



**Dr. Matthew Landahl**  
*Superintendent of Schools*

**BEACON CITY SCHOOL DISTRICT**  
**ADMINISTRATIVE OFFICES**  
10 Education Drive  
Beacon, New York 12508  
845-838-6900 x2010 phone  
845-838-6905 fax

*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:

**Elevator Preventative and Corrective Maintenance**

**for the 2025-2026 SCHOOL YEAR**

Your response by June 30nd, 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](mailto:Morrill.j@beaconk12.org)

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



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

**Elevator Preventative and Corrective Maintenance  
(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**.

**INTRODUCTION**

This proposal will cover the equipment at the following locations:

| LOCATION  | TYPE  | SPEED  | RISE      |
|---|-------|--------|-----------|
| Sargent Elementary School – 29 Education Dr. Beacon     | Hydro | 105FPM | 3         |
| JV Forrestal Elementary School – 125 Liberty St. Beacon | Hydro | 100FPM | 2         |
| JV Forrestal Elementary School – 125 Liberty St. Beacon | Lift  | 9FPM   | 4 feet    |
| South Ave. Elementary School – 60 South Ave. Beacon     | Hydro | 100FPM | 3         |
| Rombout Middle School – 84 Matteawan Rd. Beacon         | Hydro | 80FPM  | 2         |
| Rombout Middle School – 84 Matteawan Rd. Beacon         | Hydro | 95FPM  | 2         |
| Rombout Middle School – 84 Matteawan Rd. Beacon         | Lift  | 9FPM   | 4 feet    |
| Beacon High School – 101 Matteawan Rd. Beacon           | Hydro | 100FPM | 2         |
| Beacon High School – 101 Matteawan Rd. Beacon           | Lift  | 9FPM   | 32 inches |

**PREVENTIVE MAINTENANCE**

Vendor shall submit a proposed preventative maintenance schedule 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.

**CORRECTIVE MAINTENANCE**

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 Beacon City School Business Office.

**INSURANCE**

It shall be the responsibility of the contractor to provide insurance certificate(s) with the Beacon City 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: \_\_\_\_\_

Sincerely,

Jesse Morrill  
Director of Facilities