



Dr. Matthew Landahl
Superintendent of Schools

**BEACON CITY SCHOOL DISTRICT
ADMINISTRATIVE OFFICES**

10 Education Drive
Beacon, New York 12508
845-838-6900 x2010 phone
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Jesse Morrill
Director of Facilities
845-838-6900 x2014

REQUEST FOR PROPOSAL

MEMORANDUM

REQUEST FOR QUOTATION

The Beacon City School District seeks quotations for the following:

BOILER SERVICE AND STANDBY HVAC SERVICES

for the 2025-2026 SCHOOL YEAR

Your response by June 30th, 2025 would be greatly appreciated. Please send your reply to:

Jesse Morrill
Director of Facilities
10 Education Dr. Beacon, NY 12508

You may also submit a proposal via email to: Morrill.j@beaconk12.org

Any questions, please call: 845-838-6900 ext. 2014

SPECIFICATIONS/BID SHEET

The Beacon City School District is seeking quotations on the following service for the **2025-2026** school year:

BOILER SERVICE AND STANDBY HVAC SERVICES (HOURLY WAGE ON AN AS NEEDED BASIS)

Regular Mechanic rate per hour _____

Regular Helper rate per hour _____

Overtime Mechanic rate per hour _____

Overtime Helper rate per hour _____

Mileage Fee (if any) _____

Materials markup (cost plus) _____ %

- NOTE:**
- Emergency response time of five (5) hours is required.
 - Labor rates should be inclusive of all applicable taxes, benefits, overhead and profit.
 - A written Service Ticket must be provided for each service call and shall include all supplies/materials used, description of work completed, labor hours, mileage fee and signature of vendor's employee. The Service Ticket must be signed by, and provided to, the district contact, or his/he appointee, at the completion of each service call. The work order number should be referenced on all service tickets and correspondence.
 - Billable hours are for time on the site only. Travel time is not billable.

The aforementioned contracts shall be from **July 1, 2025** through **June 30, 2026**.

ANNUAL BOILER SERVICE

This proposal will cover the annual cleaning and servicing of the boilers at the following locations:

Location	Make	Type	Fuel
Glenham Elementary	Cleaver Brooks (#1)	Hydronic	Natural gas
Glenham Elementary	Cleaver Brooks (#2)	Hydronic	Natural gas
South Ave. Elementary	Burnham (#1)	Steam	Natural gas
South Ave. Elementary	Burnham (#2)	Steam	Natural gas
South Ave. Elementary	Burnham (#3)	Steam	Natural gas
Rombout Middle School	HB Smith (#1)	Hydronic	Natural gas
Rombout Middle School	HB Smith (#2)	Hydronic	Natural gas
Rombout Middle School	HB Smith (#3)	Hydronic	Natural gas
High School	HB Smith	Hydronic	Natural gas
Administration Building	HB Smith	Hydronic	Natural gas

Vendor shall submit a proposed annual boiler and burner service scope consistent with equipment manufacturer's recommendations, applicable regulations, and industry best practices for approval by the district within **5 days** of vendor being awarded the contract. All work is to be performed by a qualified professional in possession of any required licenses and/or certifications.

STANDBY HVAC SERVICES

Vendor shall perform corrective maintenance upon request from the district. Vendor must respond within 5 hours, unless agreed upon by the district. All work is to be performed by a qualified professional in possession of any required licenses and/or certifications.

PREVAILING WAGE

It shall be the responsibility of the contractor to ensure that whenever applicable all employees of the contractor are paid the prevailing wage rate and are provided supplements (fringe benefits) in accordance with New York State Labor Law.

<https://applications.labor.ny.gov/wpp/publicViewPWChanges.do>

IMMIGRATION LAWS

It shall be the responsibility of the contractor to ensure that their employees are eligible for employment and they must have proof of identity, employment eligibility, and complete an Employment Eligibility Verification Form (Form I-9). A completed form with appropriate documentation must be submitted and will be kept on file with the Red Hook Central School Business Office.

INSURANCE

It shall be the responsibility of the contractor to provide insurance certificate(s) with the Red Hook Central School District named as additional insured. Certificate(s) shall provide proof of coverage for the following:

- General Liability
 - Combined single limit (minimum of \$1 million)
 - Annual aggregate (minimum of \$2 million)
- Automobile (minimum of \$1 million)
- Workers' Compensation
- Property Insurance

All policies must be "occurrence" based and placed with insurers licensed and admitted in New York State.

Company Name: _____

Address: _____

City: _____ State _____ Zip _____

Contact: _____

Telephone: _____ FAX: _____

Cell Phone: _____ Email: _____