



**BEACON CITY SCHOOL DISTRICT
ADMINISTRATIVE OFFICES**

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Beacon, New York 12508
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*Jesse Morrill
Director of Facilities
845-838-6900 x2014*

Dr. Matthew Landahl
Superintendent of Schools

The Beacon City School District is seeking quotations for the following service for the 2024-2025 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, 2024** through **June 30, 2025**.

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