

Pelham Union Free School District
Sanborn Map Building
629 5th Avenue
Pelham, NY 10803

REQUEST FOR PROPOSAL

**PROFESSIONAL CONSULTING SERVICES FOR DISTRICT WIDE ROOF
MAINTENANCE & LEAK REPAIR**

The Pelham Union Free School District request cost pricing to perform District Wide Roof Maintenance & Leak Repair Services at the following locations:

Pelham Memorial High School

575 Colonial Avenue
Pelham, NY 10803
914-738-8101 x 1180
914-738-8122 - Fax

Pelham Middle School

28 Franklin Place
Pelham, NY 10803
914-738-8190 x1182
914-738-8132 - Fax

Colonial Elementary School

315 Highbrook Avenue
Pelham, NY 10803
914-738-2680 x 1507
914-738-8187- Fax

Hutchinson Elementary School - NEW BUILDING

48 5th Street
Pelham, NY 10803
914-738-3640 x 1703
914-738-8198 - Fax

Prospect Hill Elementary School

1000 Washington Avenue
Pelham, NY 10803
914-738-6690 x 1406
914-738-8258 - Fax

Siwanoy Elementary School

489 Siwanoy Place
Pelham, NY 10803
914-738-7650 x 1604
914-738-8199 - Fax

Glover Field Complex

600 Sandford Blvd.
Pelham, NY 10803
914-738-9140 x 1222

Business Office

314 Pelhamdale Avenue
Pelham, NY 10803
914-738-9140 x 1145

Central Office

29 Franklin Avenue
Pelham, NY 10803

Summary of Services:

1. Investigate reported leaks, normally within 24 hours of each report, to determine the likely source of the problem.
 - a. Notify the appropriate Manufacturer and/or Contractor, and request warranty repairs if the cause of the leak is covered by a Manufacturer's or Contractor's warranty and follow up to confirm the appropriate repair is performed.
 - b. Prepare an outline description of the work needed, and solicit bids to perform the repair work, when leak repairs are the District's responsibility.
 - c. Review the bids submitted with you, (all bids will be received directly by the District) and advise which contractor / bid is best for the District.
 - d. Follow up to confirm the appropriate repairs are performed, after/if you issue a purchase order to a repair contractor.

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2. Perform an annual inspection before the end of the school year of each major roof area at each school and prepare a report that describes the overall condition of each roof and lists work the District should have performed to maintain the roofs in good condition.

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EVALUATION PROCEDURES:

Evaluations:

These proposals are being solicited through a fair and open process. The criteria and the other requirements herein are intended to be non-restrictive for the purpose of obtaining participation of qualified professionals and uniformity in the manner of submission of proposals. The following represent the principal selection criteria which will be considered during the evaluation process.

The District will evaluate the responses based upon the information supplied by the consultant. Criteria for evaluations will include:

	Category	Weight
1	Previous experience of the Firm/Individual	30
2	Experience and qualifications of staff expected to be assigned projects	25
3	Cost	25
4	Level of client satisfaction determined from supplied references	20
	TOTAL	100

Oral Presentations:

During the evaluation process, the District may, at its discretion, request any or all proposers to make oral presentations. Such presentations will provide proposers with an opportunity to answer any questions the District may have on their proposal. Not all proposers may be asked to make such oral presentations.

Right to Reject Proposals:

The District reserves the right to: (i) not select any of the Firms/Individuals who submitted proposals; (ii) require Firms/Individuals to submit to an interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the services from other sources if deemed most advantageous to the objectives of the District.

The District's determination of the Firm/Individual who is most advantageous to the goals and objectives of the District shall be final and conclusive. No Firm/Individual shall cause or influence, or attempt to cause or influence, any District official, officer or employee to secure unwarranted privileges or advantages.

TERMS OF ENGAGEMENT:

A contract for the school year (July 1, 2026 - June 30, 2027) is contemplated by the Board of Education with the option to renew annually for next four (4) years according to the terms and conditions listed in the RFP. The contract is contingent upon the availability and approval of funds and the review of the performance of the Firm/Individual. The District reserves the right to terminate the contract by giving 30 days' notice to the Firm/Individual awarded a contract through this RFP.

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Submission of Proposals:

Respondents should submit an original and three (3) copies of their proposal. Proposals must be sealed. Proposals must be received no later than **Wednesday, May 27, 2026 @ 10:00 AM** at the offices of:

The Assistant Superintendent of Business
Pelham Union Free School District
314 Pelhamdale Avenue
Pelham, NY 10803
Attn: James Hricay

Proposals will not be publically opened or read aloud.

PIGGYBACK

The Pelham Public School District reserves the right to allow all municipal and not for profit organizations authorized under the General Municipal Laws of the State of New York, to purchase any goods and/or services awarded by the Pelham Public School District's Board of Education, as a result of this bid in accordance with the latest amendments to NYS GML 100 through 104. However, it is understood that the extension of such contracts are at the sole discretion of the vendor and the vendor is only bound to any contract between the Pelham Public School District and the vendor.

Vendor may not look to the Pelham Public School District for payment in the event another municipality or authorized entity piggybacks on a Pelham Public School District's awarded bid and orders equipment, materials or supplies, but fails to pay for them.

Additionally, the Pelham Public School District reserves the right to purchase any goods or services included as a part of this bid from any means legally available to it at any time.

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PROPOSAL FORM

By submitting this proposal, the listed firm acknowledges that they have read the RFP and attached information and are prepared to provide all of the services specified for the prices listed below.

Please also submit qualifications and experience documentation indicating the extent of your firm's experience with this specific type of professional service.

Base Bid:	Amount
<i>Pelham Memorial High School</i>	\$
<i>Pelham Middle School</i>	\$
<i>Colonial Elementary School</i>	\$
<i>Hutchinson Elementary School</i>	\$
<i>Prospect Hill Elementary School</i>	\$
<i>Siwanoy Elementary School</i>	\$
<i>Glover Field Complex</i>	\$
<i>Business Office</i>	\$
<i>Central Office</i>	\$
Base Proposal - Lump Sum fee for all locations - 2026/2027	\$

Base Bid Proposal - Lump Sum fee for all locations: 2027/2028 \$ _____

Base Bid Proposal - Lump Sum fee for all locations: 2028/2029 \$ _____

Base Bid Proposal - Lump Sum fee for all locations: 2029/2030 \$ _____

Base Bid Proposal - Lump Sum fee for all locations: 2030/2031 \$ _____

All site visits and on-site activities must be coordinated with:

John P. Condon

Director of Facilities | Pelham Public Schools

T: 914-738-9140, Ext 1329 | A: 575 Colonial Avenue, Pelham NY 10803

E: jcondon@pelhamschools.org

Proposal Submitted by (Title & Signature): _____

Date of Proposal: _____

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TERM

The term of the initial contract period shall be for the period of July 1, 2026 through June 30, 2027, for the Roof Maintenance & Leak Repair Services. The District, being sufficiently satisfied with the level of quality and cost of these services may choose, with the contractor's agreement, to extend the contract in subsequent year(s) for one-year periods beginning July 1, 2027 through June 30, 2028, for no more than four (4) years.

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NON-COLLUSIVE AFFIDAVIT

Every bid or proposal made to a political subdivision of the State or any public department, agency or official thereof or to a fire district or any agency or official thereof, for work or services performed or to be performed or goods sold to 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 and is made pursuant to Section 103d for the General Municipal Law of the State of New York as amended by Laws of 1966.

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 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 the 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 if (a)1, 2 and 3 above, have not been complied with; provided, however, that if 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 purchasing unit of the political subdivision, public department, agency or official thereof to which bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

By submission of this Proposal, the Undersigned acknowledges that they have informed themselves of the existing conditions and have included in the Proposal a sum to cover the costs of all items in the contracts.

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Respectfully submitted,

Contractor

By _____ Title _____

Business Name: _____

Address: _____

Telephone Number: _____

E-mail _____

Attest: _____ Title _____

SEAL IF CORPORATION

****End of Proposal Form****

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Insurance Requirements:

At the time of the proposal submission, the proposer will include a certificate of insurance. The Proposer agrees to indemnify, defend and hold harmless the School District, Architect and Construction Manager and its authorized officers, trustees, agents, and employees (the "Indemnities") from any claim, damage, liability, expense or loss including reasonable attorneys' fees and other costs, except for gross negligence or willful misconduct of the School District, Architect or Construction Manager or its respective shareholders, officers, directors, agents, employees, or consultants, or breach of this Agreement.

Without in any way affecting the indemnities herein provided and in addition, thereto, the Proposer shall secure and maintain throughout the Agreement the following types of insurance:

- Comprehensive General Liability Insurance- **1,000,000 each occurrence, 2,000,000 General Aggregate.**
- Automobile Liability Insurance- **1,000,000 combined single limit**
- Workers' Compensation Insurance
- Professional Liability- **1,000,000 combined single limit**

All insurance policies, except Workers Compensation shall contain additional insured endorsements naming the Pelham as an additional named insured.

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HOLD HARMLESS AGREEMENT

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

It is hereby agreed and understood that the contractor agrees to defend, hold harmless and indemnify the Board of Education of Pelham Union Free School District, Pelham Union Free School District or any officer, agent, student, volunteer, or employee of the Pelham 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 officers, directors, 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 officers, directors, agents, servants, or employees or any person, firm, or corporation, directly or indirectly employed by them upon or in connection with their 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 Pelham Union Free School District, its Board of Education, or any officer, agent, student, volunteer, or employee of the Pelham Union Free School District on any claim or demand and shall satisfy any judgment that may be rendered against the Pelham Union Free School District, its Board of Education, or any officer, agent, servant, or employee of the Pelham 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 contractor 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 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 contractor.

Signature: _____ Date: _____

Affirmed to me this _____ day of _____, 202

Notary Signature: _____ Date: _____