

DETERMINING FACTORS FOR BID AWARD

Bidders net price on bid items, stock availability, reputation of brand names offered, and reputation and location of the bidder. Information must be made available upon request.

PRICING

Bid unit price on quantity specified, extend and show total. In case of errors in extension, unit prices shall govern.

OR EQUAL

Any catalog, brand name or manufacturer's reference used in the bid request is descriptive, **not restrictive**; it is intended to indicate type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than reference specifications, bid must show manufacturer, brand, model, etc. of article offered. If brand other than that specified is offered, complete descriptive information of said article must be included with the bid. If bidder takes no exception to specifications of reference data, brand names, models, etc., as specified, must be furnished.

GUARANTEE

The Bidder shall guarantee the work to be free from defects of any nature for a period of one year from and after the final acceptance and payment for the work and bidder shall maintain said work and shall make all needed repairs and/or replacement during this one-year period. Said work to be in full conformity with the plans and specifications therefore, at the expiration of the guarantee period.

Any and all manufacturers' warranties beyond said one-year period will be made available to the EICSD Buildings & Grounds Department.

SCHEDULING OF SERVICE WORK

The three (3) best low bids for hourly service work shall be tabulated as first, second and third. The first successful bidder shall be advised of service work required and the time frame for service work as follows:

1. EICSD reserves the right to award low bid to one vendor of choice.
2. EICSD reserves the right to designate a second and third vendor of choice if the successful best low bid vendor is unable to perform services specified.
3. The second and third vendor of choice shall hold their bid proposal firm for the period specified above.
4. Service work shall be performed on "**same day**" within 4 hours; or within specified time requested by EICSD. EICSD reserves the right to call second or third vendor of choice if first successful vendor is unable to perform as specified.
5. Under an emergency service request EICSD will reserve the right to call second and third vendor of choice if first successful vendor is unable to respond immediately as specified.

INSURANCE REQUIREMENTS

Vendor shall maintain and provide proof to the EICSD that it maintains during the life of the contract the following insurances:

1. Employee's Liability and Worker's Compensation for all of the vendor's employees that will be on district property.

2. Comprehensive General Liability and Property Damage which shall protect vendor from claims for damage arising from operations under this contract, whether such operations are by themselves, or anyone directly or indirectly employed by them. The amounts of the insurance shall be not less than \$1,000,000 per occurrence, combined single limits with EICSD named as an additional insured.

To the fullest extent permitted by law, the vendor shall indemnify, hold harmless and defend the district, its agents and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of vendor, of anyone directly or indirectly employed by vendor, or of anyone for whose acts the vendor may be liable in connection with providing these services.

TERMS OF AGREEMENT

The term of agreement for custodial equipment repair service work shall be October 7, 2026 through June 30, 2027, or until funds for this bid have been exhausted.

RIGHT TO CANCEL

EICSD reserves the right, without notice, to cancel service agreement for the following reasons:

1. Failure of Contractor to adhere to hourly rates as bid.
2. Contractor's failure to timely respond to service requests.
3. Contractor's failure to comply with any part of this specification.
4. Inferior work performed to EICSD property determined by EICSD.
5. Evidence of collusion, price fixing, or theft of EICSD provided materials.
6. Failure to provide proof of insurance as required herein.

HOURS

Normal hours are considered eight (8) working hours from the commencement of work. In many instances class schedules, presence of students, school hours or other circumstances will require work to start at hours other than 8:00 a.m. to 5:00 p.m.

All work shall be completed during hours that will not disrupt the school schedule.

CREW

Crew is defined as an installer and one helper.

INTERPRETATION

Questions concerning custodial equipment technical specifications should be directed to the EICSD Buildings and Grounds Department.

**SAMPLE INSURANCE REQUIREMENTS
MAINTENANCE, REPAIR AND SERVICE PROVIDERS**

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor hereby agrees to effectuate the naming of the District as an Additional Insured on the contractor's insurance policies, except for Workers' compensation and N.Y. State Disability insurance.
2. The policy naming the District as an Additional Insured shall:
 - a. Be an insurance policy from an A.M. Best A-rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred.
 - b. The organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in favor of the District for all coverages including Workers' Compensation.
 - c. Additional insured status shall be provided by standard or other endorsements that extend coverage to the District for ongoing operations (CB 20 38) or equivalent and completed operations (CG 20 37) or equivalent. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability and Umbrella/Excess coverages.
 - d. There will be no coverage restrictions and/or exclusions involving New York State Labor Law statutes or gravity related injuries.
 - e. No policies containing escape clauses or exclusions contrary to the Owner's interests will be accepted.
3.
 - a. The certificate of insurance must describe the services provided by the maintenance, repair or service provider that are covered by the liability policies.
 - b. At the District's request, the maintenance, service or repair provider shall provide a copy of the declaration page of the liability policies with a list of endorsements and forms. If requested, the maintenance, service or repair provider will provide a copy of the policy endorsements and forms.
4. The maintenance, repair or service provider agrees to indemnify the District for applicable deductibles and self-insured retentions.
5. Minimum Required Insurance:

- a. **Commercial General Liability Insurance**
\$1,000,000 per Occurrence/\$2,000,000 Aggregate
\$2,000,000 Products and Completed Operations
\$1,000,000 Personal and Advertising Injury
\$100,000 Fire Damage
\$10,000 Medical Expense
The general aggregate shall apply on a per-project basis
 - b. **Automobile Liability**
\$1,000,000 combined single limit for owned, hired, and borrowed and non-owned motor vehicles.
 - c. **Workers' Compensation and NYS Disability Insurance**
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.
 - d. **Umbrella/Excess Insurance**
\$3,000,000 each Occurrence and Aggregate coverage.

\$5,000,000 each Occurrence and Aggregate for high risk construction, work at Elevation (>1 story or 10 feet) and/or for project values greater than \$1,000,000.

Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the General Liability and Auto Liability coverages.
 - e. **Garage Liability & Garagekeepers Insurance (where applicable)**
\$1,000,000 limit for garage operations; minimum of \$75,000 per vehicle for Garagekeepers liability. The policy shall include coverage for all garage operations of the service provider, including premises and operations, products and completed operations and Garagekeepers liability coverage.
6. The maintenance repair or service provider acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The maintenance, service or repair provider is to provide the District with a certificate of insurance, evidencing the above requirements have been met. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any rights held by the District.

LABOR

Bidders are required to submit, an all-inclusive hourly labor rate for work to be performed under this Contract. The hourly rates quoted shall include all fringe benefits, profit, overhead, and general and administrative expenses. The time basis for labor charges will include only those hours actually at the job site, not portal to portal.

PARTS AND MATERIALS

The Contractor shall furnish all parts and materials necessary to perform any work. The Contractor must include with the required copy of his invoice to the District, itemized invoices from the supplier or receipts from the supplier for materials drawn from the Contractor's stock showing the cost that the Contractor paid for the parts and/or materials used. The Contractor shall indicate on the invoice(s) the location each item was used or installed.

Any equipment which is rented by the Contractor for use on a project must be identified on the quote submitted to the District and shall be charged to the District as invoiced from the rental company, and as approved by the District. The Contractor shall submit a copy of the invoice from the rental company to the District.

EXCESS MATERIALS

Unexpended materials or supplies purchased by the Contractor and paid for with funds under this Contract, are to remain the property of the District. The Contractor to leave materials in location TBD by EICSD Buildings & Grounds Department.

PRECAUTIONS DURING WORK

Much of the work to be done under this Contract will be performed in and around operating facilities. The Contractor must take whatever precautions are necessary to prevent interference with the District's operations.

The premises in which Contract work will be performed will normally be occupied. All work shall be executed in such a manner as to not interfere with the District's operations. The Contractor shall employ all necessary safety precautions to prevent injury to persons or damage to property and equipment. If, at any time, the District feels proper safety measures are not being employed, the Contractor will be stopped from working and may resume work only at such time as the condition is remedied.

The Contractor shall provide adequate protection for the building, its contents and occupants, and to all areas used or crossed during work activities. Barricades shall be erected where and when required for protection of District personnel. Driveways shall be kept clear of materials and equipment at all times. The Contractor shall be required to provide all safety equipment for their personnel and/or protection of work areas.

CLEANUP

The Contractor must keep the work area(s) in an uncluttered condition by the frequent removal of debris. Upon completion and prior to final inspection of a project, the Contractor shall remove from District property all debris and unused material, and leave the work area(s) in a condition similar to the condition of the area before any work was performed.

STOP WORK

Work can be temporarily stopped in the field by the District because of weather, lack of material, safety violations, or other unforeseen circumstances. If this occurs, the EICSD Buildings & Grounds Director or other designated persons will discuss alternative options with the Contractors for getting the work completed.

HEALTH AND SAFETY PROTECTION

The Contractor shall comply with any and all federal, state, county, local and municipal statutes, laws, regulations and ordinances pertaining to the health and safety of the Contractor's employees, the District's employees and the surrounding public. The Contractor shall conduct their operation as may be necessary to avoid any violation of such statutes, laws, regulations and ordinances. Compliance shall include adherence to the Federal Occupational Safety and Health Act (OSHA) of 1970 and its latest revisions governing health and safety in the workplace.

REMOVAL OF PERSONNEL

Upon request of the Project Manager, the Contractor shall remove from the District's facilities, any of its employees who fail to abide by this Contract, or who possess or consume alcohol or illegal drugs on District property. Gambling, theft, deliberate damage to or unauthorized use of District property, falsification of Contract required documents, deliberate or premeditated assault shall be grounds for directing the removal of the Contractor's employees. Under this Contract, the term <Contractor's Employees= shall mean persons directly employed by the Contractor and any person employed by a subcontractor bound to the Contractor to perform work required by this Contract. All personnel employed by the Contractor shall be advised that the Commission has determined its facilities <Smoke and Vape-Free Areas.= Upon request, the District will identify off-site smoking/vaping areas. Violation of this requirement will result in the removal of Contractor's personnel from District property.

INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the School District from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of contracted services, provided that such claim, damage, loss or expense is attributed in whole or in part by negligent acts or omissions of the Contractor, his subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

INSURANCE REQUIREMENTS

The Contractor shall procure and maintain at his own expense throughout the contract term, insurance for liability for damages imposed by laws for the kinds and amounts stated herein. The issuing insurance companies must be authorized by the New York State Insurance Department to issue coverage(s) within New York State. All aspects of the contract must be covered. The amounts stated herein are minimum requirements.

Within five (5) days after the notice of award, the successful bidder shall furnish to the District a Certificate(s) of Insurance that clearly shows compliance as stated herein. The District may at any time request additional insurance documentation, if necessary.

ESTIMATES FOR SERVICES/REPAIRS

The District requires that any Contractor must submit a detailed quote for work/projects. Quote must include the following information: name of person requesting the work, details of what specific work will be completed, location where work will be performed, date of quote, breakdown of labor hours, labor rates, breakdown of materials to be provided and costs, cost of any equipment rentals needed to complete the work and any additional applicable information to explain the costs associated with the estimate.

BILLING PROCEDURE/PAYMENTS

If all work passes inspection, the Contractor shall forward an itemized invoice to East Irondequoit Central School District, Attn: Accounts Payable, 600 Pardee Road, Rochester, New York 14622. In addition, the Contractor shall submit a copy of the detailed invoice along with all supporting documentation, such as _ The District requires that invoices include the following: purchase order number, description of work completed, location where work was performed, photos (if required), date the work was done, breakdown of labor hours, labor rates, materials provided, rentals and any additional items used in the completion of the project. Invoice(s) will not be paid if invoice does not contain required information and all supporting documentation.

PHOTOS OF PROJECT

The District reserves the right to request pictures of the repair/project. Contractors should be prepared to provide a minimum of one photo of existing problem prior to repair, a minimum of two photos during repair process and a minimum of one photo of final repair. Payments will not be made on invoices related to these jobs until requested photos are submitted.

SECURITY

All Contractors and subcontractors must show valid state-issued identification when entering any District building. This identification card will be scanned into the Raptor system before access will be granted to the building. Failure to provide proper identification will prohibit persons from being able to perform work at District buildings /facilities.

BID PRICES SUMMARY DOCUMENT

EAST IRONDEQUOIT CENTRAL SCHOOL DISTRICT
600 Pardee Road, Rochester, NY 14609
(585) 339-1260

The undersigned bidder agrees to furnish **Custodial Repair Services** as described on the attached sheets at the price indicated:

Hourly Service Charge \$ _____

Prices indicated above to be effective October 7, 2026 and run through June 30, 2027.

It is understood that the bid price includes all costs of furnishing and delivering the items to location specified and there will be no additional charges, pursuant to and in compliance with all terms and conditions set forth in the Bid.

The Board of Education reserves the right to reject all bids.

Company _____

Address _____

Phone _____

Authorized Signature _____

Date _____

Email _____

Contact person (if different from authorized signature)