

**Edgemont Union Free School District  
Scarsdale, New York**

**INVITATION TO BID  
-  
LANDSCAPING & SMALL MACHINERY  
REPAIR SERVICE**

(0934\_23)

January 27, 2023

(Publication Date)

**Bid Opening  
February 3, 2023  
11.00 a.m. at Business Office**

**Edgemont Union Free School District  
Rosario Renda, Director of Facilities  
300 white Oak Lane  
Scarsdale, New York 10583**

# Invitation to Bid - Landscaping and Small Machinery Repair Service

## Table of contents:

<u>Page</u>	<u>Description</u>
1.	Cover Sheet
2.	Table of Contents
3.	Public Notice to Bid
4	Introduction
4	Brands / Manufactures
4	Vendor Qualifications
4 - 5	Specifications
5	Work Orders
5	Parts & Materials
5	Invoices
5	Inspection of Work
6	Insurance Requirements
6 - 7	Bid Requirements
7	Evaluation Procedures
7	Terms of Engagement
8	Appendix A - Certification of Experience
9.	Appendix B - Non-Collusive Bidding Certification
10.	Appendix C - Non-Collusive Bidding Resolution
11.	Appendix D - Proposer Warranties
12.	Appendix E – Hold Harmless Agreement
13.	Appendix F – Iran Divestment Act Compliance Rider
14.	Appendix G – Certification - Iran Divestment Act of 2012
15.	Appendix H – Cost Schedule
16.	W-9 Form

## **PUBLIC NOTICE**

The Board of Education of the Edgemont Union Free School District, Scarsdale New York invites you to bid for the following.

<b>LANDSCAPING AND SMALL MACHINERY REPAIR SERVICE</b>
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Bids can be obtained from the Edgemont Union free School District  
300 White Oak Lane, Scarsdale New York from Rosario Renda

**"Bid for Landscaping and Small Machinery Repair Service"**

and be in the hands of Rosario Renda, Edgemont Union Free School District,  
300 white Oak Lane, Scarsdale, New York, prior to 11:00 a.m. on  
February 3,2023

at which time the bid will be opened and publicly read aloud by a representative of the Board of Education. The bids will be tabulated and presented to the Board of Education for action shortly thereafter. The Board of Education reserves the right to reject any or all bids, waive informalities and accept the one appearing to be in the best interest of the School District.

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Rosario Renda  
Director of Facilities

# Edgemont Union Free School District

## Invitation to Bid - Landscaping and Small Machinery Repair Service

### **I. INTRODUCTION:**

The Edgemont Union Free School District is looking for a contractor to perform service and repair work on landscaping and small machineries owned by the School District. This bid is not part of any project as it is being solicited to put a vendor on contract as the district can call upon the vendor when a service is required. The contract is from Board of Education award date to June 30, 2023, with an option to renew 2023-2024 and 2024-2025 school years, renewed on a yearly basis.

### **II. BRANDS / MANUFACTURERS:**

The examples of brands are Jacobsen, Billy Goat, Echo, Toro, John Deere, Stihl, Ferris, Kubota, Briggs and Stratton and Red Max

### **III. VENDOR QUALIFICATIONS:**

- Vendor must have at least three (3) years' experience in the Landscaping machinery repair.
- Vendor must have a repair facility and is equipped with all tools, diagnostic equipment, and supplies necessary for servicing the machineries.
- Vendor shall comply with Environmental Protection Agency (EPA) guidelines for the disposal of hazardous material.

### **IV. SPECIFICATIONS:**

The successful contractor shall be responsible to act in strict accordance with the specifications set forth below. With regard to repairs and maintenance, the contractor is expected to use materials of the same manufacturer as that currently in place in the school district or materials of equal quality, as long as color, tone and/or texture of the materials remains consistent with those currently in place. Any variation in materials and equipment to be used must be provided to the school district prior to its installation, providing a detailed description of the substitute offered and how it equates to materials currently in place.

Contractor shall provide adequate personal supervision to his/her employees. All work shall be at the direction and supervision of the Board of Education or its agent. Contractor shall limit the use of water and electricity for actual needs only.

All work shall be in a workman like manner. No trash may be left on the site overnight. All glass and other items shall be properly stored to prevent damage of any kind to the school or its occupants. Contractor shall at all times keep the premises free from accumulation of waste materials or rubbish caused by his/her employees or work and at the completion of the work he/she shall remove all rubbish and surplus material and leave the work area clean and ready for use. Corridors and other areas are to be closed with door or tarpaulin to restrict dust as much as possible.

Contractor may be required to submit evidence that he possesses the necessary equipment and experience to satisfactorily perform and render the work and service herein described. The Board of Education, in its sole discretion, shall determine the adequacy of equipment and experience.

Contractor shall guarantee all repair work performed to be free from defects in materials and workmanship for ninety (90) days. Additionally, new parts shall carry the manufacturer's standard

warranty for that part. Any faulty part shall be immediately replaced by the contractor without any cost to the School District.

Contractor shall also protect from damage the property upon which the work is to be done as well as surrounding properties and if any damage occurs shall, at contractor's own expense, repair or otherwise make good such damage to the entire satisfaction of the Board of Education.

All labor shall be performed by skilled workmen and the Contractor shall not employ individuals or means which may cause stoppage or delay in the work under this Contract or that of any other Contractor or any work in or about the premises of these buildings or any building or premises under the control of the Board of Education. Work on installation shall be done at a time not to interfere with regular schoolwork.

The contractor shall be legally responsible for compliance with all state, federal or local laws, regulation or ordinance relating to the job. Specific attention is directed to the Labor Laws of the State of New York pertinent to employee-employer responsibility.

Contractor shall not subcontract any of the work without prior approval of the school district.

All inquiries concerning the Invitation to Bid shall be addressed in writing to Rosario Renda, Director of Facilities, Edgemont Union Free School District, 300 White Oak Lane, Scarsdale, NY 10583 or by emailing rrenda@edgemont.org

**CONTACT WITH PERSONNEL OF THE EDMONT UNION FREE SCHOOL DISTRICT OTHER THAN DIRECTOR OF FACILITIES AGENT REGARDING THIS BID FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.**

**V. WORK ORDER:**

Upon job completion / pick-up, service center must submit a **legible** job ticket to owner indicating date, equipment, actual hours of work, work performed, and parts used. Copies of the service call ticket must be attached with invoices submitted for payment. No invoices submitted for payment shall be considered without a valid employee's signature on the service call ticket.

**VI. Parts and Materials:**

Contractor shall be reimbursed for all parts and materials at Contractor's cost-plus percentage of mark up as mentioned in their bid. Invoiced parts and materials with unit prices greater than \$100.00 shall be supported with a receipt of purchase for those items at time of billing. When such a copy of the Contractor's receipt is not available, the Contractor shall prepare and sign a substitute receipt indicating the description of the item, unit cost, date of purchase, and supplier from who item was purchased. Payments shall not be made for any parts/material without the proper documentation attached to the contractor's original invoice. The School District has the option to directly purchase any individual part/material for the service/repair that exceeds \$100.00 in cost.

**VII. INVOICING:**

The contractor's invoice must contain detailed and legible description of all completed repair work performed, list the number of man-hours worked, manufacturer and the name of Part, Part number, Suggested Mfg. Resale Price, Discount Offered and the net price. Invoices not submitted in this format will not be paid until corrected. The contractor's labor charges must correspond to the rates, which he supplied with the bid. The contractor agrees and hereby certifies that all labor charges contained in the bid's invoices and vouchers shall be only those that were required and necessary to complete the work. All invoices must be accompanied by a certified payroll to be paid.

**VIII. INSPECTION OF WORK:**

The quality of service shall be subject to inspection by the designated representative of the School District at any time. Should it be found that the quality of the service being performed is not

satisfactory, and that the specifications are not being met, it may be considered as grounds for the termination of the contract.

**IX. REQUIRED INSURANCE:**

All copies of certificates of insurance are to be provided to the Edgemont School District prior to the commencement of work. The copies of the insurance policy endorsement showing the below required insurance should be forwarded to the Edgemont Schools, 300 white Oak Lane, Scarsdale, NY 10583. The Edgemont School District shall be named as additional insured on all insurance policies and policy endorsements, and the policies and policy endorsements shall provide that the insurance shall not be canceled or terminated without thirty (30) days prior written notice to the School District.

A. 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 unrestricted additional insured on the contractor's insurance policies, with the exception of workers' compensation.

- B. The policy naming the district as an additional insured shall:
- **Be an insurance policy from an A.M. Best rated "secured" or better, New York State admitted insurer.**
  - **Provide for 30 days' notice of cancellation.**
  - State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers.
  - The district shall be listed as an additional insured by using endorsement CG 20 10 11 85 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.

C. The contractor agrees to indemnify the district for any applicable deductibles.

- D. Required Insurance:
- **Commercial General Liability Insurance**  
\$1,000,000 per occurrence/ \$2,000,000 general and products/completed operations aggregates. The general aggregate shall apply on a per-project basis.
  - **Automobile Liability**  
\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
  - **Workers' Compensation and N.Y.S. Disability**  
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees.
  - **Owners Contractors Protective Insurance**  
\$1,000,000 per occurrence/\$2,000,000 aggregate, with the district as the named insured.
  - **Excess Insurance**  
\$5,000,000 each occurrence and aggregate.

If automobiles are to be used for transporting hazardous materials, the Contractor shall provide pollution liability broadened coverage (ISO endorsement CA 9948) as well as proof of MCS 90.

**X. BID REQUIREMENTS:**

Bids must be submitted in a sealed manila envelope of the approximate size of nine by twelve inches **on or before 11:00 a.m. February 3, 2023**. No late submissions will be accepted. The envelope shall be marked with the words: "BID FOR LANDSCAPING AND SMALL MACHINERY REPAIR SERVICE". At that time and place all bids received shall be publicly opened and announced

It is the contractor's responsibility to ensure that their bid is received by the Edgemont Schools before the deadline, whether sent by mail or by means of personal delivery. All bids received after the deadline stated in this Invitation to Bid will not be considered and will be returned

unopened to the contractor. The contractor assumes the risk of any delay in the mail or in the handling of the mail by employees of the district.

All bids must be sent to the following address-

Director of Facilities  
Rosario Renda  
Edgemont Union Free School District,  
Business office  
300 White oak lane  
Scarsdale, New York 10583

The bid package shall include the following items:

- Assurance to submit executed copies of the Certificates of Insurances.
- References (**See Appendix A**).
- A completed Non-Collusive Certification (**See Appendix B**).
- A completed Non-Collusive Resolution (Required for Corporations) (**See Appendix C**).
- A completed Proposer Warranties (**See Appendix D**).
- A completed Hold Harmless Agreement (**See Appendix E**).
- A completed and Notarized Iran Divestment Act Certification (**See Appendix G**).
- The completed Dollar Cost Bid form (**See Appendix H**).
- A completed W-9 form.

#### **XI. EVALUATION PROCEDURES:**

These bids are being solicited through a fair and open process. Applicants, who are willing to provide the described materials and services as requested above, shall be evaluated on the basis of quoted price.

The district reserves the right to: (i) not select any of the bids; (ii) require bidders to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all bids; (iv) to waive any informalities in the bids; and (v) procure the materials and services from other sources if deemed most advantageous to the objectives of the District.

The district's determination of the bidder who is most advantageous to the goals and objectives of the District shall be final and conclusive. The appointment shall be determined by majority vote on a resolution to be read at an open public meeting.

The district reserves the right without prejudice to reject any or all bids.

#### **XII. TERMS OF ENGAGEMENT:**

Contract shall be from Board of Education approval till June 30, 2023, and renewed on a yearly basis. This agreement may be terminated upon 30 days' notice by the Board of Education or by the contractor subject solely to payment of fees and disbursements as of the date of termination.





Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Edgemont Union Free School District  
Scarsdale, NY 10583

**Invitation to Bid – Landscaping and Small Machinery Repair  
Service**

**Appendix B**

**NON-COLLUSIVE BIDDING CERTIFICATION**

(As required by Section 103d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate, this corporation bidder shall be liable under the penalties of perjury).

As of September 1, 1966, this Section will read as follows-

**103-d** 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 bidders 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 any joint bid each party thereto certified as to its own organization, under penalty of perjury, that to the best of 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 another 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. Any 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 shall so state and furnish with the bid a signed statement which sets forth in detail the reason therefor. 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 designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the bidder (a) has 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 of subparagraph one (a).

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 include the signing and submission of the bid and the inclusion as the act and deed of the corporation.

Signed \_\_\_\_\_ Title  
\_\_\_\_\_

Edgemont Union Free School District  
Scarsdale, NY 10583

**Invitation to Bid – Landscaping and Small Machinery Repair  
Service**

**Appendix C**

**RESOLUTION - FOR CORPORATE BIDDERS ONLY**

RESOLVED THAT \_\_\_\_\_ be authorized to sign and submit the bid or proposal of this corporation for the following project:

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**Describe the project.**

And to include in such bid or proposal 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.

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Corporation at a meeting of its Board of Directors held on the \_\_\_\_\_ day of \_\_\_\_\_ and is still in full force and effect this \_\_\_\_\_ day of \_\_\_\_\_ .

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**(SEAL OF CORPORATION)**

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**(SECRETARY)**

Edgemont Union Free School District  
Scarsdale, NY 10583

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Service**

**Appendix D**

**PROPOSER WARRANTIES**

- A. Proposer warrants that it is willing and able to comply with State of New York laws and regulations.
- B. Proposer warrants that it is willing and able to obtain an error and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Edgemont Union Free School District.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

**Submitted by:**

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**Company name**

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**Address**

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**City, State, Zip**

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**(Print name)** **(Signature)**

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**(Phone)** **(Fax)**

Edgemont Union Free School District  
Scarsdale, NY 10583

**Invitation to Bid – Landscaping and Small Machinery Repair  
Service**

**Appendix E**

**HOLD HARMLESS AGREEMENT**

**(This form must be signed and notarized – Submit with bid)**

It is hereby agreed and understood that the contractor agrees to hold harmless and indemnify Edgemont Schools Board of Education, Edgemont Union Free School District, or any officer, agent, servant, or employee of the Edgemont Union Free School District from any lawsuit, action, proceeding liability, judgment, claim or demand which may arise out of:

- A. Any injury to person or property sustained by the contractor, its agents, servants, or employees or by any person, firm, or corporation employed directly or indirectly by them upon or in connection with their performance under the contract, however caused.
- B. Any injury to person or property sustained by any person, firm, or corporation, caused by any act, default, error or omission of the contractor, its agents, servants, or employees or any person, firm, or corporation, directly or indirectly employed by them upon or in connection with performance under the contract.

The assumption of indemnity, liability and loss hereunder shall survive contractor's completion of service or other performance hereunder and any termination of this contract.

The contractor at its own expense and risk shall defend any legal proceedings that may be brought against the Edgemont Union Free School District, Edgemont Schools Board of Education, or any officer, agent, servant, or employee of the Edgemont Union Free School District on any claim or demand, and shall satisfy any judgment that may be rendered against the Edgemont Union Free School District, Edgemont Schools Board of Education, or any officer, agent, servant, or employee of the Edgemont Union Free School District.

This Indemnification, Defense and Hold Harmless Agreement shall apply to any lawsuit, action, proceeding, liability, judgment, claim or demand, of whatever name or nature, notwithstanding that Dealer may deem the same to be frivolous or without merit. It is intended that this Agreement be interpreted in the broadest manner possible so as to insulate all of the entities, parties and individuals named above from any liability, cost or judgment, monetary or otherwise, as the same may relate to the personnel and services provided by the Dealer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Affirmed to me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Notary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Edgemont Union Free School district  
Scarsdale, NY 10583

**Invitation to Bid – Landscaping and Small Machinery Repair  
Service**

**Appendix F**

**IRAN DIVESTMENT ACT COMPLAINEE RIDER**

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law (“SFL”) §165-a and General Municipal Law (“GML”) §103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the District, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL §165-a and GML §103-g, a person engages in investment activities in the energy sector of Iran if:

- a. The person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
- b. The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the SFL and maintained by the Commissioner of the Office of General Services.

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the SFL. In any case where the bidder or proposer cannot certify that it is not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The District may award a bid to a bidder who cannot make the certificate on a case by case basis if:

1. The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The district makes a determination that the goods or services are necessary for the district to perform its functions and that, absent an exemption, the District would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

**A bid or proposal shall not be considered for award, nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder's certification.**

## **Invitation to Bid – Landscaping and Small Machinery Repair Service**

### **Appendix G**

#### **CERTIFICATION - IRAN DIVESTMENT ACT OF 2012 (THIS FORM MUST BE SIGNED AND NOTARIZED\*\*SUBMIT WITH PROPOSAL)**

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, added new provisions to the State Finance Law (SFL), §165-a and General Municipal Law (GML) §103-g 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) and GML §103-g, 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 response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer (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, Proposer is advised that once the list is posted on the OGS website, any Proposer seeking to enter into, 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 bid upon or a proposal submitted, or the contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should District receive information that a person is in violation of the above-referenced certification, District 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 District 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.

District reserves the right to reject any bid, proposal, 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: \_\_\_\_\_ Date: \_\_\_\_\_

Affirmed to me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Notary Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Edgemont Union Free School District**  
 Scarsdale, NY 10583

**Invitation to Bid – Landscaping and Small Machinery Repair  
 Service**

**Appendix H**

**FEE SCHEDULE**

	<b>Description</b>	<b>Unit of Measure are estimates</b>	<b>Unit Cost</b>
1	Labor Rate/hour	30 Hr.	\$ _____
2	Percent Mark-up for parts required to perform repairs and Suggested Mfg. Resale Price and purchases of Equipment	Percent	_____ %

**Submitted by:**

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**Company name**

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**Address**

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**City, State, Zip**

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**(Print name)** **(Signature)**

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**(Phone)** **(Fax)**