

REQUEST FOR BID

NOT A PURCHASE ORDER

MAIL FORM TO: CLARENCE CENTRAL SCHOOL DISTRICT
9625 Main Street
Clarence, New York 14031
Attn: Ashley Fohrd
Purchasing Department

Sealed proposals will be received and publicly opened at 10:00 A.M., Wednesday, August 7th, 2024 at the office of the School District Clerk, 9625 Main Street, Clarence, New York, for a Clarence High School Septic Pump Pit Rebuild Bid #2502 proposal in accordance with specifications and instructions on file at the above office.

Dr. Patricia Grupka
School District Clerk

BID FORM

CLARENCE HIGH SCHOOL SEPTIC PUMP PIT REBUILD BID #2502

The _____
(Name and Address of Bidder)

_____ hereby proposes to furnish and deliver to the Clarence Central School District, Clarence, New York, subject to the specifications and instructions to bidders, the following Clarence High School Septic Pump Pit Rebuild #2502 proposal for the amounts stated. It is hereby certified that no officer or employee of the School District or member of the Board of Education is directly or indirectly interested in this proposal.

Company

Authorized Signature

Name/Title (Please Print)

Telephone Number

Date

Fax Number

CLARENCE CENTRAL SCHOOL DISTRICT

GENERAL INSTRUCTIONS TO BIDDERS

THESE INSTRUCTIONS APPLY TO ALL BIDS UNLESS MODIFIED BY SPECIAL INSTRUCTIONS OF THE SPECIFICATIONS FOR A PARTICULAR BID.

1. Sealed proposals for the furnishing and delivery, and installing, where called for, of the services, materials, equipment and/or supplies, as required by the Board of Education of the Clarence Central School District, County of Erie, popularly known as Clarence Central Schools, and as set forth in the following specifications prepared under the direction of said Board of Education, will be opened in the Board of Education Conference Room, located at 9625 Main Street, Clarence, New York 14031, on the day and hour stated on page 1 hereof.
2. The person, firm, or corporation making such proposal shall submit it in a sealed envelope to the Purchasing Agent, or his duly designated representative at the place herein mentioned on or before the hour and day stated on page 1 hereof, and the envelope shall be endorsed on its face with the name of the person, firm, or corporation making such proposal, the date of its presentation, and the title of the services, materials, equipment, or supplies for which such proposal is made.
3. Any bid submitted will be binding for 45 days subsequent to the date of bid opening. This period may be extended by mutual agreement.
4. The Board of Education reserves the right to accept this bid by items or as a whole, or, in its discretion, to reject all bids and re-advertise in the manner provided by Section 103 of the General Municipal Law.
5. Brand Names: When articles are designated by a manufacturer's or brand name, it is for the purpose of establishing and indicating a standard of quality and type of article desired, but it is not the intention to limit competition exclusively to the names listed. However, the decision of the Board of Education shall be final as to whether or not a substitute or alternate article is satisfactorily equal to and in accord with the specifications, design, and requirements indicated for the article in the base bid.
6. The bidder shall insert the price per stated unit and the extension against each item in the schedule hereto annexed, which he proposes to furnish and deliver. In the event of a discrepancy between the unit price and the extension, the unit price will govern. The price inserted must be net and must include delivery charges. Computation must be made of the total amount of the bid for all items bid upon, and the total shall be stated in the space provided at the end of the schedule.
7. To avoid any misunderstanding, all discounts shall be deducted from the list prices in arriving at the bid price. Thus, unit prices bid and any extension thereof shall be net of any and all discounts.

GENERAL INSTRUCTIONS TO BIDDERS (CONTINUED)

8. No charge will be allowed for cases, boxes, carboys, bottles, etc. nor for freight expenses, expressage, or cartage. No empty packages, cases, boxes, carboys, bottles, etc., will be returned to the bidder or contractor, and none will be paid for by the Board of Education. Such empty cases, boxes, etc. may be removed by the bidder or contractor at his own expense.

9. No charge will be allowed for federal, state, or municipal sales and excise taxes, from which the Board of Education is exempt. The price bid shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder.

10. If a bidder desires to bid on an alternate or substitute article, which is claimed to be equal to the standard specified, it should be identified as such on the bid form and a complete description and specification given either in or with the bid.

11. Packaging and method of shipment shall be strictly in accord with our requirements. General shipping instructions are attached.

12. Qualifications of Bidders: The competency and responsibility of bidders and their proposed subcontractors will be considered in making the award. The owner does not obligate himself to accept the lowest or any other bid.

13. Warranty: All equipment, materials, and work shall be guaranteed free from defects for a period of not less than 1 year, and if found defective within the period specified, shall be replaced by the contractor at no cost to the owner.

14. Samples: If available, catalogs or other descriptive literature should be submitted with the bid. Samples indicative of the construction, style, finish, and quality of all items bid upon shall be available to inspection at the regular business establishment of the bidder and, if requested, shall be delivered to the Clarence Central School District, Administration Building, at the bidder's expense for further inspection.

15. Delivery: Delivery is required on or before September 1st following the date of bid opening, unless otherwise specified. Bidder shall state the earliest date on which he can reasonably expect to make delivery.

16. The Board of Education reserves the right to make awards, in part or as a whole.

17. When a catalog reference follows the description of an item, such catalog reference is intended as a means of more fully describing the item in the shortest possible space and is to be regarded as part of the description of the item. All catalogs to which reference is made are available at the office of the Purchasing Agent. The use of such catalog or catalog names or numbers is not intended to limit competition.

GENERAL INSTRUCTIONS TO BIDDERS (CONTINUED)

18. Unless the schedule contains a complete specification, items listed in the schedule must be equal to the sample on exhibition in the office of the Purchasing Agent. Items delivered by successful bidder must be equal in all respects to the sample or those referred to by catalog number. If the bidder proposes to furnish a substitute for the item called for on an “or equal or approved” basis, the determination of whether it is the equal shall be by the Board of Education.

19. Each bidder must state that no member of the Board of Education of Clarence Central School District, Towns of Clarence, Lancaster, Newstead and Amherst, nor any officer or employee thereof, is directly or indirectly interested in the proposal.

20. Delivery will be required to be made to the receiving platform of buildings as specified on the bid form or on the purchase order issued to the successful bidder. Where the schedule or purchase order provides for direct delivery to schools, the items must be placed at a point within the building as directed at the place of delivery. The weight, count, measure, etc., will be determined at the points of delivery. The contractor will be required to furnish proof of delivery in every instance. Bulk materials are to be placed on skids or pallets on the receiving platform as directed by the receiving clerk. Suppliers shall deliver between the hours of 9 A. M. and 4 P. M. on weekdays other than Saturdays and holidays. All material and supplies must be securely packed in uniform containers, adequately marked as to contents, and delivered without damage or breakage in such units as are specified in the schedule.

21. These instructions are to be considered an integral part of all proposals.

CLARENCE CENTRAL SCHOOL DISTRICT

NON-COLLUSIVE BIDDING CERTIFICATION

General Municipal Law Section 103-d to political subdivision of the state. Statement of non-collusion in bids and proposals.

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 penalty of perjury, that to the best of his knowledge and beliefs:

- 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 another 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 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 there for.

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 a bidder; has published price lists, rates, or tariffs covering items being procured; has informed prospective customers of proposed or pending publication of new or revised price lists for such items; or has sold the same items to other customers at the same prices being bid, does not constitute a disclosure within the meaning of subparagraph A. 1).

C. 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 A. 1), 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.

THE FOREGOING STATEMENT IS SUBSCRIBED AND AFFIRMED BY THE
UNDERSIGNED AS TRUE UNDER THE PENALTIES OF PERJURY.

Authorized Signature

GENERAL SPECIFICATIONS-
CLARENCE HIGH SCHOOL SEPTIC PIT REBUILD BID #2502

1. Any bidder submitting proposals by mail or private delivery service must assume the risk of any delay in the mail or handling of bids by employees of the U.S. Postal Service, private delivery service or the District. All proposals received after the designated date and time will be refused and returned unopened.
2. All proposals will be received on Wednesday August 7th, 2024, at 10:00 AM, prevailing time, at the District Administrative Office, 9625 Main Street, Clarence, New York 14031, by the Purchasing Agent or a designated representative. Bids will be opened in the in the District Administrative Offices following the bid deadline.

MAIL BIDS TO:

CLARENCE CENTRAL SCHOOL DISTRICT
PURCHASING AGENT B&G 2502
9625 MAIN STREET
CLARENCE, NY 14031

BID OPENING LOCATION:

CLARENCE CENTRAL SCHOOL DISTRICT
DISTRICT ADMINISTRATIVE OFFICE
9625 MAIN STREET
CLARENCE, NY 14031

3. After the bid opening, bidder may request an appointment with the appropriate District personnel to discuss matters pertinent to the bid proposal. Contact Brian Logel, Director of Facilities, at (716) 407-9131 for an appointment.
4. The Board of Education reserves the right to reject any and all bid proposals and to waive any informalities in a quotation. The Board reserves the right to cancel this contract at any time.
5. In all specifications the word "or equal" is understood after each article specified. The decision as to whether an alternate or substitution is in fact "equal" shall be determined by the District and shall be final. If a bidder proposes an item other than that specified, the bidder SHALL provide a SUMMARY SHEET OF SIDE-BY-SIDE DETAILED description of the items proposed versus the specified manufacturers and provide a sample of the item. All substitutions must be indicated in red. If not indicated as a substitute, the bid will be construed as submitted on the identical item as specified. No blemishes, no seconds, no discontinued materials. First quality, new equipment only.
6. Illegible or vague bids will be rejected.
7. The bid award is subject to available funds.
8. All bidders will be required to provide documentation to prove at least 3 continuous years of experience in commercial plumbing projects. Bidders shall supply a list of 3 references with contacts and telephone numbers from previous commercial plumbing projects that were performed under their current company name. Large residential plumbing work may qualify as experience. Any other project experience that a bidder wishes to submit as evidence of 3 years of continuous experience must be submitted PRIOR to the bid for Clarence District approval. The Clarence Central School District reserves the right to disqualify any bidders due to inadequate work experience (vague, incomplete, or non-commercial).

9. All equipment must be delivered within 30 days of bid award. All bidders shall include delivery to each building location, unboxing/uncrating of equipment and final installation. Field Verify all power connections and voltages to match existing units. Include check, test, and start-up plus any owner training for operation and cleaning. Provide equipment manuals, documentation, and any warranty information. All warranty start-up/registration shall be performed by the supplier/installer.
10. All work must be performed in accordance with New York State prevailing rate of wage laws and minimum wage rate. All plumbing and electrical work must comply with all local, state and federal regulations that apply.
11. Insurance: The successful bidder agrees to furnish a certificate of insurance showing adequate coverage for public liability and property damage so as to indemnify both him/herself and the Clarence Central School District from any claims for damages to property, personal injury including death, etc., which may arise from operations under the proposed contract. Bidder shall supply supplemental insurance form CG 20 26 to list the Clarence Central School District as additional insured for the duration of the project work. The successful bidder shall furthermore furnish satisfactory evidence that all employees are adequately covered by Worker's Compensation Insurance during the term of the contract.
 - a. The User hereby agrees to effectuate the naming of the District as an unrestricted additional insured on the User's policy;
 - b. The policy naming the District (Clarence Central Schools, 9625 Main Street, Clarence, NY 14031) as an additional insured shall:
 - Be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer;
 - Contain a 30-day notice of cancelation;
 - State that the Organization's coverage shall be primary and non-contributory for the District, its Board, employees and volunteers; and
 - Additional insured status shall be provided with ISO endorsement CG 20 26 11 85 or its equivalent;
 - c. The User agrees to indemnify the District for any applicable deductibles;
 - d. Required Insurance – Commercial General Liability limit of \$1,000,000 per occurrence and General Aggregate limit of \$2,000,000;
 - e. User 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 User is to provide the District with a Certificate of Insurance and additional insured endorsement, 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 and all rights held by the District; and
 - f. All insurance certificates will be kept on file in the Buildings & Grounds Department.

End of General Specifications

CLARENCE CENTRAL SCHOOL DISTRICT

District Office
9625 Main Street
Clarence, New York 14031

BID FORM AND SPECIFICATIONS

HIGH SCHOOL SEPTIC PUMP PIT REBUILD BID #2502

DESCRIPTION

Clarence High School

9625 Main Street
Clarence, NY 14031

Main Scope of Work: Replace existing submersible grinder pump assembly which pumps under pressure to our sewage disposal location. Include Myers 3HP sewage grinder pumps (duplex), guide rail assemblies, chains, floats, float rack, check valves, isolation valves, and any other accessories needed to complete the work listed. It is intended to replace the plastic piping from the guide rail bases up to the first isolation valves inside the pump pit. Include disposal of existing equipment.

Contact Brian Logel in the Buildings & Grounds Department for any bid related questions 716-407-9131, email blogel@clarenceschools.org

Pumps:

Replace two (2) Myers WG-30 (3450rpm), 2-1/2", 480v/60hz/3ph, 50gpm @ 65 TDH with new equivalent pumps. Include all electrical disconnect and reconnect of the pump power cables. Re-use existing electrical junction boxes. If strain relief or cable coordinators are needed, please include these accessories for the power cables. Include all guide rail accessories for the new pumps (pump adapter, upper guide rail position bracket, etc.).

Guide Rail Assemblies:

Replace two complete sets of guide rail assemblies, including base plates, saddles, couplings, top rail brackets, galvanized lift chains, stabilizer arms or top rails (if necessary) with new. Remove any old anchors or brackets and include new anchors for the rail system into the existing concrete structure. Provide labor necessary to remove and reinstall the piping connected to the bottom support casting. Provide a complete rail system capable of raising and lowering the main pumps for installation and future service. Hoisting motor or frame is not to be included.

Float Assembly:

Replace existing 4 float control system (Lead off, Lead on, Lag on, High alarm, 25ft suspended, Normal Open) with new. Include float bracket, anchors, and connectors. Floats shall have long enough control cables and clamps (stainless) to match the existing set-up. Field verify length of float control cables required. Floats shall be of commercial grade with materials necessary to survive the sewer environment. Existing control panel and control wiring to the top of the sewer pump pit shall remain. Include labor necessary to connect, adjust, start-up, and test the float assembly function.

Valves and other accessories: It is intended to replace the plastic piping from the guide rail bases up to the first isolation valves inside the pump pit.
Include 2" ball check valves (gravity). Quantity = Two (2)
Include 2" Isolation valves. Quantity = Two (2)
Include 2" CPVC or Compatible piping and couplings or accessories to replace any necessary sections of the existing discharge piping. Verify piping sizes in field.

Special conditions:

If this work takes place during the occupied school year, the High School will take every measure to limit the flow of waste into the 10,000 gallon holding tank, which is separate from the pump pit. The transfer tubes connecting the two tanks will need to be temporarily plugged to allow work in the pump pit. The District intends to empty any waste from the holding tank daily, prior to work taking place.

If work takes place while NOT occupied by students, the High School will still make the efforts listed above, but it will be much easier. The start of the 2024-25 school year takes place on September 4th, 2024. Depending on the duration of the work, the District will make every effort to coordinate this work to schedule to make this easier for everyone involved.

Work involves confined space. Be sure workers are trained and familiar with these conditions. Provide necessary equipment and protection for all workers on site.

Owner supplied items:

Site power and water.

Daily sewer pump pit and holding tank cleaning and pump out of waste.

Old pump assembly information

On site bathrooms or port-a-johns for contractors.

Installation:

- Delivery, uncrating and set in place of the new duplex pump assembly.
- Include any and all necessary safety and personal protection equipment, including but not limited to safety glasses, facemask, respirator, gloves, harness, lift hoist, ventilation fans, necessary to safely complete the requested work.
- Provide all supervision, labor, and materials necessary to complete the plumbing work.
- Perform start-up and training on operation, safety and maintenance.
- Provide Owner with all equipment manuals when work is complete.

Special Notes that apply:

- A. Verify in field, all existing utility connections for new units, including available operating voltage.
- B. Protect all existing equipment, finishes, and surroundings from damages due to transport or installation of new equipment.
- C. Include disposal of existing equipment in bid pricing.
- D. Include owner training (30 minutes) to review operation, service, and repair procedures. Provide hard copies of all IOM manuals and parts diagrams for close-out documentation.
- E. Installation shall not disrupt normal school operations, unless coordinated with the District prior to the start of work.
- F. Target Install date is August 26, 2024. Please advise Owner of extended lead times that may alter the target install date at time of bid award.

End of Equipment Specifications

TOTAL COST \$ _____

Include all items, delivery, warranty, install, etc. US Dollars Only.

WRITTEN TOTAL COST: (optional) _____

WRITTEN BID QUALIFICATIONS OR NOTES: (optional) _____
