

Food Service Equipment - Installation, Maintenance and Repair

North Salem Central School District
 230 June Road
 North Salem, NY 10560
 RFP No. 25-26-13
 Due: Wednesday, May 13, 2026 at 10:00am

LINE NO.	DESCRIPTION	ITEM NUMBER		HOURLY PRICE	EXTENDED PRICE
1	Technician Labor Rates, Monday to Friday 8:00 AM – 4:00 PM	001			
2	Technician Labor Rates, Monday to Friday 4:00 PM – 8:00 PM	002			
3	Technician Labor Rates, Saturday 8:00 AM – 4:00 PM	003			
4	Technician Labor Rates, Sunday 8:00 AM – 4:00 PM	004			
5	Technician Labor Rates Holiday	005			
6	Technician Labor Rates for <u>incidental work</u> performed not specifically identified in the scope of work. Contractor <u>must</u> obtain written approval from an authorized District Representative prior to using this line item.	006			
7	Percent discount from manufacturer's price Estimated Dollars Expended (\$1000) Multiplied by Percent Discount = X \$1000 Minus X = Extended Price	007	ESTIMATED DOLLARS <u>EXPENDED</u> \$1000		
8	Percent Mark-up to Contractors Cost for items with no manufactures list price not to exceed <u>15%</u> .	008	ESTIMATED DOLLARS <u>EXPENDED</u> \$2000		
9	Extended Price of lines 1 thru 8			TOTAL	

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SPECIFICATIONS

1. SCOPE

- 1.1. The Board of Education of the North Salem Central School District is seeking a contractor to supply all labor, parts, equipment, and supervision required to perform installation services, preventative maintenance, and repairs on food service appliances and equipment on an “as needed” basis in the Pequenakonck Elementary School and Middle/High School Buildings
- 1.2. All proposals must be submitted no later than 10:00am: Wednesday, May 13, 2026 in a sealed opaque envelope addressed to:

Ms. Lindsay Eidel
Purchasing Agent
North Salem Central School District
230 June Road
North Salem NY 10560

2. LOCATIONS

- 2.1. Pequenakonck Elementary School; 173 June Road, North Salem, NY 10560
North Salem Middle/High School; 230 June Road, North Salem, NY 10560

3. BRANDS / MANUFACTURERS

- 3.1. The Brands and Manufacturers listed below are examples, but not limited to, some of the Brands and Manufacturers currently owned by the District:
- 3.2. Examples of equipment owned by The North Salem Central School District includes, **but not limited to**, include (True, Bev Air, Bally, Norlake, Hobart) Commercial Refrigeration and Freezer Units including walkins, Ice Makers, (APW Wyott, Atlas) Steam Tables, Toasters, (Avantco) Panini Machines, Exhaust Hoods, Filter Systems, (Blodgett) Convection Ovens, (Vulcan) Stoves, and Dish Washers.
- 3.3. Bidder should become familiar with manufacturer’s instructions or industry standards for service and repairs on all equipment owned by the District.

4. SITE VISIT

- 4.1. There is a scheduled site on Thursday, May 7, 2026 at 3:00pm
All contractors are encouraged to visit the facilities to familiarize themselves with all covered equipment and conditions prior to submitting their bid. If you are unavailable on May 7, 2026 Alternative inspections may be scheduled by calling Mr. Christopher Pulver Director Facilities (914) 669-5414 ext 1038

5. EXPERIENCE

- 5.1. Contractor shall have a minimum of three years of experience in the service and repair of food appliances and equipment.

6. REFERENCES

- 6.1. Contractor shall submit, with their bid, a list of three (3) accounts, preferably school districts, for which they are presently doing such work. References must include a contact person and telephone number. The certification of experience form must be completed and returned with this bid. The contractor's primary business must be in the service and repair of food service equipment similar to those used by the District.

7. PERSONNEL

- 7.1. All services provided under this contract shall be performed in a workmanlike manner in accordance with the manufacturers recommended manuals.
- 7.2. Contractor shall have on staff a minimum of two technicians experienced in the service and repair of equipment as required under these specifications.
- 7.3. Contractor must submit a list of current employees who would be servicing the District. This list should include the names of employees, years of experience and any certifications.
- 7.4. The District reserves the right to reject the Contractor's service personnel whom, in the District's judgment, is not adequately qualified to perform the work.
- 7.5. All service employees shall check in and out with the Director of Facilities or the authorized representative for all service calls.
- 7.6. No sub-contracting is permitted under this contract.

8. SECURITY

- 8.1. For all work being performed at the District, the contractor shall abide by the District's security measures.
 - 8.1.1. All workers entering the District shall be required to have a background check before they will be allowed entry to work.
 - 8.1.2. Complete cleanup of all work areas for the day shall be inspected by an authorized person before leaving work area.
 - 8.1.3. No worker will be allowed in any other areas other than the work area unless it is work related to the project.
 - 8.1.4. All debris shall be removed from the premises by the contractor either by container or truck on a daily basis. The work area shall be clean and free of any debris at the end of each workday.

9. RESPONSE TIME

- 9.1. All calls shall result in a technician being on the job site within 1-2 days of the call unless otherwise agreed upon with the Director of Facilities, or his authorized representative. Although there are few off-hour calls, they must be responded to as requested.

10. PERFORMANCE

- 10.1. If at any time during the term of the contract the contractor, in the opinion of the District, fails to take all reasonable steps to expedite the work, the District may unilaterally nullify the contract.
- 10.2. All work shall be performed in accordance with good trade practice by individuals possessing the necessary skills and abilities.
- 10.3. All materials and parts furnished under this contract shall be new, genuine OEM parts or approved equal. Authorized replacement parts must be in their original shipping packages. Use of used parts is strictly prohibited. Use of manufacturer rebuilt parts and materials may be authorized by the Director of Facilities or his authorized representative provided they carry the same warranty as the new part. Prior approval is required on a case-by-case basis.

11. PURCHASE ORDERS

- 11.1. Contractor shall receive a purchase order number with a dollar amount authorizing the contractor on site and to evaluate/estimate repair work to be done. Estimate shall include all charges (labor and materials) needed for repair. If the estimate is acceptable, authorization will be given to proceed with the work.
- 11.2. Contractor shall not perform work which would result in exceeding the dollar limitation of the purchase order without first having approval from the Director of Facilities or his authorized representative.

12. PAYMENT/CHARGES

- 12.1. The contractor shall be paid for each repair job as authorized by the District, upon submission of properly executed invoices. Invoices shall be submitted according to the following requirements:
 - 12.1.1. Labor Charges: Contractor shall submit an hourly labor price as per attached proposal pages. The invoice must specifically list the number of man-hours worked. The contractor's labor charges must correspond to the rates supplied with the bid. All invoices for labor must be billed to the next quarter hour of actual time worked (8:00 AM to 9:10 AM would be billed at one hour and fifteen minutes).
 - 12.1.2. Incidental Work: Contractor shall submit an hourly labor rate for incidental work performed not specifically identified in the scope of work. Contractor must obtain written approval from an authorized representative of the District prior to using this line item.
 - 12.1.3. Material Costs: The invoice must list all parts, which the contractor has purchased from other sources and the cost. Receipts for all materials purchased which cost more than \$500.00 must be submitted with each invoice. The bidder agrees and hereby certifies that all parts and materials shall be at the lowest price available. Invoices will not be paid without this documentation.

13. MATERIALS AND PARTS

- 13.1. Discount: The contractor shall deduct a fixed percentage discount from the manufacturer's list price for material/part charges on the invoice. Manufacturer's list price shall be defined as that which is published in the manufacturer's latest standard printed price list and is recognized by the trade. The percent discount must correspond to the figure entered on the proposal pages.

13.2. Mark-Up of No List Price: The contractor shall add a fixed percentage above described material charges to the invoice for payment for parts and materials with no manufacture list price. The percent markup must correspond to the figure entered in this bid. Mark-up not to exceed 15%. Bidder shall enter a % mark-up between 0% - 15% on the proposal pages. There shall be no mark-up on freight.

13.3. If discounts or percent mark-ups for parts and materials are not offered, the bidder must insert "0" in the space provided on the proposal pages. in the space provided on the proposal pages.

13.4. If the vendor is ordering a new piece of equipment to replace an older piece, it is required that the vendor remove the old piece as part of their price quotation.

14. WARRANTY

14.1. Contractor shall guarantee all work performed to be free from defects in materials and labor for one year. In addition, new parts shall carry the manufacturer's warranty. Repeated calls for the repairs same problem shall be made at no cost to the District.

15. WORK ORDER

15.1. Contractor must obtain the District's approval prior to working any hours other than Monday through Friday, 8:00 a.m. to 4:00.

15.2. Upon job completion, the technician must submit a clear and legible work order to an authorized representative of the District indicating all work performed including date, time of arrival and departure, number of man-hours worked, parts used, technicians name and job status. This work order needs to be signed by the Director of Facilities or his authorized representative indicating that the work was performed in an acceptable manner. Copies of the work order need to accompany the invoices for payment.

16. EQUIPMENT

16.1. The contractor is responsible for providing all tools and equipment necessary to efficiently perform all work in a professional and workmanlike manner under the scope of this bid. The Certificate of Equipment must be completed and returned with this bid.

17. TRAVEL TIME

17.1. The District will not accept nor authorize payment for any travel expenses. This includes, mileage, fuel, toll, delivery and any expenses of service personnel to any District location. The only billable time will be for service work performed.

18. SAFETY

18.1. The contractor shall perform all work in accordance with OSHA, PESH and District Safety Regulations. Contractor shall maintain the work site in a clean and orderly fashion. All debris shall be cleared and removed from the work site each day. Debris is to be disposed of in the facility dumpster. The contractor is responsible for site safety.

19. USE OF PREMISES

19.1. The work site shall be kept in an orderly and safe fashion precluding interference with the progress of the work or the work of any other contractor or District staff.

19.2. The contractor shall be responsible for repairing and replacing any work damaged by his operations within seven days after notification by the Director of Facilities or his authorized representative.

19.3. It will be the responsibility of the contractor to notify an authorized District representative of any damages found prior to working at the site.

20. PREVAILING WAGE

20.1. This contract is subject to New York State Labor Law 220, Article 8 Prevailing wages. The Contractor shall submit with, each invoice, certified payrolls for all labor. Submission of Certified Payroll with invoice is a condition of payment.

21. CLEANING UP

21.1. The contractor shall at all times keep the work site and adjacent areas free from accumulations of waste material or rubbish. After completion, all rubbish, tools and surplus materials shall be removed from work site and adjacent areas. The work site and adjacent areas shall be "broom clean" and ready for use. In case of a dispute, the Director of Facilities or his authorized representative may have the rubbish cleaned up. Subsequently, the District may charge the contractor either by deduction from invoice to the contractor or by other means as determined to be fair and equitable by the Director of Facilities or his authorized representative.

22. CONTRACT PRICE ADJUSTMENTS

22.1. The bid rates shall remain firm through the first contract period with no wage adjustments allowed. Contractors may submit a request for wage adjustments to commence for every 12 month period. Any request for price adjustment(s) shall be submitted thirty (30) days in advance in writing to the Purchasing Agent. All price adjustments will be limited to the percentage increase in the CPI Index - All Urban Consumers for the preceding 12 months. The District reserves the right to reject any request for price increase deemed excessive.

22.2. CPI-Index - Consumer Price Index for All Urban Consumers as published by the Bureau of Labor Statistics of the United States Department of Labor or a successor or substitute index, appropriately adjusted.

22.3 There shall be no increase allowed in percent markup or decrease in percent discount.

23. PRE-AWARD

23.1. The District shall, at their discretion, conduct a pre-award interview with bidders who demonstrate, through appropriate documentation, they have the ability to competently satisfy all requirements in accordance with this bid.

23.2. It is not the intent of this Pre-Award Meeting to make changes to specifications or the terms and conditions. This meeting is being held to confirm the intent and ability of the Bidder to undertake and perform all aspects of the work in accordance with the specification and terms listed.

24. AWARD

24.1. Award will be made to the lowest responsive and responsible bidder that meet all the requirements.