

WHITE PLAINS CITY SCHOOL DISTRICT
5 HOMESIDE LANE
WHITE PLAINS, NEW YORK 10605

BID #F2023-01: LAWN AND GROUNDS MAINTENANCE
UNIT PRICING REQUEST

Notice to Bidders.....	Page 2
Instructions to Bidders.....	Page 3
Bidding Procedures and Requirements.....	Pages 4-8
Bid Protest Procedures.....	Pages 8-10
Qualifications of Bidder.....	Pages 10-11
Interpretation of Bidding Documents	Page 11
Contract Award	Pages 11-12
Method of Award	Page 12
Piggyback Clause.....	Page 12
Equal Employment	Page 13
Specifications	Pages 13-23
Technical Specifications.....	Pages 24-30
Appendix “A” – Insurance.....	Pages 31-33
Bidders Checklist	Page 34
Company Information Sheet.....	Page 35
Bid Form/Proposal.....	Pages 36-37
Form of Disclosure	Page 38
Non-Collusive Form	Pages 39-40
Hold Harmless Agreement	Page 41
Iran Divestment Act Certification	Page 42
Sexual Harassment Written Policy & Training Certification Form	Page 43
Bidder Not on U.S. Government’s SAM’s Exclusion List Certification Form	Page 44
References	Page 45
Non-Bidders Response	Page 46
Sample Certified Payroll Form.....	Pages 47-48
School Locations List and Map	Pages 49-50
Prevailing Wage Rate Schedule #2022901284	

Non-interference with Occupation of the Buildings and Premises – See Page 14, Item #10 of the Specifications

Performance and Payment Bonds as stipulated in Item #38 of Specifications are required for the contract intended to be awarded.

BOARD OF EDUCATION
WHITE PLAINS CITY SCHOOL DISTRICT
5 HOMESIDE LANE, WHITE PLAINS, NEW YORK 10605
WESTCHESTER COUNTY

NOTICE TO BIDDERS

The Board of Education of the White Plains City School District, White Plains, New York, popularly known as White Plains School District, in accordance with Section 103 of Article 5-A of the General Municipal Law, hereby invites the submission of sealed bids from reputable and qualified contractors for the provision of labor and materials for the following contract applicable to all properties owned and/or operated by the White Plains School District ("School District"):

**LABOR AND MATERIAL CONTRACT FOR:
BID #F2023-01: LAWN AND GROUNDS MAINTENANCE
Thursday, January 19, 2023, at 2:00 PM**

Bids for **Bid #F2023-01 Lawn and Grounds Maintenance** for the term of March 15, 2023, through December 31, 2023, will be received until the above stated hour of prevailing time and date at the Business Office, 5 Homeside Lane, White Plains, New York, at which time and place all bids will be publicly opened. If the Business Office is closed on the above-stated date due to inclement weather or other emergency, bids will be opened on the next business day on which the Business Office is open. The Bid Documents, including but not limited to Instructions to Bidders, Bidding Procedures and Requirements, Qualifications of Bidders, Specifications, Technical Specifications and bid forms may be obtained by going online at <https://www.whiteplainspublicschools.org/Page/19996> or <http://www.bidnetdirect.com>. Only those vendors who obtain bidding documents from <http://www.bidnetdirect.com> or <https://whiteplainspublicschools.org/Page/19996> are guaranteed to receive addendum information, if such is issued. If you obtained documents from a source other than the <http://www.bidnetdirect.com> or <https://whiteplainspublicschools.org/Page/19996>, the School District will not guarantee the integrity of the document.

Bids must be presented on the forms provided in the Bid Documents in the manner designated therein and as required by the Instructions to Bidders, Bidding Procedures and Requirements, Qualifications of Bidders, Specifications and Technical Specifications. **Each bid must be accompanied by bid security in the amount of \$500.00.** The bid security should be either a bid bond or certified company check, or bank check made payable to the White Plains Board of Education. All bids must be enclosed in sealed, opaque envelopes which are clearly marked on the outside: **Bid #F2023-01 Lawn and Grounds Maintenance**. Bids shall remain firm for a period of forty-five (45) days following the date of the bid opening.

The Board of Education reserves the right to waive what it deems to be informalities relating to a specific bid, to waive what it deems to be informalities relating to the bidding process, to waive what it deems to be technical defects, irregularities and omissions relating to a specific bid, to request additional information from any bidder, to re-advertise and invite new bids, to reject any or all bids, to accept the whole or part of any bid or to accept parts of bids from more than one bidder which, in the Board of Education's judgment, is in the best interest of the School District.

The Board of Education reserves the right to consider experience, service, and reputation in the above-referenced fields. In addition, the Board of Education reserves the right to consider the financial responsibility and specific qualifications, as set out herein, of the prospective bidder in its evaluation of the bids and award of the contracts.

BOARD OF EDUCATION
WHITE PLAINS CITY SCHOOL DISTRICT
District Office
5 Homeside Lane
White Plains, New York 10605
By: Toni Russo, Purchasing Agent

INSTRUCTIONS TO BIDDERS

1. Carefully inspect all general and special provisions of the Bid Documents.
2. Complete all forms. Be sure to sign in all required places. It is the bidder's responsibility to copy all documents that are to be returned with the bid (see Bidder's Checklist – **page 33**).
3. All materials submitted to the School District pursuant to this bid shall become the property of the School District and will not be returned to the bidder. The bidder is responsible for making its own copies of any or all parts of the Bid Documents for its files. After a contract is awarded or one or more bids are rejected, bids may be made available upon request pursuant to the Freedom of Information Law ("FOIL") for public inspection, except to the extent that certain personally identifiable information may be redacted as an invasion of personal privacy or the bidder has designated, and the School District concurs that certain information constitutes a trade secret or other proprietary information or data. If a bidder believes that a portion of its bid contains trade secrets or other proprietary data that should remain confidential and not be disclosed, a statement advising the School District of this fact shall accompany the bid and the information is to be identified wherever it appears. Identifying an entire bid as proprietary is unacceptable and will result in no part of the bid being treated as containing a trade secret or other proprietary information or data.
4. Bids must be presented in a sealed, opaque envelope(s) addressed as follows:

Board of Education
White Plains City School District
5 Homeside Lane
White Plains, New York 10605
Attn: Toni Russo, Purchasing Agent
Bid #F2023-01 Lawn and Grounds Maintenance

5. Bids shall remain open for a period of forty-five (45) days following the date of the bid opening.
6. Bids will be received until **2:00 PM on Thursday, January 19, 2023**, at the White Plains City School District, White Plains, New York. All bids will be publicly opened at the above-stated time at the School District's Business Office located at 5 Homeside Lane, White Plains, New York.
7. The bidder to whom a contract is awarded must comply with all New York State Labor Laws, including compliance with the current prevailing wage rates. All invoices must be accompanied by certified payrolls in order for payments to be processed.
8. Performance and Payment Bonds as stipulated in Item #38 of Specifications are required for the contract intended to be awarded.
9. Each bid must be accompanied by bid security in the amount of \$500.00. The bid security should be either a bid bond or certified company check, or bank check made payable to the White Plains Board of Education.

BIDDING PROCEDURE AND REQUIREMENTS

1. The date and time of bid opening will be given in the Notice to Bidders and Instruction to Bidders.
2. Bidders shall be responsible for visiting the respective sites to fully familiarize themselves with the scope of work required under the Contract(s) intended to be awarded.
3. All bids must be submitted on and in accordance with the forms included in the Bid Documents. See Checklist on **page 34**.
4. Where so indicated by the makeup of the Bid Form(s), sums shall be expressed in both words and figures, and in case of discrepancy between the two, the amount written in words will govern.
5. A bidder shall not make any stipulations on the Bid Form(s) or qualify its Bid in any manner. No bid will be considered which purports to qualify, limit, amend or omit any requirement of the Bidding Documents.
6. A bid shall include the legal name of the bidder(s) and a statement indicating whether the bidder(s) is a sole proprietor, a partnership, a corporation, or any other legal entity, and shall be signed by the person or persons legally authorized to bind the bidder(s) to a contract. A bid by a corporation shall also give the State of Incorporation and have the corporate seal affixed on the signature pages of each Bid Form. A bid submitted by an agent shall have a current Power of Attorney attached certifying the agent's authority to bind the bidder.
7. Bidders will provide, along with the completed Bid Form(s), evidence demonstrating an ability to provide the requested services, including, if applicable, a list of any and all school districts of a similar size which the bidder(s) has served during the past five (5) years and a summary of their experience over at least five (5) years of successful completion of the services required herein in compliance with the applicable laws, rules and regulations of the State of New York.
8. Bidders will also provide the last three (3) years of audited financial statements.
9. Bidders must include a reference list, setting out the names of all school districts served by it with comparable services, and shall further set out the name and telephone number of each business official or other school district liaison/individual with knowledge of the comparable services provided by the bidder(s).
10. All information required in the Notice to Bidders, Instructions to Bidders, Bidding Procedures and Requirements, Qualifications of Bidders, Specifications, Technical Specifications and Bid Form(s), in connection with each item against which a bid is submitted, must be provided to constitute a regular bid.

11. No alteration, erasure, or addition is to be made to the typewritten or printed matter. Any deviations from the Instructions to Bidders, Bidding Procedures and Requirements, Qualifications of Bidders, Specifications, or Technical Specifications will constitute sufficient grounds for rejection of a bid.
12. Prices and information required, except signature of bidder, should be typewritten for legibility. Illegible or vague bids may be rejected. All signatures must be written by hand in ink and the full name of the person who provided the signature shall be legibly printed below the signature. Facsimile, printed, or typewritten signatures are not acceptable. Initials, stamps, photocopies or other copies, or company names may not be used in lieu of any required signature.
13. No charge will be allowed for federal, state, or municipal sales and excise taxes since the School District is exempt from such tax.
14. All bids received after the time stated in the Notice to Bidders will not be considered and will be returned to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the School District. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his/her bid deposited on time at the place specified.
15. **THE BOARD OF EDUCATION RESERVES THE RIGHT TO WAIVE WHAT IT DEEMS TO BE BIDDING OR SPECIFICATION INFORMALITIES RELATING TO A SPECIFIC BID, TO WAIVE WHAT IT DEEMS TO BE INFORMALITIES RELATING TO THE BIDDING PROCESS, TO WAIVE WHAT IT DEEMS TO BE TECHNICAL DEFECTS, IRREGULARITIES AND OMISSIONS RELATING TO A SPECIFIC BID, TO REQUEST ADDITIONAL INFORMATION FROM ANY BIDDER, TO REJECT ANY AND ALL BIDS, TO RE-ADVERTISE AND INVITE NEW BIDS, OR TO ACCEPT THE WHOLE OR A PART OF A BID, OR TO ACCEPT PARTS OF BIDS FROM MORE THAN ONE BIDDER AS IN THE BOARD'S JUDGMENT, IS IN THE BEST INTEREST OF THE SCHOOL DISTRICT.**
16. The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the services, supplies, materials, or equipment required and a representation that the bidder can furnish the services, supplies, materials, or equipment satisfactorily in complete compliance with these Bid Documents, including but not limited to the Bid Form(s), Specifications and Technical Specifications.
17. All bids must be sealed. They must be submitted either in plain opaque envelopes, or in those furnished by the School District. All bids must be addressed to the Board of Education, White Plains City School District, Attention: Toni Russo, Purchasing Agent. Bid envelopes must be clearly marked **Bid #F2023-01, Lawn and Grounds MTC**. Also, the date and time of the bid opening, must appear on the envelope. Telephone quotations or amendments will not be accepted at any time. All materials submitted with the Bids will become the property of the School District and will not be returned.
18. The Contract(s) to be awarded as a result of this solicitation of bids shall have a term of **March 15, 2023, through December 31, 2023.**

19. Bidders shall submit their bids on the provided Bid Form(s). Bidder's prices shall include all costs associated with the work to be performed. Such costs shall include the necessary labor, equipment, materials, transportation and tools and/or utensils to complete the work as required by the School District.
20. Each bidder awarded a Contract shall be responsible for complying with all laws, rules, regulations, codes and/or ordinances that apply to the services to be rendered or the materials to be supplied.
21. Any bidder awarded a Contract as a result of this solicitation of bids must comply with the prevailing wage rates that are applicable to the labor and services to be provided. All wages and supplements paid to laborers performing any work of a Contract awarded as a result of this solicitation for bids shall be in accordance with the New York State Department of Labor Prevailing Wage Schedule, specifically "General Construction Rates" for Westchester County, Prevailing Wage Schedule PRC#2022901284. Prevailing Wage Rates are subject to change annually on July 1st. Any bidder awarded a Contract is responsible to meet the wages as posted by NYSDOL July 1st every year.
22. The White Plains City School District shall have the unilateral option of extending or renewing the Contract(s) awarded as a result of this solicitation of bids for two (2) consecutive additional periods of twelve (12) months, each upon the same terms and conditions as are contained in these Bid Documents. The School District each year will consider, upon request, an inflationary increase not to exceed the Consumer Price Index for December from the New York, Northeastern New Jersey area based upon index for all urban consumers (C.P.1-U). Said options shall be deemed to have been exercised upon formal written notification prior to the expiration of any Contract awarded as a result of this solicitation for bids. If the White Plains City School District exercises the option for the first additional twelve (12) month period, the Contract as renewed shall be deemed to include the option provision for the second additional twelve (12) month period. However, the total duration of the awarded Contract, including any option(s) under this clause, shall not exceed thirty-six (36) months.
23. Each bid will be received with the understanding that its acceptance, in writing, by the School District, approved by the Board of Education, to furnish any or all of the items described shall constitute a contract between the accepted bidder and the School District that incorporates all the terms and requirements of the Bid Documents (including but not limited to the Instructions to Bidders, Bidding Procedures and Requirements, Qualifications of Bidders, Specifications, and Technical Specifications) and the accepted portion of the bidder's bid. The Contract shall bind the accepted bidder to furnish the labor and material required at the prices set forth in the accepted portion of its bid.
24. The placing in the mail of a notice of award to an accepted bidder, to the address given in the bid, will be considered sufficient notice of award of a Contract.
25. It is mutually understood and agreed that any bidder awarded a Contract shall not assign, transfer, convey, sublet, or otherwise dispose of the Contract or its right, title, or

interest herein, or its power to execute such Contract, or any part thereof to any person, company, or corporation, without the prior written consent of the School District.

26. These Bid Documents (including but not limited to the Instructions to Bidders, Bidding Procedures and Requirements, Qualifications of Bidders, Specifications, and Technical Specifications) any Addenda issued by the School District, and the accepted portion of the submitted bid shall form a part of the awarded Contract(s) and the provisions thereof shall be binding upon the School District and the accepted bidder(s). The term "Contract Documents" shall include all of the aforesaid together with the Contract itself.
27. Each and every provision of law and clause required by law to be inserted in the Contract shall be deemed to be inserted in it and the Contract shall be read and enforced as though it were included herein, and if through a mistake or otherwise, any such provision is not inserted or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion.
28. It is understood that the Contract in no way excludes the School District from using its own forces, or services provided by other school districts or BOCES, or in any way limits the School District from using other contractors in performing similar or other services.

29. IRAN DIVESTMENT ACT

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, the bidder certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerors Pursuant to The New York State Iran Divestment Act of 2013" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize for any awarded Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, each bidder is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the awarded Contract is renewed or extended.

During the term of the awarded Contract, should White Plains City School District receive information that the bidder is in violation of the above-referenced certifications, White Plains City School District will review such information and offer the bidder an opportunity to respond. If the bidder fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then White Plains City School District shall take such action as may be appropriate and provided for by law or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the bidder(s) awarded a Contract in default.

White Plains City School District reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal, or extension of a Contract, and to pursue a responsibility review with respect to any entity that is awarded a Contract and appears on the Prohibited Entities list after Contract award.

The attached Iran Divestment Act of 2012 Certification Form must be signed, notarized, and returned by each bidder with its bid.

30. BID PROTEST PROCEDURES

A. Right to Protest

Any actual or prospective bidder whose direct economic interest would be affected by the award of a contract or by the failure to award a contract by the School District may submit a written protest to the Assistant Superintendent for Business in accordance with the procedures set forth herein, except no protests will be considered challenging emergency procurements.

B. Submission of Protest

1. A protesting party may submit a written protest to the Assistant Superintendent of Business, setting forth the basis on which the protesting party challenges the solicitation of bids or the School District's award or failure to award a contract based upon a solicitation of bids.
2. The written protest must include the following:
 - a. name, address, e-mail address, fax and telephone numbers of the protesting party or its designated agent;
 - b. bid, solicitation, or contract number;
 - c. detailed statement of the legal and factual grounds for the protest, including a description of the resulting prejudice to the protesting party;
 - d. copies of all documents relevant to the grounds for the protest;
 - e. statement of the relief requested;
 - f. information establishing that the protesting party is an actual or prospective bidder whose direct economic interest would be affected by the award of a contract or by the failure to award a contract by the School District; and
 - g. information establishing that the protest is timely filed in accordance with these procedures.
3. Bid protests must be received by the Assistant Superintendent for Business within ten (10) business days after the issuance of a contract award, except: any protest concerning the terms and conditions of the solicitation (or other matters that would be apparent to a protesting party prior to the date set in the solicitation for the receipt of bids) must be filed on or before the date set in the solicitation for the receipt of bids or proposals. An untimely protest will not be considered and will be returned to the protesting party.

4. During the resolution of a pending protest, if the facts presented so warrant, the Assistant Superintendent for Business may, at his/her discretion, suspend the procurement, until the protest is resolved.
5. If a contract has been awarded prior to the receipt of a protest, the Assistant Superintendent for Business will provide a copy of the protest to the successful bidder(s).
6. The successful bidder(s) may, but is not required to, file an answer to the protest with the School District. Any answer by the successful bidder(s) must be filed with the Assistant Superintendent for Business no later than ten (10) business days after the successful bidder(s)'s receipt of the protest.

C. Review of Protest and Determination

1. Upon receipt of the protest, the Assistant Superintendent for Business shall review the protest, supporting documents, and any other documents from any other source relating to the allegations in the protest, including an answer by the successful bidder(s), if any, and issue a written determination within forty-five (45) business days after receipt of the protest, where feasible. The Assistant Superintendent for Business may take any action or make any requests he or she deems necessary in order to investigate the protest, including but not limited to convening a hearing, conducting interviews, requesting written or oral submissions from the protesting party or successful bidder(s) (if any), request the submission of material samples, and extending the time to issue a decision in order to obtain all pertinent information.
2. A copy of the written determination, stating the reason(s) upon which it is based and the right to appeal the determination to the Board of Education shall be sent by regular mail to the protesting party or its agent and to the successful bidder(s), if any.

D. Appeals of Protest Determinations

1. The written determination rendered by the Assistant Superintendent for Business shall be the conclusive and final determination of the protest, unless, within ten (10) business days after receipt of the written determination, the protesting party or the successful bidder(s), where applicable, appeals the determination to the Board of Education. For purposes of such an appeal, the protesting party and the successful bidder(s), where applicable, will be deemed to have received the determination rendered by the Assistant Superintendent of Business no later than four (4) business days after it is sent to the protesting party and successful bidder(s), if any. The appeal must be in writing and received by the Board of Education within ten (10) business days after the appealing party's receipt of the written determination rendered by the Assistant Superintendent for Business.
2. The Board of Education will consider all information relevant to the protest, and may, at its discretion, suspend, modify, or cancel the disputed procurement action prior to issuance of a formal decision on the appeal.

3. No evidence or information may be introduced or relied upon in the appeal that has not been presented to the Assistant Superintendent for Business. The Board of Education shall review the appeal and supportive documents and issue a written decision within fifteen (15) business days of receipt of the appeal, if feasible. The Board of Education may take any action or make any requests he or she deems necessary including extending the time to issue a written decision on the appeal.
4. A copy of the written decision rendered by the Board of Education on the appeal stating the reason(s) upon which it is based shall be sent by regular mail to the appealing party or its designated agent and to the successful bidder(s), if any and if not the appealing party.
5. The decision of the Board of Education shall be the School District's conclusive and final determination of the protest.

Qualifications of Bidders

The work and services described in these Bid Documents include the performance of activities directly affecting the health and safety of the students and staff of the School District and the public generally. The School District may make any investigation necessary to determine the ability of the bidder to fulfill the terms of any Contract(s) awarded as a result of this solicitation of bids, and the bidder shall furnish the School District with all such information for this purpose as the School District may request. If, in the opinion of the School District, the bidder is not properly qualified or responsible to perform any obligations of the Contract bid upon, the School District reserves the right to reject its bid.

The following minimum requirements must be met to qualify for bidding:

- a) Bidder must possess and demonstrate facilities, knowledge, and capabilities to satisfy all requirements of the Bid Documents.
- b) Bidders shall be knowledgeable and qualified to provide a wide range of service and/or repairs to the School District's equipment and/or facilities. Proof of said qualifications and specific training shall be furnished to the School District together with the bid. Employees who possess specialized training, skill, or experience with the equipment on site shall be clearly noted with the bid.
- c) Each bidder must demonstrate that it is a responsible service and maintenance organization possessing adequate financial resources to accomplish the various services as described herein and that it has a satisfactory record of performance and integrity.
- d) Bidders shall be able to demonstrate at least (5) five years of continuous commercial service or maintenance work. References shall be provided as set forth herein. The School District reserves the right to request additional documentation or information from the bidders as a means of determining qualifications and/or responsibility.
- e) Bidder must include a reference list, setting out the names of all school districts served by it with comparable services, and shall further set out the name and

- telephone number of each business official or other school district liaison/ individual who has knowledge of the services performed by the bidder.
- f) Bidder must submit a list of names and addresses of any person or entity owning 10% or more of the company. Should any person or entity listed have ownership of another company, such information shall be disclosed. If bidder is a publicly traded corporation, the latest annual report listing all officers shall be provided.
 - g) Bidder must be responsible, as demonstrated by:
 - a. A lack of pending lawsuits or substantive outstanding judgments or liens, including Federal or State tax liens.
 - b. No denials of performance bonds within the last seven years.
 - c. A satisfactory credit history as evidenced by a review that may be made by the School District.
 - d. Work performance on other projects.
 - e. Such other information as the Board of Education, in its sole discretion, determines is relevant to the responsibility of the bidder.
 - h) Upon investigation of any references and information submitted by the bidder, the Board of Education reserves the right to reject any bid where it is found that the bidder's qualifications are not consistent with the requirements of these Bid Documents, or the information presented.
 - i) Bidder must have a safety program that is compliant with OSHA Regulations and Standards. Bidder shall make available for inspection their program and training documents.

INTERPRETATION OF BIDDING DOCUMENTS

No interpretation of the meaning of the specifications or other Bid Document will be made to any bidder orally. Every request for such interpretation should be made in writing, addressed to **Toni Russo, Purchasing Agent**, White Plains City School District, 5 Homeside Lane, White Plains, New York 10605, not later than five (5) business days prior to the date fixed for the opening of bids. Notice of any and all interpretations and any supplemental instructions will be issued in the form of addenda to the Bid Documents. All addenda so issued shall be posted to <https://www.whiteplainspublicschools.org/Page/19996> and <http://www.bidnetdirect.com>, and shall become a part of the Contract Documents of any Contract awarded as a result of this solicitation for bids. Failure of any bidder to receive any such addendum or interpretation shall not relieve any bidder from any obligations under his/her bid submitted.

CONTRACT AWARD

The School District will endeavor to make an award within forty-five (45) days of the date of the bid opening and all bids shall remain firm during that time frame. The School District further reserves the right to make award following this period to any bidder who has not provided written notice to the School District that its bid has been withdrawn.

Award will be made to the lowest responsible bidder, as will best promote the public interest, taking into consideration the reliability of the bidder, the quality of the labor, materials, equipment, or supplies to be furnished, and the conformity with the Bid Documents (including

but not limited to the Instructions to Bidders, Bidding Procedures and Requirements, Qualifications of Bidders, Specifications, and Technical Specifications).

METHOD OF AWARD

The Contract if awarded will be to the lowest responsive/responsible bidder(s) in part or in whole who meet(s) all the terms of the Bid Documents (including but not limited to the Instructions to Bidders, Bidding Procedures and Requirements, Qualifications of Bidders, Specifications, and Technical Specifications). The White Plains City School District guarantees no minimum or maximum purchase or service pursuant to a Contract awarded as a result of this solicitation of bids. Additionally, the White Plains City 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 the time of purchase.

The School District reserves the right to reject all bids; to reject any bid in whole or in part, to accept parts of bids from more than one bidder, to waive technical defects, irregularities, and omissions relating to a specific bid, to waive what it deems to be bidding or specification informalities relating to a specific bid, to waive what it deems to be informalities relating to the bidding process, if in its judgment the best interests of the School District will be served; and to reject all bids and to purchase items on State or County contract as permitted by law if such items can be obtained on the same terms, conditions, specifications, at a lower price.

If two or more bidders submit identical bids as to price, the decision of the Board of Education of White Plains City School District to award a Contract to one such bidder shall be final.

No cash discount may be offered or quoted by any bidder.

To the extent permitted by law, bidders submitting bids acknowledge that, pursuant to New York General Municipal Law Section 103(16), the White Plains City School District intends to allow all political subdivisions in the State of New York to participate in the bid award/contract resulting from this solicitation for bids. These political subdivisions include, but are not limited to local governments (villages, town, etc.), public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations. Such political subdivisions shall participate in the bid award/contract by entering into their own separate contracts with the successful bidder(s) that are based upon, incorporate, and honor the terms, conditions, specifications and prices of the bid award(s)/Contract(s) resulting from this solicitation for bids. White Plains City School District shall have no liability or responsibility to pay for any goods or services provided to another political subdivision – each political subdivision is responsible for paying for the goods and services it obtains through the bid award(s)/Contract(s) resulting from this bid.

EQUAL EMPLOYMENT

It is the policy of the White Plains City School District to provide equal employment opportunities to all individuals in its personnel and employment practices. In accordance with NYS and Federal Law, the White Plains City School District prohibits discrimination because of creed, race, color, sex, sexual orientation, national origin, religion, age, marital status, military status, domestic violence victim status, predisposing genetic characteristics or disability in all employment practices including recruitment, solicitation for employment, hiring, firing, training, job assignments, promotion, compensation and other terms, conditions and privileges of employment. Further, contractors with the White Plains School District shall be required to meet equal employment opportunity standards.

New York State strives to promote equality of economic opportunities for minority and women-owned business enterprises. New York State encourages including minority and women-owned business enterprises ("MWBEs") as bidders, subcontractors, and suppliers on public procurement contracts. By submitting a bid, the bidder(s) certifies that if it is awarded a Contract, (a) it will make commercially reasonable good faith efforts to utilize suppliers that are certified MWBEs, (b) to the extent subcontracting is needed and permitted by the School District, bidder will make commercially reasonable good faith efforts to utilize subcontractors, who are certified MWBEs and (c) bidder will retain documentation of these efforts to be provided upon request to the School District, New York State and/or an agency or department of the United States government. Evidence of good faith efforts shall include, but not be limited to, the following: (a) copies of solicitations to MWBEs and any responses thereto; (b) explanation of the specific reasons each MWBE that responded to such solicitations was not selected; and (c) explanation of the specific steps undertaken for the purpose of subcontracting with or obtaining supplies from certified MWBEs.

SPECIFICATIONS

1. To provide skilled, experienced, prompt service to a wide variety of landscaping skills and of projects on an "on-call" basis and/or as required completing the work described herein.
2. Work shall include inspection, troubleshooting, repair, replacement, installation, new work and general landscaping work.
3. The bidder(s) awarded a Contract must be equipped to provide emergency work within (2) two hours of the School District's call for service and to commence non-emergency/new work within twenty-four (24) hours of the School District's call for service.
4. In the event that the work cannot be performed as per time schedule by the bidder awarded a Contract, the School District may arrange for another entity to perform the work per the schedule and the bidder awarded a Contract will be responsible for payment of any increased cost incurred by the School District.

5. Proof of proper licensure and certification of the bidder as well as, if applicable, each employee who will furnish services (pesticide license, horticulture, and turf management) pursuant to the Contract intended to be awarded shall be provided to the School District.
6. The bidder(s) awarded a Contract shall comply with all rules and regulations of the School District and all directives issued by the School District.
7. Smoking will not be permitted anywhere on School grounds.
8. The owners, employees, officers, directors, or approved subcontractors of bidder(s) awarded a Contract shall not have any contact or communication with any student or teacher.
9. Photo identification badges must be worn at all times that the bidder(s) awarded a Contract, its agents or employees are on-site rendering services or performing work.
10. Non-interference with Occupation of the Buildings and Premises:
 - a. The bidder(s) awarded a Contract must take into consideration the fact that the sessions of the school must be continued as usual during the progress of the work. The operation of the fire alarm, the interior fire alarm system, gongs, bells, facsimiles, and telephones must not be interfered with.
 - b. Fixtures or essential parts of material or equipment shall not be removed until permission is given by the School District's Director of Facilities & Operation and, in the case of replacements, not until the essential replacement material or fixture has been delivered to the applicable building or site.
 - c. The safety of the pupils and teachers requires that nothing shall be done to in any way block the streets in or about the exits, or the exits themselves. Neither shall there be any unauthorized interference with the free and unobstructed use of the hallways, stairways, toilets, and rooms. When necessary for mechanics to work in any portion of the premises normally occupied by the school, application must be made, before entering therein, to the School District's Director of Facilities & Operations who will arrange a working agreement with the principal of the school so that the work may be carried forward in a manner to interfere as little as possible with the school session.
 - d. Whenever work is carried on during school sessions, not more than one stairway shall be closed off from free and safe use of the pupils at any time, and this only after the written permission of the School District's Director of Facilities & Operations has been obtained. No part of the building or premises shall be closed to the use of the occupants without the permission of the School District's Director of Facilities & Operations. When such permission has been given, the bidder(s) awarded a Contract shall provide and erect temporary partitions, barriers, etc., where required to ensure absolute safety of the occupants of the building or premises.
11. Under the Contract intended to be awarded as a result of this solicitation, subcontracting shall not be permitted without prior written approval by the School District.

12. Bidder and its employees shall have tools and equipment necessary to perform the required work.

13. All labor shall be performed by skilled workmen and the bidder(s) awarded a Contract shall not employ men or means which may cause stoppage or delay in the work under the awarded Contract or that of any other contractor or any work in or about the premises of these buildings or any buildings or premises under the control of the Board of Education of the White Plains City School District.

Each time a bidder awarded a Contract or its employees or its approved subcontractors performs any work in the School District he shall report his arrival and departure and what service he is performing to the custodian in charge.

The bidder(s) awarded a Contract shall submit to the Facilities & Operations Department a full report of the service call in writing by paper or electronically, which shall include:

- a. Date and time;
- b. Name of person(s) performing work on site;
- c. On-job service time;
- d. Description of service, including all parts replaced or repaired

14. When repairing and replacing any systems or parts for the equipment in place at the School District's facilities or when undertaking any new planting or other grounds work, the bidder(s) awarded a Contract shall use the most current materials manufactured. Obsolete or out of date materials shall not be allowed under any circumstances.

15. Necessary parts and materials shall be included in costs stated in the Bid Form(s). If requested by the School District, the bidder(s) awarded a Contract will attach to each of its invoices a receipt and/or purchase order for the materials/parts purchased and installed by the bidder. All parts shall be new and shall be equal to or better than the original equipment/material. Rebuilt parts may be used only with prior written approval of the School District. Any merchandise provided under the awarded Contract which is or becomes defective during the guarantee period shall be replaced by the bidder free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment. The bidder(s) awarded a Contract shall make any such replacement immediately upon receiving notice from the School District.

16. The School District reserves the right to furnish materials if it deems it to be in its best interest.

17. The bidder(s) awarded a Contract shall maintain an adequate inventory of new, original manufacturer's parts and materials so as to ensure prompt repairs or installations on short notice. The bidder(s) awarded a Contract shall furnish the source and amount of such inventory.

18. Delivery must be made in accordance with these specifications. The decision of the School District as to reasonable compliance with delivery terms shall be final.

19. The School District will not accept any deliveries on Saturdays, Sundays, or legal holidays, except commodities required for daily consumption or where the delivery is for an emergency repair or installation.

20. Items shall be securely and properly packed for shipment, storage, and stocking in shipping containers according to accepted commercial practice, without extra charge for packing cases, baling, or sacks.

21. The bidder(s) awarded a Contract shall be responsible for delivery of items in good condition at the point of destination. The bidder(s) awarded a Contract shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices. The School District will note for the benefit of such bidder(s) when packages are not received in good conditions.

22. Unless otherwise stated in the specifications, all items must be delivered into and placed at a point within the building as directed by the shipping instructions or the agent for the School District.

23. Unloading and placing the equipment inside the building is the responsibility of the bidder(s) awarded a Contract, and the School District accepts no responsibility for unloading and placing equipment. Any costs incurred due to the failure of the bidder(s) to comply with this requirement will be charged to it. No help for unloading will be provided by the School District, and bidders should notify their suppliers and truckers accordingly.

24. The bidder(s) awarded a Contract shall not unreasonably encumber the site with materials or equipment during the performance of its work. Only materials and equipment which are to be used directly in the performance of the bidder's work shall be brought to and/or stored on the premises of the School District. After equipment is no longer required for its work, the bidder shall promptly remove such equipment from the premises of the School District. The bidder(s) awarded a Contract shall be solely responsible for the protection of materials and equipment stored on the premises from weather, theft, damage, and all other adversity. The bidder(s) awarded a Contract shall at all times provide the proper housekeeping to minimize potential fire hazards and shall provide approved spark arresters on all steam engines, internal combustion engines and flues. The bidder(s) awarded a Contract shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by the performance of all of the Work being performed on-site and in the buildings. At the conclusion of the work, such bidder shall restore the premises to its original condition. This restoration shall include but not be limited to: cleaning the areas in which work was performed; removal of all waste, materials, rubbish, tools, equipment, machinery and surplus materials. If clean-up is not performed in accordance herewith, the School District may engage the services of a cleaning company each time the requirement is not met without further notification to the bidder(s) awarded a Contract. The cost of such cleaning company, together with the cost of any custodial costs of the School District, will be charged to such bidder.

25. All deliveries shall be accompanied by delivery tickets or packing slips. Such delivery tickets or packing slips shall contain the following information for each item delivered:

- Purchase Order Number

- Name of Article
- Quantity
- Name of bidder(s) awarded a Contract

26. Cartons shall be labeled with purchase order number, name of bidder(s) awarded a Contract and general statement of contents. Failure to comply with these conditions shall be considered sufficient reason for refusal to accept the goods.

27. No travel time will be paid. Travel time shall not be included in the bid price. Payments will be made only for time on the job. All invoices must be accompanied by detailed daily service tickets specifying time of arrival and departure and services rendered. The ticket shall be signed by an authorized representative of the School District. A copy of this ticket will be left with the signer. This service ticket shall be the basis for payment. Certified payroll records also must accompany any invoice submitted.(see Section 3.9)

28. The School District will issue work orders directly to the bidder(s) awarded a Contract through our online Computerized Maintenance Management system. The bidder(s) awarded a Contract will be notified by the online system that they have a work order pending and it will be their responsibility to access and monitor the system for the work order(s) assigned to them. The bidder(s) awarded a Contract is to enter labor hours/costs and material costs associated with performing the requested service and change the work order status from "Work in Progress" to "Complete" once the work is completed. A copy of the completed work order form MUST accompany invoice.

29. Invoices must be submitted within 30 days of service. Payment will be made only after correct presentation of claim forms and/or invoices with required supporting documentation. They should include:

- Invoice must reference Purchase Order Number
- Breakdown of labor, unit costs and material costs, as awarded. **All bidder(s) awarded a Contract are requested to pro-rate the awarded labor rates for purposes of billing ¼ and ½ hour increments where needed. The hours of the authorized work ticket must match those invoiced.**
- Copy of vendor generated service ticket signed by School District employee for related invoice
- Certified payroll
- Supporting documentation for parts, materials, etc.

29. Payments of any claim shall not preclude the School District from making a claim for adjustment on any item found not to have been in accordance with the Bid Documents, including but not limited to these Specifications and the Technical Specifications.

30. No vehicle use will be paid in the normal course of transporting mechanics and materials to the job site. Bidders may submit a quotation for use of special vehicles. Bidder(s) awarded a Contract must obtain prior written approval from the School District for payment of special vehicle use.

31. The bidder(s) awarded a Contract shall pay its employees "prevailing rate of wage" as defined in Section 220 of the New York Labor Law, Schedule of Wage Rates. Prevailing wage rates are subject to change annually on July 1st. Bidder(s) awarded a Contract is responsible to meet the wages as posted by NYSDOL July 1st every year

32. The bidder(s) awarded a Contract is to comply with all Federal, State and Local regulations relating to certification and licensure, labor, such as minimum hour wage, working conditions, insurance, and safety factors in cases where installation of equipment is involved.

33. In accordance with Section 220-e of the Labor Law of the State of New York, it is agreed that:

- a. In the hiring of employees for the performance of the awarded contract(s) or any subcontractor hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor shall by reason of race, creed, color, disability, sex, or national origin discriminate against any citizen of the State of New York who is qualified and available to perform the work to which the employment relates. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under the awarded contract(s) on account of race, color, creed, disability, sex or national origin.
- a. There may be deducted from the amount payable to the bidder(s) awarded a Contract a penalty of fifty dollars for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the Contract.
- b. The awarded Contract(s) may be cancelled or terminated by the Board of Education and all monies due or to become due hereunder may be forfeited for a second or any subsequent violation of the terms or conditions of this section.
- c. The aforesaid provisions of this section shall be limited to operations performed within the territorial limits of the State of New York.

34. The bidder(s) awarded a Contract shall comply with all of the provisions of the Immigration Reform and Control Act of 1986 and regulations promulgated pursuant thereto and shall require its subcontractors to comply with same. The bidder(s) awarded a Contract shall and does hereby agree to fully indemnify, protect, defend, and hold harmless the School District, its Board of Education, officers, agents, and employees from and against any penalties, fees, costs, liabilities, suits, claims, or expenses of any kind or nature, including reasonable attorney's fees, arising out of or resulting from any violation or alleged violation of the provisions of said laws in connection with the work performed hereunder.

35. Bidders shall be licensed by the County of Westchester and local municipalities, where required.

36. All work must be performed and installed in accordance with the current edition of all applicable laws, rules, regulations and/or local codes.

37. The School District reserves the right to assign its personnel to assist the mechanics of the bidder(s) awarded a Contract if the School District deems such assistance to be in its best interest.

38. The bidder(s) awarded a Contract shall furnish performance and labor and material payment bonds equal to 100% of the awarded Contract to guarantee the faithful performance of such Contract. If this is a time and material bid, please see the Technical Specifications for how to determine the amount of the awarded Contract for purposes of the performance and labor and material payment bonds. Such bonds shall be maintained in full force and effect until at least two (2) years after the awarded Contract has been fully performed. The bidder(s) awarded a Contract shall furnish a performance bond and labor and material payment bond meeting all statutory requirements of the State of New York. All Surety companies are subject to the approval of the School District and may be rejected by the School District without cause. Except as otherwise required by statute, the form and substance of such bonds shall be satisfactory to the School District in the School District's sole judgment. The bonds shall be executed by a responsible surety licensed to do business in New York with an A.M. Best Rating of "A-" or better as to Policy Holder Ratings, and "IX" or better as to "Financial Size Category." The bonds shall further be executed by a surety that is currently listed on the U.S. Treasury Department Circular 570 entitled "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies," as amended. The performance bond and the labor and material payment bond shall each be in an amount equal to 100% of the Contract Sum. Every Bond must display the Surety's Bond Number and be accompanied by an original Power of Attorney, giving the names of Attorneys-in-fact, and the extent of their bonding capacity.

A rider including the following provisions shall be attached to each Bond: (1) Surety hereby agrees that it consents to and waives notice of any addition, alteration, omission, change, or other modification of the Contract Documents. Such addition, alteration, change, extension of time, or other modification of the Contract Documents, or a forbearance on the part of either the School District or the bidder(s) awarded a Contract to the other, shall not release the Surety of its obligations hereunder and notice to the Surety of such matters is hereby waived. (2) Surety further agrees that in event of any default by the School District in the performance of the School District's obligations to the bidder(s) awarded a Contract under the awarded Contract, such bidder or Surety shall cause written notice of such default (specifying said default in detail) to be given to the School District, and the School District shall have thirty (30) days from time after receipt of such notice within which to cure such default, or such additional reasonable period of time as may be required if the nature of such default is such that it cannot be cured within thirty (30) days. Such Notice of Default shall be sent by certified or registered U.S. Mail, return receipt requested, first class postage prepaid, to bidder(s) awarded a Contract and the School District. Said bonds shall be in the form of AIA Form A312 2010.

39. The School District may, in the School District's sole discretion and without prior notice to the bidder(s) awarded a Contract, inform the surety of the progress of such bidder's work and obtain consents as necessary to protect the School District's rights, interest, privileges and benefits under and pursuant to any bond issued in connection with such bidder's work.

40. If the surety on any Bond furnished by the bidder(s) awarded a Contract is declared a bankrupt or becomes insolvent or its right to do business is terminated in New York or it ceases

to meet the requirements of item #42, the bidder shall within ten (10) days thereafter substitute another Performance and Payment Bond and surety, both of which must be acceptable to the School District.

41. The bonds shall be furnished to the School District prior to beginning work at the site, but no later than seven (7) days after receiving notice of the acceptance all or part of bidder's bid. Failure to meet this requirement may result in termination of the awarded Contract at the sole discretion of the School District.

42. The bidder(s) awarded a Contract shall purchase and maintain the types and amounts of insurance set forth in Appendix "A" in accordance with the requirements also set forth in Appendix "A" to protect the School District against claims arising from or related to the operations of the bidder(s) awarded a Contract and its subcontractors approved by the School District.

The bidder(s) awarded a Contract shall pay all deductibles incurred by the School District as a result of the negligence of the bidder. Coverages, whether written on an occurrence or claims-made basis, shall be maintained without interruption from the date of commencement of the Work until the date of final payment and termination of any coverage required to be maintained after final payment.

The bidder(s) awarded a Contract shall require all subcontractors to carry similar insurance coverages and limits of liability as set forth in Appendix A and submit same to the School District for approval prior to start of any work. In the event such bidder(s) fails to obtain the required certificates of insurance from the subcontractor and a claim is made or suffered, such bidder shall indemnify, defend, and hold harmless the School District, its Board of Education, officers, agents and/or employees from any and all claims for which the required insurance would have provided coverage. This indemnity obligation is in addition to any other indemnity obligation provided in the awarded Contract.

43. Enclosed with the bid submission, the bidder must include a letter from an insurance agent, broker, or carrier stating that no less than the minimum limits of insurance required in the Bid Documents will be met. The name of the insurance company that will provide the mandated insurance will be stated. The insurance carrier must be licensed to do business in New York State.

44. All insurance certificates shall state that the policy will not be canceled, nor coverage thereunder be reduced or limited without thirty (30) days prior written notice to the School District. It shall further state that a similar thirty (30) days prior written notice will be given to the School District prior to the expiration of the policy if renewal coverage is to be refused or such coverage is to be reduced on renewal. Such certificates shall show the name and address of the insured bidder(s) awarded a Contract, the policy number, the type of coverage, the inception and expiration dates, and it shall clearly state what, if any, coverages are excluded by endorsement or otherwise excepting such as appear in the standard printed policy itself. The School District reserves the right to make direct inquiry to the insurance carrier for an explanation of coverages and the bidders agree to assist in obtaining any such desired information.

45. The bidder(s) awarded a Contract shall hold harmless, defend, and indemnify the School District from all claims for damages to property and bodily injury, including death, which may arise from operations under the awarded Contract(s), including but not limited to claims brought against the School District by third parties, employees of the School District, or employees of such bidder(s). The attached Hold Harmless Form must be signed, notarized, and returned with the bid.

46. The bidder(s) awarded a Contract shall not be held responsible for any losses of the School District resulting if the fulfillment of the terms of the awarded Contract shall be delayed or prevented by wars, acts of public enemies, fires, floods, acts of God, orders of a State or Federal government official, agency or department that has jurisdiction over the bidder, the School District, the bidder's work or the School District's property or for any other acts not within the control of such bidder(s) and which by exercise of reasonable diligence it is unable to prevent,, except for strikes or labor unrest of the bidder or those it retains or employs to perform part of the bidder's obligations under the awarded Contract. The School District's losses or increased costs or expenses incurred as a result of such strikes or labor unrest remain the responsibility of the bidder awarded a Contract(s).

47. All labor shall be guaranteed for the period of one (1) year from the date of acceptance. Unless provided otherwise in these Specifications or the Technical Specifications, all parts offered on this bid shall be guaranteed for a minimum of one (1) year from date of delivery (or installation if required) against defective material or workmanship, and repair or replacement shall be made without delay. In cases where the usual guarantee period offered by the bidder(s) awarded a Contract and/or manufacturer on a particular item covers a longer period of time than one (1) year, the longer guarantee period shall be applicable.

48. The bidder(s) awarded a Contract shall be responsible for complying with all laws, rules, regulations, codes and/or ordinances as they apply to the work required under such contract.

49. The bidder(s) awarded a Contract will perform the following work under the awarded contract as described in the Technical Specifications **(SEE PAGES 24-30)**.

50. All bids submitted shall include all labor, equipment, materials, transportation, and tools and/or utensils necessary to perform the work requested by the White Plains City School District.

51. The bidder(s) awarded a Contract shall provide, for approval, a detailed drawing showing construction, hardware, and method of installation.

52. Upon request by the School District, the bidder(s) awarded a Contract shall submit an estimate before starting work.

53. The awarded Contract(s) may be terminated by the School District upon not less than three (3) days written notice should the bidder(s) awarded a Contract fail substantially to perform in accordance with the terms of the awarded contract through no fault of the School District. Said failures shall include but not be limited to: failure to supply sufficient skilled workers or suitable materials or equipment to complete the Work in a diligent, efficient, timely,

workmanlike, skillful, and careful manner; failure to deliver within the time specified, or within a reasonable time as interpreted by the School District, or failure to make replacement of rejected articles, when so requested, immediately or as directed by the School District; in this event, the School District may purchase from other sources to take the place of the item rejected or not delivered at the expense of the bidder(s) awarded a Contract; refusal or failure to correct deficient work performed by it; failure to make prompt payments to subcontractors for labor, materials, and/or equipment in accordance with the respective agreements between the (s) awarded a Contract and its subcontractors; disregard of laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction; disregard of the instructions of the School District (when such instructions are based on the requirements of the Contract Documents); to the extent permitted by law, bankruptcy or insolvency, or general assignment for the benefit of such bidder's creditors, or where a trustee or receiver is appointed for such bidder or for any of its property, or filing of a petition to take advantage of any debtor's act or to reorganize under bankruptcy or similar laws; breaches any warranty made by the such bidder under or pursuant to the Contract Documents; failure to furnish the School District with assurances of its ability to complete the work in compliance with all the requirements of the Contract Documents; or failure after commencement of the work to proceed continuously with the construction and completion of the work for more than ten (10) days, except as permitted under the Contract Documents; failure to keep the Project free from strikes, work stoppages, slowdowns, lockouts or other disruptive activity; or otherwise does not fully comply with the Contract Documents; violation of the provisions of Labor Law section 220-e as applied to the awarded contract(s) and set forth herein. In the event the awarded Contract is so terminated, and the School District elects not to complete the work of the awarded Contract, the bidder awarded the Contract shall be compensated solely for work performed in compliance with the Contract Documents prior to the date of such termination. The bidder awarded a Contract(s) waives and forfeits all other claims for payment and damages, including, without limitation, overhead and profit related to work terminated by the School District.

54. In the event of a breach of the awarded Contract(s) as described in Item #53, if the breach is not cured within three (3) days from notice of the breach in addition to any other rights it may have, the School District shall have the right to take over the work and complete the work at the expense of such bidder. When the awarded Contract is awarded on a lump sum basis and the School District takes over the work of the awarded Contract(s), the bidder shall be entitled to no further payment until the completion of the bidder's work by the School District. For Contract(s) awarded on a lump sum basis, if the School District's costs to complete the bidder's work, including the expenses incurred by the School District in connection with the services of an Architect, Construction Manager and/or other consultants, exceed the contract balance remaining on the awarded Contract, the bidder awarded the Contract shall be liable to the School District for such excess costs. For Contract(s) awarded on a lump sum basis, if the School District's costs to complete the bidder's work, including the expenses incurred by the School District in connection with the services of an Architect, Construction Manager and/or other consultants, are less than the contract balance remaining on the awarded Contract, the bidder shall be paid the amount by which the contract balance exceeds the School District's costs. For Contract(s) awarded on a time and material basis, if the School District takes over completion of the work of the awarded Contract(s) following an uncured breach, the bidder shall be responsible for any additional expense incurred by the School District to complete the work with its own forces or through another contractor, including but not limited to the increased

costs of labor and materials, and any additional costs for the services of an Architect, Construction Manager and/or other consultants, which shall be deducted from any sums owed to the bidder for work the bidder performed in compliance with the Contract Documents and, if such sums are less than the School District's costs and expenses, the bidder shall pay the School District the remaining costs and expenses incurred to complete the work of the awarded Contract(s) that the School District has taken over.

55. The School District may at any time, at will and without cause, terminate any part of the work of the bidder(s) awarded a Contract or all of such bidder's remaining work for any reason whatsoever by giving fourteen (14) days' written notice to such bidder, specifying the portion of such bidder's work to be terminated and the effective date of termination.

Upon receipt of a notice of termination for convenience, the bidder(s) awarded a Contract shall immediately, in accordance with instruction from the School District, proceed with performance of the following duties regardless of delay in determining or adjusting amounts due under this paragraph:

- a. cease operation as specified in the notice;
- b. place no further orders and enter into no further subcontracts for materials, labor, services, or facilities except as necessary to complete continued portions of the awarded Contract;
- c. terminate all subcontracts and orders to the extent they relate to the Work terminated;
- d. proceed to complete the performance of the remaining work on its awarded Contract which has not been so terminated; and
- e. take actions that may be necessary, or that the School District may direct, for the protection and preservation of the terminated Work.

In the event an awarded Contract is so terminated in whole or in part, the bidder awarded the Contract shall recover as its sole remedy, payment for work which it has properly performed in connection with the terminated portion of the awarded Contract prior to the effective date of termination. The bidder awarded a Contract(s) waives and forfeits all other claims for payment and damages, including, without limitation, overhead and profit related to work terminated by the School District pursuant to this paragraph.

56. Bidder represents and warrants that it, its employees, its suppliers and/or its subcontractors (if subcontractors are permitted by the School District) are not excluded from participation and are not otherwise ineligible to participate in any government payment program. In the event bidder is excluded from participation or becomes otherwise ineligible to participate in any such program during the term of an awarded Contract(s), bidder will notify the School District in writing within three (3) days after such event. Upon the occurrence of such event, whether or not such notice is given, the School District reserves the right to immediately terminate the awarded Contract(s). The attached Not On Exclusion List Maintained By The Federal Government's System For Award Management (SAM) Certification Form must be signed, notarized, and returned by each bidder with its bid.

TECHNICAL SPECIFICATIONS

GROUND MAINTENANCE

1. GENERAL INFORMATION

The White Plains City School District (WPCSD) has twelve (12) locations throughout the City of White Plains. The sites include school buildings with landscaped areas, parking lots, playgrounds, and fields. The total acreage owned by the district is one hundred sixty-three (163).

2. SCOPE OF WORK

This work shall include all supervision, labor, materials, equipment, tools, supplies and services to maintain in appearance and safe condition all landscaped areas, fields, property boundaries, fence lines, courtyards, and drainage swales. All work shall be performed in a workman-like manner using quality well maintained equipment, following standard methods and quality materials.

2.1 Contract Date: contract period for Landscape Services shall begin on March 15, 2023, through December 31, 2023 (as weather permits).

2.2 Site Description: See Addendum (1)

2.3 Limits of Work – Items not included:

- i) Installation or replacement of plants, bushes, or trees, except those damaged by contractor.
- ii) Repair and/or modification of the irrigation systems.
- iii) Supply an application of fertilizer, weed control and nutrients to support soil and plan growth.

3. GENERAL REQUIREMENTS

3.1.1 Contractor must have at least one employee possessing a NY state Chemical Applicator's License.

3.1.2 Contractor must have a supervisor on site, educated and trained by an academic college or university on Landscaping and Athletic Field Turf Maintenance

3.2 Contractor shall maintain insurance as required in the bid documents throughout the entire contract period.

3.3 All services rendered shall be provided in accordance with all ordinances, resolutions, statutes, rules, laws and regulations of the agency and any Federal, New York State, City of White Plains, Westchester Health Department or other agency having jurisdiction in effect at the time service is provided.

3.4 Contractor shall at all times keep the premises from accumulation of waste materials or rubbish caused by his employees or work completed by contractor.

3.5 The contractor shall be responsible for providing storage for his own equipment off site.

3.6 Contractor must be established and have a minimum of five (5) years' experience providing services to large commercial properties, schools, and/or municipalities.

- 3.7 Equipment: Minimum required equipment for by the contractor
 - 3.7.1 Two (2) 12.5' contour cutting mowers equivalent to Toro 4700D
 - 3.7.2 Seventy-two-inch (72") ride on cutting mower, zero turn equivalent to Exmark
 - 3.7.3 Agrimetal PTO driven blower, 3500 series or equivalent
 - 3.7.4 Kubota 4740 tractor with PTO or equivalent
 - 3.7.5 Municipal Leaf Vacuum, 25 yard self-contained.
 - 3.7.6 Push Lawn Mower required to mow Courtyards within the schools
 - 3.7.7 Battery powered Backpack Blowers as required by WP City ordinance
 - 3.7.8 Small RTV Golf Car or equivalent, to leave at the High School during contract period.
- 3.8 Contractor must ensure proper use of equipment in order to avoid unnecessary damage to District property, glass windows and vehicles.
- 3.9 **Contractor to provide Daily Work Tickets, work tickets must be completed and signed by School representative and contractor's employee at the completion of the daily visit. All daily tickets/reports must be emailed weekly to the District Grounds Supervisor at sandrosansotta@wpcsd.ny.us.**

4. DISRUPTION OF SCHOOL ACTIVITIES and TEACHING PROCESS

- 4.1 WPCSD cannot and will not allow disruption of classes because of noise by any contractor. Cutting and leaf blowing will be ordered to stop and must be done at a time when it will not interfere with the teaching process. Also, if children are at play on the grounds, the work scheduled must be changed and the worker must move to another area not in use.
- 4.2 WPCSD will not allow any of the students or staff members to be put in harm's way because of this contract work. Arrangements must be made by the service workers to do all grass cutting or clean up when it will not compete with the teaching progress or the students' use of the grounds. Contractor must become aware of schedules and have his work proceed around the schools' use of facilities and grounds. Should a service worker be asked to move, he will return at another time to finish the interrupted work and maintain the seven-day cutting schedule.
- 4.3 WPCSD reserves the right to reschedule the cutting of these areas to coordinate with the athletic activities

5. WORK REQUIREMENTS - CLEANUP

- 5.1 Clean-up (leaf removal, etc.) shall commence in the fall. Various trees have leaf-drop early or late. The contractor shall remove these accumulations on a **weekly basis** to create a neat appearance or as governed by a Facilities & Operations representative. The bulk of the leaves shall be removed **weekly** from lawns and areas as described in 5.5, except for November. In November, bulk leaves shall be removed from lawns and areas described in 5.5 **twice a week**.

- 5.2 All clean-up and cutting operations shall commence on start date, weather permitting. The contractor shall complete each location before moving to next location. This includes clean-up, trimmings, etc.
- 5.3 No deviation shall be permitted on the seven (7) days cutting cycle. Regardless of the height of grass on the 7th day, the contractor shall cut all grass that exceeds the two-inch (2") cutting height. In the spring, a final clean-up shall be made prior to **May 6, 2023**.
- 5.4 The School District will obtain the needed permits for the contractor to dump the leaves at the City's recycling facility on Gedney Way.
- 5.5 All District Grounds, Right of Ways, and Property Lines shall be cleaned and maintained, including the following areas:
- i. All turf areas
 - ii. All Playgrounds, including Tennis Courts at High School and Rochambeau
 - iii. Fence lines must be free of growth, 12" to 24" behind the fence line
 - iv. Hard top areas; sidewalks; roadways
 - v. Plant beds, foundation plantings
 - vi. Courtyards
 - vii. Prune all weeds/vines at 12" height, around the bleachers including the fence area at the High School and Parker Stadium
 - viii. Area at Church Street behind the fence
- 5.6 The contractor shall not use any school grounds for dumping purposes. It shall be the sole responsibility of the contractor to dispose of all debris in an approved manner. The contractor shall not leave piles of leaves, branches, debris, etc., on school grounds overnight and especially on weekends. Any piles shall be removed the same day they are accumulated. The contractor shall not pile or blow leaves or debris onto City of White Plains roads or curb lines.
- 5.7 Provide labor and equipment to trim and mulch all hedges, planting beds, trees and shrubbery at all locations (see 5.10 for mulch).
- 5.8 Responsible for pruning of all shrubs, weeding of all beds and freshen-up of all mulched areas throughout the contract period. Special attention of these services should coincide with the following:
- 5.8.1) By April 15th, the first edging, weeding, and mulch application of all beds to be completed.
 - 5.8.2) Two weeks before Graduation in June, pruning, edging, weeding and re-fresh of mulch to be completed
 - 5.8.3) Two weeks before School Opens in September, pruning, edging, weeding and re-fresh of mulch to be completed
 - 5.8.4) By October 31st, final pruning, edging, weeding and re-fresh of mulch to be completed

- 5.9 Remove all accumulated debris from landscaped areas and beds.
- 5.9.1 Areas bordered by turf must be hand or machine edged to provide a neat, clean appearance.
 - 5.9.2 All dead or dying branches will be cut in a workman-like manner and disposed of.
 - 5.9.3 All evergreen and ornamental plantings will be trimmed **two (2) times** per year in according to standard practice. Trimmings will be done one (1) time in the spring and one (1) time in mid-August prior to school opening.
- 5.10 Provide labor, equipment and pick up of mulch from city recycling center as needed. If mulch is not available from city recycling center, the district will provide 150-200 yards of mulch from another supplier.
- 5.11 The Privet hedge in front of the High School is to be cut **three (3) times a year**.
- 5.12 All beds shall be raked, trimmed, weeded, and freshened throughout the contract.
- 5.13 Districtwide, make a ring around all trees in lawn area, weed and mulch.
- 5.14 Cut grass **1st and 3rd week of month** on North Street (**middle island/middle of road**) in front High School, the entire length of property.
- 5.15 Bulk leaves need to be vacuumed, not mulched.
- 5.16 Contractor responsible for supervision of the work and must provide a supervisor on site for quality control, visual inspections of all work areas and completion of weekly project checklist with School Official. (Checklist to be provided by District).
- 5.17 Stick edger is to be completed on a scheduled monthly basis, **by 15th day**.
- 5.18 Fence lines to be completed on a scheduled monthly basis, **by 30th day**.

6. GENERAL SPECIFICATIONS

- 6.1 General lawns shall be cut on a regular schedule with **MINIMUM** of four (4) days and a **MAXIMUM** of seven (7) days between cuts.
- 6.2 The contractor shall be responsible for trimming around trees, shrubs beds, etc. Any grass areas between curb and sidewalk shall be considered a part of this contract. All grass growing along or within the fencing shall be kept at the same height as the turf areas. Grass around trees, poles, or like objects, or areas not accessible to mowers shall be kept trimmed. All trimming shall be done same day as the main grass cutting. All fields need to be clear of grass clippings and clumps.
- 6.3 Grass Cutter equipment - contractor to use mulching mowers, however not on bulk leaves.

- 6.4 All turf areas shall be cut at a two-inch (2") height.
- 6.5 All fields height of 1½" is at discretion of owner.
- 6.6 All hard-top areas, sidewalks and curb lines are to be weed whacked **weekly**.
- 6.7 The contractor shall be responsible for removing grass clippings from hard top areas such as sidewalks, playgrounds, roadways, etc., at the time of the cutting.
- 6.8 In the event of rain, labor problems or any other reason which would prevent the grass from being cut as called for in the contract, it shall be the contractor's responsibility to make the necessary arrangements to see that the grass is cut.
- 6.9 Any excess accumulation of grass cuttings shall be bagged/removed at no extra cost to the City School District. An authorized representative of the Facilities & Operations office shall be the sole judge as to what constitutes excess clippings.
- 6.10 The contractor shall not use any school grounds for dumping purposes. If the contractor must remove clippings, etc., from any of the schools, it shall become his responsibility to dispose of same in an approved manner.
- 6.11 The contractor shall arrange the grass cutting and leaf blowing schedules so all operations shall be done during time when school is not in session.
- 6.12 The contractor will not work at any location if students are outside. After school is dismissed, the contractor can mow the turf areas around the school buildings (mowing to be done in the order listed in the above mowing schedule). No mowing or leaf removal can occur adjacent to school buildings when school is in session. A schedule of school dismissal times will be given to the contractor to assist in the planning of the mowing. The contractor will be issued a school calendar.
- 6.13 Contractor shall maintain leave collection weekly through the entire Fall season. Will ensure that entrances, parking areas, playgrounds, courtyards, and lawn areas are clear of leaves. If required by the District's Grounds Keeper, contractor shall revisit an area or location if required.
- 6.14 Landscape crew is required to pick up branches and debris and take them to the city dump. The district will provide the permit.
- 6.15 Education House: fertilizing, seeding and weed control yearly program application to promote and ensure thick, green, and healthy lawn.
- 6.16 Contractor to maintain the following detailed work (estimated 16,500 sq. ft. of beds):
- Weeding (weeds controlled at 2" exposure), Edging (at least every two months in the contract period, with first edging completed before spring mulching), Flower Beds (weeds controlled at 2" exposure)
 - Topping off and hand pruning vines to bottom on all shrubs
 - Plant flowers (supplied by district)

- Spot seeding or small patches around all properties
- Address all tripping hazards of walkways with soil (supplied by district)
- Minor low hanging branches and suckers pruned over walkways, parking spots and entrance ways
- Plow damage seeding (District will provide material for damaged area)
- **6.16 Schedule: Tuesday - Saturday**
 Tuesday: Highlands Middle School and Church Street
 Wednesday: White Plains High School
 Thursday: Eastview Middle School and George Washington School
 Friday: Education House, Ridgeway School, and Mamaroneck Avenue School
 Saturday: Post Road School and Rochambeau School
 Monday – Alternate day for rainouts

7 **MOWING SCHEDULE:**

Monday:

1. High School: Ball fields and banks at the rear of the High School, **not** Louck's Field (artificial turf), **except** for grass areas by tower and bleachers
 Area between Bryant Ave and access road – both sides of the fence
 Area north of Dammann House
 Cut grass weekly on North Street (middle island/middle of road) in front of the High School, the entire length of property
2. Education House
3. Facilities Building

Tuesday:

1. Highlands MS including ball fields at Highlands – **not** Parker Stadium (artificial turf), except for banks.
2. Ralph Avenue Field
3. Eastview MS – All grass areas.

Wednesday:

1. Ridgeway School – All grass areas.
2. Mamaroneck Avenue School – All grass areas
3. Post Road School – All grass areas.

Thursday:

1. Second cut of Athletic Fields only (High School, Eastview and Highlands MS Campuses)

Friday:

1. George Washington School – All grass areas.
2. Church Street School – All grass areas
3. Rochambeau School – All grass areas

Saturday:

1. All Courtyards or as scheduled with Head Custodians

***Rain/wet Field Requirement-** Contractor is responsible to identify the readiness of the fields for mowing during and after inclement weather. Contractor to contact Grounds Supervisor for any change in schedule due to inclement weather.

Alternate 1

Supply and install sod on the playing turf, according to the following specifications:

1. Using a sod cutter, remove the designated turf, in either a square or rectangle shape.
2. Rototill the soil to a depth of 6" to relieve compaction.
3. Add screened topsoil, as needed, to obtain proper crown, at a rate of 1 part soil, 1 part peat moss, and 1 part sand.
4. When soil is graded and rolled to correct height, sod will be installed. Only sand-based sod, grown specifically for sports turf will be acceptable. Owner approval of sod type and origin will be required prior to the start of work.
5. Minimum amount of sod will be 2,000 square feet per year.
6. Price to be based on lineal foot, installed as per specifications.

Alternate 2

Provide and plant fifteen (15) flats of flowers for each school and office location (135 flats total). Provide and plant twenty-five (25) flats of flowers for the High School property

NOTE: Flowers must be of a variety that does not attract bees.

Mandatory walk through of all locations to be held on: Wednesday, January 11, 2023.

Meet at: Facilities & Operations Building, 580 North Street, White Plains, NY

- Must have ID in order to access schools and grounds
- Copies of Bid will not be provided
- Contact Sandro Sansotta with questions pertaining to walk through 914-874-3574

Please see attached Addendum (1) for Aerial Maps of District Properties

APPENDIX "A"

INSURANCE

- I. Notwithstanding any terms, conditions, or provisions, in any other writing between the parties, the bidder(s) awarded a Contract hereby agrees to effectuate the naming of the School District as an additional insured on the bidder's insurance policies, with the exception of workers' compensation, N.Y. State Disability insurance and errors and omissions insurance.
- II. The policy naming the White Plains City School District as an additional insured shall:
 - Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State, and licensed and admitted to issue insurance in New York State.
 - State that the coverage of the bidder(s) awarded a Contract shall be primary and non-contributory coverage for the School District, its Board of Education, employees, and volunteers with a waiver of subrogation in favor of the District.
 - Additional insured status shall be provided by standard or other endorsements that extend coverage to the School District for on-going operations (CG 20 38) and products and completed operations (CG 20 37). The decision to accept an endorsement rest solely with the School District. **A completed copy of the endorsement must be attached to the Certificate of Insurance.**
 - The certificate of insurance must describe the specific services provided by the bidder (e.g., roofing, carpentry, plumbing) that are covered by the liability policies.
 - At the School District's request, the bidder(s) awarded a Contract shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If so requested, the bidder(s) will provide a copy of the policy endorsements and forms.
 - A fully completed New York Construction Certificate of Liability Insurance Addendum (ACORD 855 2014/15) must be included with the certificates of insurance. For any "Yes" answers on Items G through L on this Form, additional details must be provided in writing.
 - If any or all components of the awarded contract have been approved and assigned to a subcontractor, the bidder(s) awarded a Contract is responsible to the School District to have the subcontractor comply with the same insurance requirements as apply to the bidder, providing a Certificate of Insurance and a copy of the endorsement naming the White Plains City School District as an additional insured for the scope of the work assigned prior to the start of any work by the subcontractor. If the bidder(s) awarded a Contract fails to obtain the required certificates of insurance from the subcontractor and a claim is made or suffered, the Bidder shall indemnify, defend and hold harmless the School District, its Board of Education, employees and volunteers from any and all claims for which the required insurance would have provide coverage. This indemnity obligation is in addition to any other indemnity obligation provided in the Contract Documents.
- III. The bidder(s) awarded a Contract agrees to indemnify the White Plains City School District for any applicable deductibles and self-insured retentions.

IV. Minimum Required Insurance:

- Minimum Required Insurance:

- a. **Commercial General Liability Insurance**

- \$1,000,000 per Occurrence/ \$2,000,000 Aggregate

- \$2,000,000 Products and Completed Operations

- \$1,000,000 Personal and Advertising Injury

- \$100,000 Fire Damage

- \$10,000 Medical Expense

- b. **Automobile Liability**

- \$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.

- c. **Workers' Compensation and NYS Disability Insurance**

- Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

- d. **Umbrella/Excess Insurance**

- \$3 million each Occurrence and Aggregate.

- Umbrella/Excess coverage shall be on a follow-form basis over the required Auto Liability and General Liability coverages.

- e. **Garage Liability & Garagekeepers Insurance (where applicable)**

- \$1 million limit for garage operations; \$75,000 per vehicle for Garagekeepers liability. The policy shall include coverage for all garage operations of the service provider, including premises and operations, products and completed operations and Garagekeepers liability coverage.

- f. **ASBESTOS, LEAD ABATEMENT AND/OR HAZARDOUS MATERIALS (where applicable)**
Asbestos/Lead Abatement Insurance

- \$2,000,000 per occurrence/\$2,000,000 aggregate, including products and completed operations.

- Such insurance shall include coverage for the Contractor's operations including, but not limited to, removal, replacement, enclosure, encapsulation and/or disposal of asbestos, or any other hazardous material, along with any related pollution events, including coverage for third-party liability claims for bodily injury, property damage and clean-up costs. If a retroactive date is used, it shall pre-date the inception of the Contract.

- If the Contractor is using motor vehicles for transporting hazardous materials, the

- Contractor shall maintain pollution liability broadened coverage (ISO endorsement CA 9948), as well as proof of MCS 90. Coverage shall fulfill all requirements of these

specifications and shall extend for a period of three (3) years following acceptance by the District of the Certificate of Completion.

- The certificate of insurance must describe the specific services provided by the contractor (e.g., carpentry, plumbing, etc.) that are covered by the liability policies.
 - At the DISTRICT's request, the contractor shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the contractor will provide a copy of the policy endorsements and forms.
 - There will be no coverage restrictions and/or exclusions involving New York State Labor Law statutes or gravity related injuries.
- V. The bidders acknowledge that, if awarded a Contract, the failure to obtain the above required insurance on behalf of the School District constitutes a material breach of the awarded Contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the School District. The bidder(s) awarded a Contract must provide the School District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work pursuant to the awarded Contract or use of the School District's facilities.
- VI. The School District is a member/owner of the New York Schools Insurance Reciprocal (NYSIR). The bidder(s) awarded a Contract further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the School District but also NYSIR, as the School District's insurer.

BIDDER'S CHECKLIST

The following checklist is provided for the convenience of the bidders and is not part of the Contract Documents. Each bidder is encouraged to ensure its complete compliance with all requirements of the Bid Documents. Compliance with the Bid Documents is the sole responsibility of the bidder.

*Please make sure your bid submission includes
ALL the following REQUIRED forms:*

	Letter from Insurance Agent (Specification 44, page 20)
	Company Information Sheet (page 35)
	Bid Forms, including Unit Pricing Sheets (pages 36-37)
	Form of Disclosure (page 38)
	Non-Collusive Certification Form (This form MUST be notarized) (Pages 39-40)
	Hold Harmless Agreement (This form MUST be notarized) (page 41)
	Iran Divestment Act of 2012 Certification Form (This form MUST be notarized) (page 42)
	Sexual Harassment Written Policy and Training Certification Form (This form MUST be notarized) (page 43)
	Bidder Not On Exclusion List Maintained By The Federal Government's System For Award Management (SAM) Certification Form (This form MUST be notarized) (page 44)
	References (page 45)
	Non-Bidders Response (Only if you are not submitting a bid) (page 46)

COMPANY INFORMATION SHEET

NAME OF COMPANY: _____
Please Print

ADDRESS: _____
Please Print

Please Print

FEDERAL E.I. # _____

PHONE NUMBER: _____ FAX NUMBER: _____

NAME OF BIDDER: _____
Please Print

TITLE OF BIDDER: _____
Please Print

EMAIL ADDRESS: _____
Please Print

DATE: _____

ACCOUNTS RECEIVABLE CONTACT

NAME: _____
Please Print

PHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____
Please Print

SALES/SERVICE CONTACT (if different from bidder)

NAME: _____
Please Print

PHONE NUMBER: _____ CELL PHONE: _____

EMAIL ADDRESS _____
Please Print

BID FORM/PROPOSAL

BID #F2023-01: LAWN AND GROUNDS MAINTENANCE

Name of Company: _____

Bids will be awarded to the bidder submitting the lowest responsible bid based upon total:

ANNUAL RATE GRASS CUTTING, GROUNDS MTC

CHURCH STREET SCHOOL	\$
GEORGE WASHINGTON	\$
MAMARONECK AVENUE	\$
POST ROAD SCHOOL	\$
RIDGEWAY SCHOOL	\$
HIGHLANDS MIDDLE SCHOOL	\$
RALPH FIELD	\$
EASTVIEW MIDDLE SCHOOL	\$
WHITE PLAINS HIGH SCHOOL	\$
ROCHAMBEAU SCHOOL	\$
EDUCATION HOUSE	\$
FACILITIES BUILDING	\$
GRAND TOTAL	\$

Crew size: Supervisor _____ Grounds Workers: _____
Estimated Weekly Hours in District: _____/week

Award to be by GRAND TOTAL (ANNUAL RATE). Annual rate shall be defined as contract period:
March 15, 2023, through December 31, 2023.

GRAND TOTAL: \$ _____ DOLLARS

AWARD TO BE BY GRAND TOTAL

Alternate 1: Based on 2,000 square feet/Sod Installation
per specifications on page 30. \$ _____

Alternate 2: As per specifications on page 30. \$ _____

Cost related to above pricing shall include the labor, equipment, materials, transportation, and utensils necessary to complete the work under the contract. All labor must be paid at the current prevailing wage rates.

Hourly Rate for Project Work:

Foreman: \$ _____

Grounds worker: \$ _____

Laborer: \$ _____

Daily Rate for Equipment: \$ _____
for Additional Project Work (ex. backhoe, excavator, sod-cutter)

Material Mark-up: _____%

(Represents the percent mark-up on the purchase of all material, supplies and equipment required to complete work outside of annual maintenance contract. **Invoices must reflect Contractor wholesale cost prior to markup**)

*****Please be advised that the School District does not guarantee any volume of work (labor/materials) to be required or requested during the life of the contract.***

Signature of Bidder: _____

Date: _____

NOTE:

An invoice for work completed will not be considered ready for payment unless accompanied by a valid certified payroll. All incomplete invoices will be returned unpaid. Certified payrolls must be submitted within 30 days of work (see **pages 47-48** for samples). Invoices must clearly delineate labor (date and time when work was done, number of men, number of hours and hourly rate) and material, and not be lump sum quotes.

The White Plains City School District requires that all invoices must indicate the authorized Purchase Order number to process payment.

WHITE PLAINS CITY SCHOOL DISTRICT
5 HOMESIDE LANE
WHITE PLAINS, NEW YORK 10605

FORM OF DISCLOSURE

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS OF THE BIDDER (add additional sheets as needed to list all):

Name

Title

1. Does any White Plains City School District Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the bidder? _____ If yes, set forth the basis upon which a financial interest exists in the bidder:

2. Has the bidder or any of its officers, directors, partners, or controlling principals possessed any interest in transactions heretofore entered into with the White Plains School District? _____. If yes, please describe transaction(s):

3. Does any direct relative of a member of the School District's Board of Education, an administrator, or a staff member possess any financial interest, directly or indirectly, in the bidder (For purpose of this inquiry a direct relative is to be defined as a parent, spouse, child or sibling)._____ If yes, set forth below the White Plains City School District Board Member, administrator, or staff member whose relation possess an interest and the relationship:

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE.

Bidder: _____

Federal E.I. #: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

WHITE PLAINS CITY SCHOOL DISTRICT

NON-COLLUSIVE FORM
BID PROPOSAL CERTIFICATIONS
THIS FORM MUST BE SIGNED AND NOTORIZED

Bidder Name _____

Business Address _____

Telephone Number _____ Date of Bid _____

I. General Bid Certification

The bidder certifies that he will furnish, at the prices quoted, the materials, equipment and/or services as proposed in this Bid.

II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that he/she is complying with Section 103-d of the New York State General Municipal Law as follows:

Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold 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:

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 its 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 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 where (a) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with 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 the purchasing unit of the political subdivision, public department agency or official thereof to which the bid is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certifications referred to in this form shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing, and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of corporation.

The bidder affirms the above statement as true under the penalties of perjury.

Signature of Bidder: _____
(Signature of bidder or authorized representative of a corporation)

Name and Title: _____

Sworn to before me this _____ day of _____, 20____

WHITE PLAINS CITY SCHOOL DISTRICT

HOLD HARMLESS AGREEMENT

THIS FORM MUST BE SIGNED AND NOTARIZED

It is hereby agreed and understood that the bidder agrees to hold harmless and indemnify the White Plains City School District, its Board of Education, officers, agents, servants, and employees from any lawsuit, action, proceeding, liability, judgment, claim, or demand which may arise out of:

Any injury to person or property sustained by the bidder, its owners, operators, officers, directors, agents, servants, or employees, or any person, firm, or corporation employed directly or indirectly by the bidder upon or in connection with the performance of the awarded contract.

However, caused, any injury to person or property sustained by any person, firm, or corporation, caused by any act, default, error, or omission of the selected bidder, its owners, operators, officers, directors, agents, servants or employees or any person, firm, or corporation, directly or indirectly employed by the bidder upon or in connection with performance under the awarded contract.

The assumption or indemnity, liability, and loss hereunder shall survive bidder's completion of service or other performance hereunder and any termination of the awarded contract.

The bidder at its own expense and risk shall defend any such legal proceedings that may be brought against the School District, its Board of Education, officers, agents, servants, and/or employees on any claim or demand, and shall satisfy any judgment that may be rendered against the School District, its Board of Education, or any officers, agents, servants, or employees.

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 bidder 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 of 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 bidder.

Subscribed and sworn to before me

this ____ day of _____, ____

(Person, Firm, or Corporation)

Notary Public

(Authorized Signature)

WHITE PLAINS CITY SCHOOL DISTRICT

IRAN DIVESTMENT ACT OF 2012 CERTIFICATION FORM

THIS FORM MUST BE SIGNED AND NOTARIZED

In order to be considered a responsible bidder, entities must certify that they are not on the list created and maintained by the State Office of General Services cataloging significant investment in the Iranian energy sector.

Entities that cannot make this certification may only be awarded the bid if:

1. The entity's investment activities in Iran were made before April 12, 2012; the investment activities in Iran have not been expanded or renewed after that date; and the entity has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The White Plains City School District makes a determination, in writing that the goods or services are necessary for the School District to perform its functions and that, absent such an exemption, the School District would be unable to obtain the goods or services for which the contract is offered.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the New York State Finance Law.

Subscribed and sworn to before me

this ____ day of _____, ____

(Person, Firm, or Corporation)

Notary Public

(Authorized Signature)

Commission Expires _____

WHITE PLAINS CITY SCHOOL DISTRICT

SEXUAL HARASSMENT WRITTEN POLICY & TRAINING CERTIFICATION FORM

THIS FORM MUST BE SIGNED AND NOTARIZED

I, _____, being duly sworn, deposes and says that I am
(Name of Individual Signing this Certification)

the _____ of the _____
(Title/Position of Signer) (Name of Bidder)

and that by submission of this bid, I certify on behalf of the above-named bidder, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the above-named bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy, at a minimum, meets the requirements of Section 201-g of the New York State Labor Law.

Signature

Sworn to before me this
_____ day of _____, 20____

Notary Public

WHITE PLAINS CITY SCHOOL DISTRICT

**BIDDER NOT ON EXCLUSION LIST MAINTAINED BY THE FEDERAL GOVERNMENT'S
SYSTEM FOR AWARD MANAGEMENT (SAM) CERTIFICATION FORM
THIS FORM MUST BE SIGNED AND NOTARIZED**

I, _____, being duly sworn, deposes and says that I am
(Name of Individual Signing this Certification)

the _____ of the _____
(Title/Position of Signer) (Name of Bidder)

and that by submission of this bid, I certify on behalf of the above-named bidder, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the above-named bidder is not on the Exclusion List maintained by the U.S. Government's System for Award Management (SAM).

Signature

Sworn to before me this
____ day of _____, 20____

Notary Public

Portion of this form below this line is FOR OFFICE USE ONLY. Bidder only completes portion of the form above this line. The portion of this form below this line will be completed by White Plains City School District (WPCSD).

Print WPCSD Employee Name and Title: _____

Date reviewed U.S. Government's SAM's Exclusion List: _____

Bidder Name: _____

Check the one that applies:

_____ Bidder was NOT included on U.S. Government's SAM's Exclusion List
_____ Bidder was included on U.S. Government's SAM's Exclusion List

WPCSD Employee Signature: _____

WHITE PLAINS CITY SCHOOL DISTRICT

REFERENCES

Please provide references for three (3) clients. Work performed must be similar in size and scope to this bid.

Name: _____

Address: _____

Contact: _____ Telephone: _____

Name: _____

Address: _____

Contact: _____ Telephone: _____

Name: _____

Address: _____

Contact: _____ Telephone: _____

WHITE PLAINS CITY SCHOOL DISTRICT

NON-BIDDERS RESPONSE

Bid #F2023-01 Lawn and Grounds Maintenance

The White Plains City School District is interested in the reasons why prospective bidders fail to submit bids. Failure to submit a bid without explanation may result in removal of your firm from our bidders' list. If you are NOT submitting a bid, please indicate the reason(s) by checking off one or more of the items below and return this form to us.

- ☐ Unable to bid at this time but would like to receive future bid proposals
- ☐ Items or material not ____manufactured ____ distributed ____stocked ____furnished
- ☐ Materials or items we have to offer do not fully meet all the requirements of standards specified
- ☐ Multiplicity of delivery points
- ☐ Delivery quantities are too small
- ☐ We cannot meet the time of delivery of items or materials specified
- ☐ Insufficient time allowed for preparation and submission of bid
- ☐ Other reasons_____

You May remove our name from this bid list for:

- ☐ This Commodity Group
- ☐ This item of Material
- ☐ This Commodity Class
- ☐ All bids

Company

Authorized Signature

Address

Date

Name of signer

Title of Signer

U.S. Department of Labor

Employment Standards Administration
Wage and Hour Division

PAYROLL

(For Contractor's Optional Use; See Instructions, Form WH-347 Inst.)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.



NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☐ ADDRESS PROJECT AND LOCATION DMB No. 1215-0149 Expires: 03/31/2003

PAYROLL NO. FOR WEEK ENDING PROJECT OR CONTRACT NO.

(1) NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK		
														FICA	WITH- HOLDING TAX		OTHER	TOTAL DEDUCTIONS			
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We estimate that it will take an average of 56 minutes to complete this collection of information, including time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U. S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W., Washington, D. C. 20210.

Date _____

(Name of Signatory Party)	(Title)
---------------------------	---------

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

(Contractor or Subcontractor)

_____ : that during the payroll period commencing on the _____ (Building or Work)

_____ day of _____, _____, and ending the _____ day of _____, _____, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations. Part 3.129 (CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967, 76 Stat. 537, 40 U.S.C. 276c), and described below:

(2) That any profits otherwise under this contract required for the above periods are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that there are no classifications set forth therein for each laborer or mechanic conform with the work performed.

(3) That apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

- in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contracts have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below;

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- Each laborer or mechanic listed in the above referenced payroll has been paid as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS

[illegible]

NAME AND TITLE	SIGNATURE
<p>THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 241 OF TITLE 31 OF THE UNITED STATES CODE.</p>	

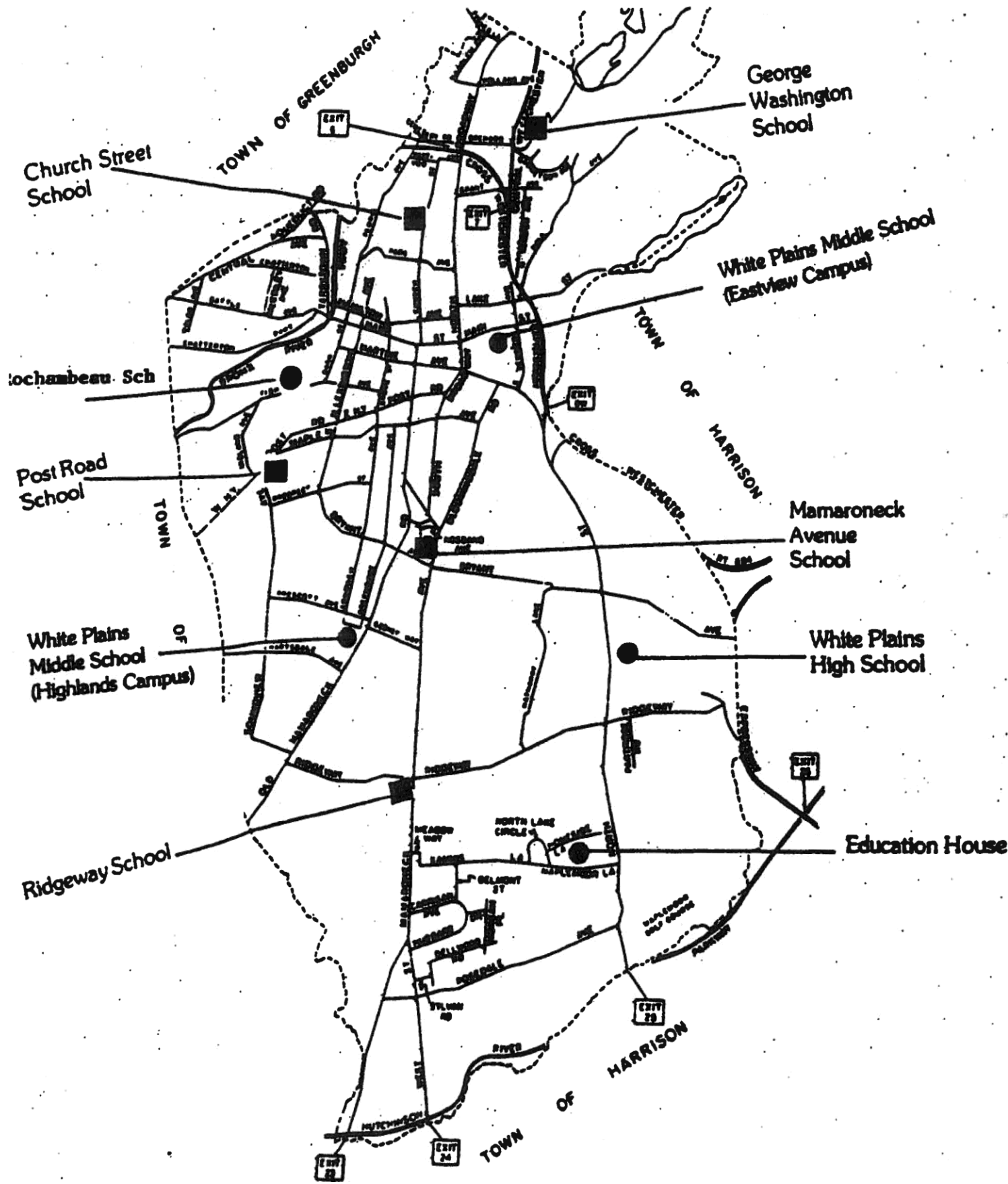
WHITE PLAINS CITY SCHOOL DISTRICT
5 Homeside Lane
White Plains, NY 10605

SCHOOL LOCATION/ADDRESS	MAIN OFFICE	HEAD CUSTODIAN	OFFICE PHONE	CELL PHONE	EMAIL
Church Street 295 Church St. 10603	422-2400	Darrel Kidd	422-2404	914-406-6267	darrelkidd@wpcsd.k12.ny.us
George Washington 100 Orchard St. 10604	422-2380	Willie Corredor	422-2387	914-262-5792	williamcorredor@wpcsd.k12.ny.us
Mamaroneck Ave 7 Nosband Ave. 10605	422-2286	Meuri Ferreras	422-2292	914-705-3099	meuriferreras@wpcsd.k12.ny.us
Post Road 175 West Post Rd. 10606	422-2320	Ajdin Meshaj	422-2329	914-703-5092	ajdinmeshaj@wpcsd.k12.ny.us
Ridgeway 225 Ridgeway 10605	422-2081	Pedro Molina	422-2085	914-329-6236	pedromolina@wpcsd.k12.ny.us
Highlands MS 128 Grandview Ave. 10605	422-2092	Sergio Martinez	422-2094	914-261-8524	sergiomartinez@wpcsd.k12.ny.us
Eastview 350 Main St. 10601	422-2223	Christian Reyes	422-2416	914-406-6584	christianreyes@wpcsd.k12.ny.us
White Plains HS (DAY) 550 North St. 10605	422-2182	Rudy Rivera	422-2137	914-703-5089	rodolforivera@wpcsd.k12.ny.us
White Plains HS (NIGHT) 550 North St. 10605	422-2182	Antonio Moronta	422-2137	914-703-5097	antoniomoronta@wpcsd.k12.ny.us
Rochambeau 228 Fisher Ave 10606	422-2420	Rob Dell'Orletta	422-2355	914-703-5090	robertdellorletta@wpcsd.k12.ny.us
Education House 5 Homeside Lane 10605	422-2050	Giovanni Chantre	422-2298	914-364-1750	giovannychantre1@wpcsd.k12.ny.us
Dammann House		Rudy Rivera	422-2137	914-703-5089	rodolforivera@wpcsd.k12.ny.us
Facilities & Operations 580 North St. 10605	422-2050	Xavier Hernandez	422-2206	914-539-1653	xavierhernandez@wpcsd.k12.ny.us

FACILITIES & OPERATIONS OFFICE:

Director of Facilities- Frank Stefanelli	Cell: 914-879-4188	frankstefanelli@wpcsd.k12.ny.us
Assistant Dir. of Facilities- Xavier Hernandez	Cell: 914-539-1653	xavierhernandez@wpcsd.k12.ny.us
Admin. Assistant- Barbara Barreiro	Office: 914-422-2051	barbarabarreiro@wpcsd.k12.ny.us
Requisition Clerk- Paula Christensen	Office: 914-422-2466	paulachristensen@wpcsd.k12.ny.us
Triton Construction- Fred Camilli	Cell: 516-252-7525	

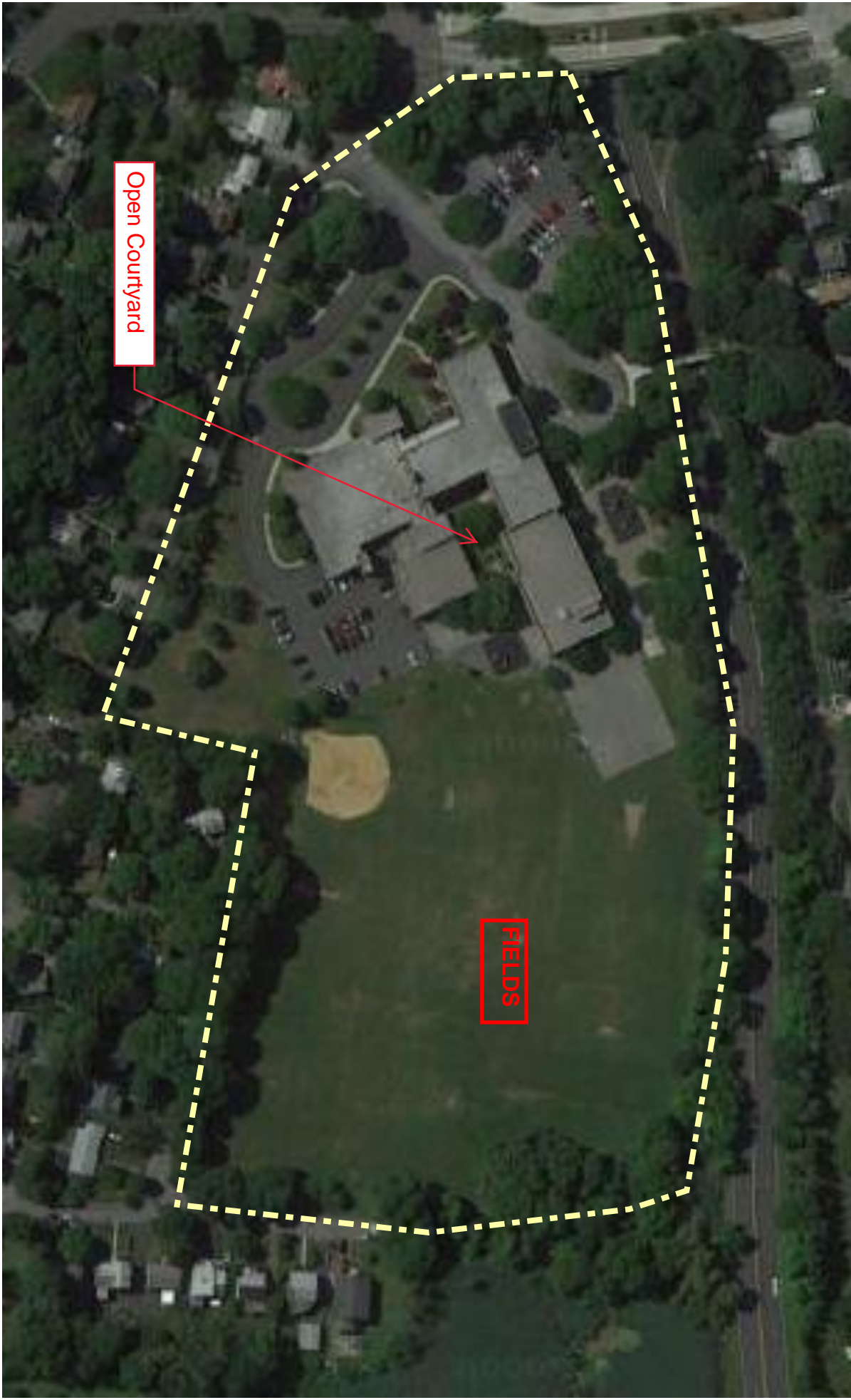
WHITE PLAINS CITY SCHOOL DISTRICT



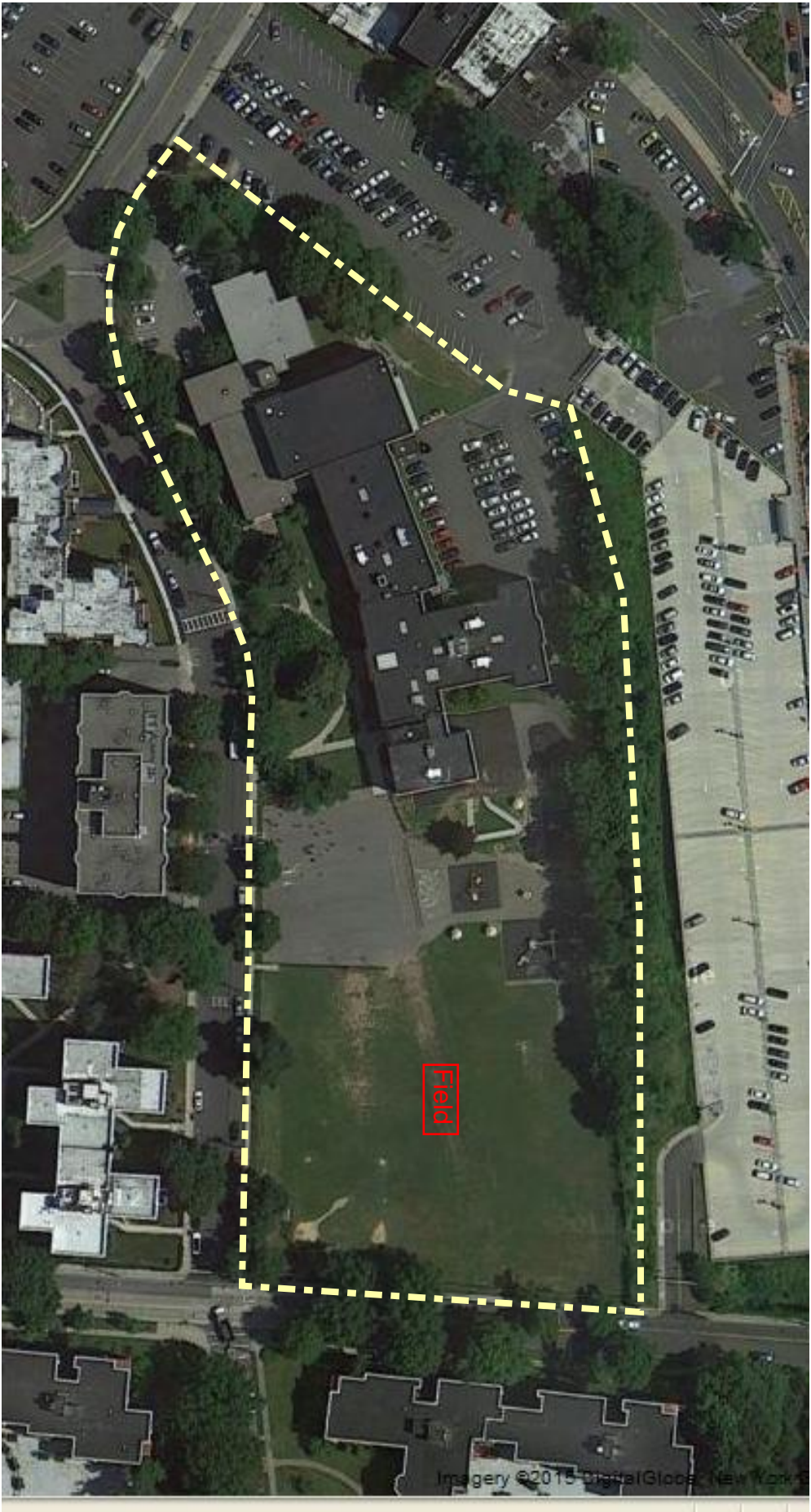
Church Street School
225 Church Street



Courtyard

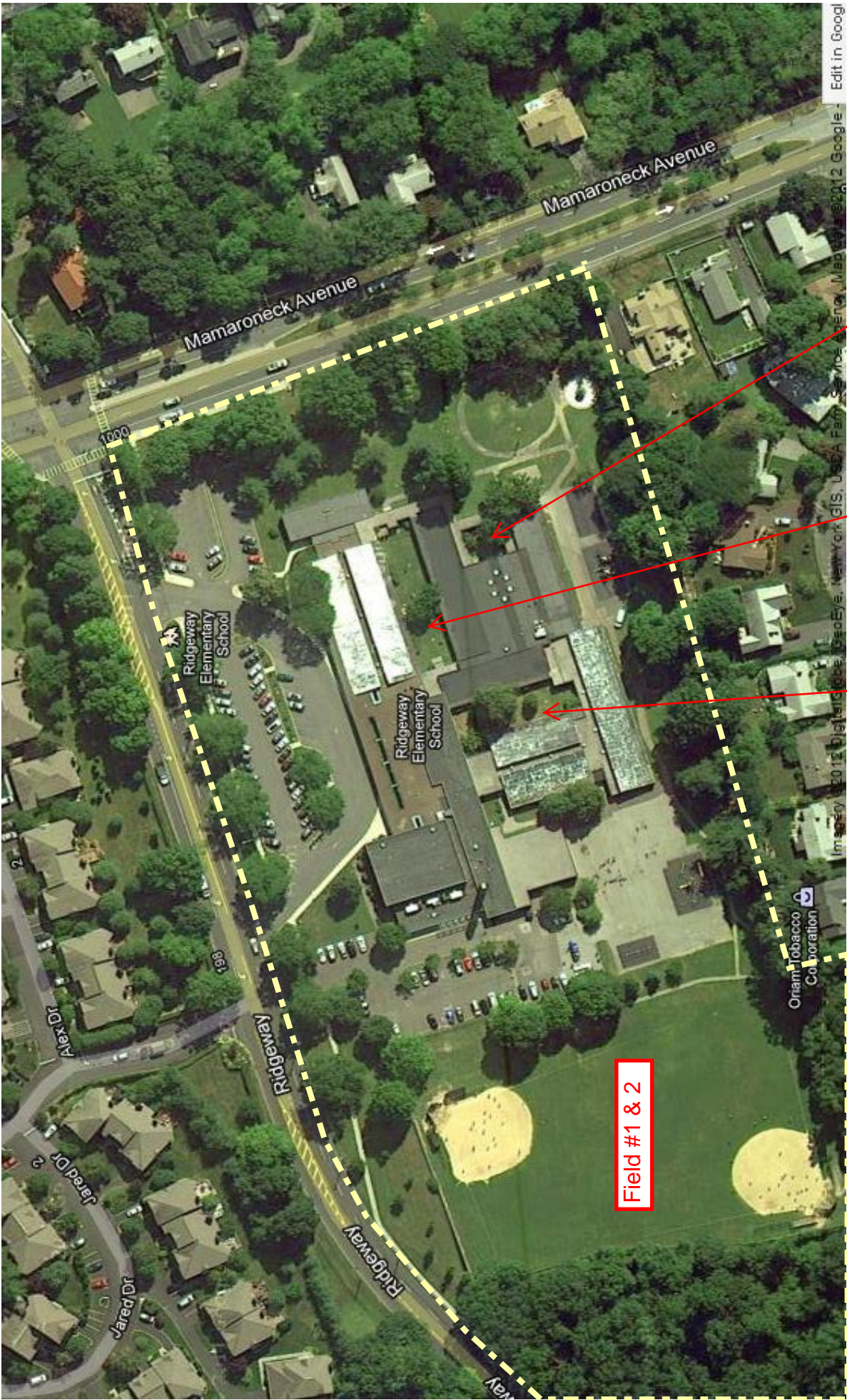


Mamaroneck Ave. Elementary School
7 Nosband Ave



Post Road Elementary School
175 West Post Road





Court Yard
#3

Court Yard
#2

Court Yard
#1

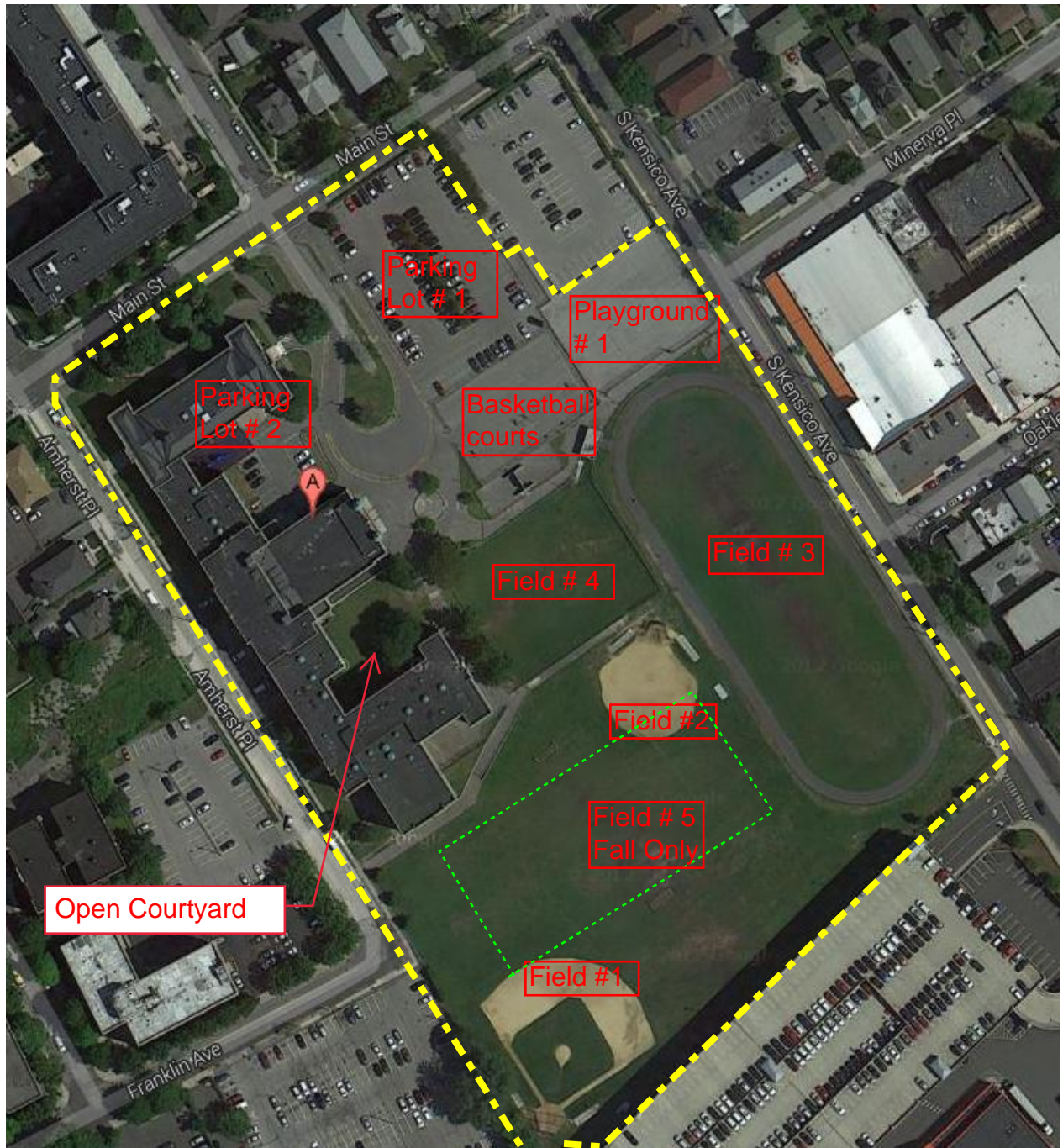
Field #1 & 2

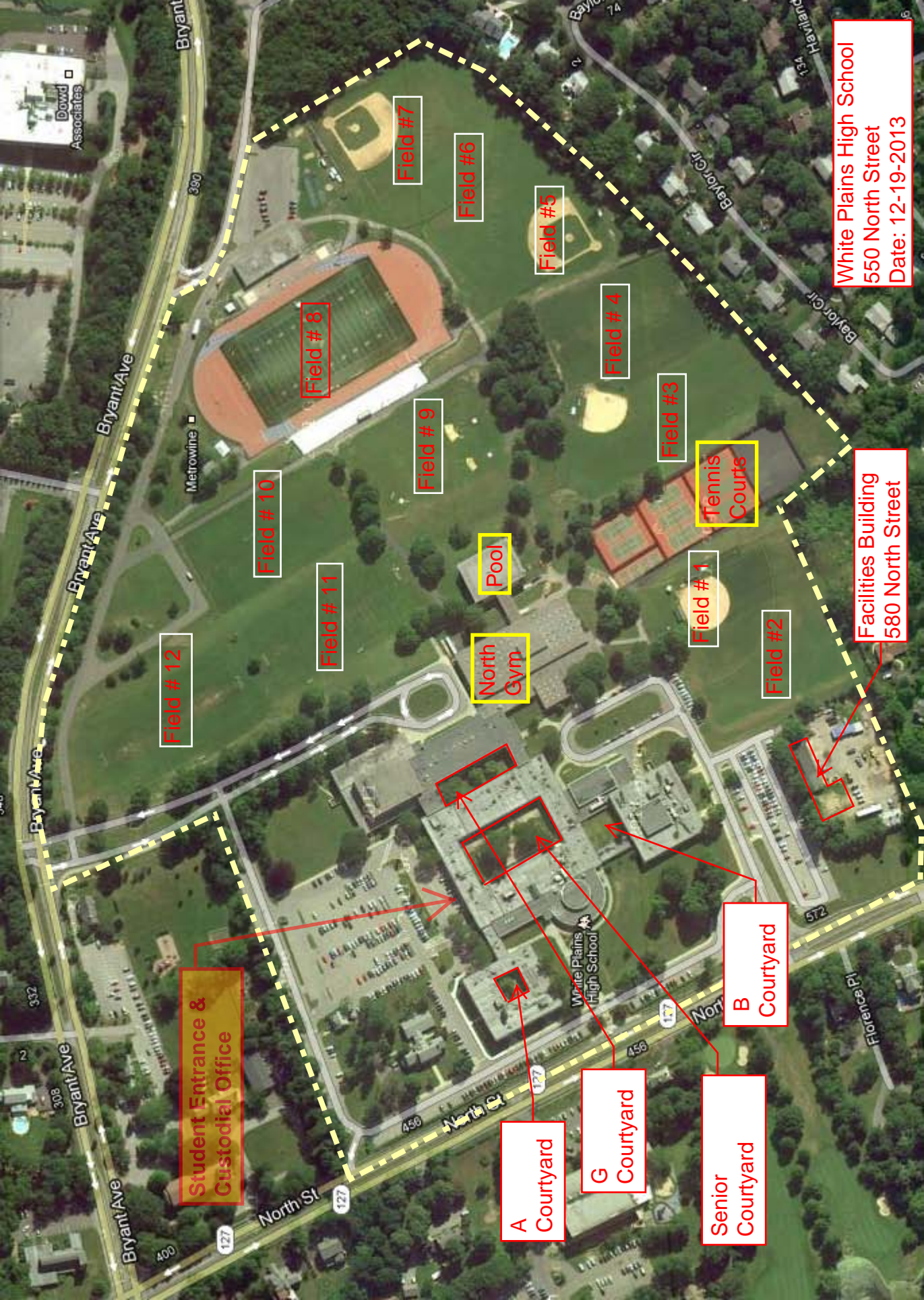
White Plains City School District
Ridgeway Elementary School
225 Ridgeway

White Plains City School District, Highlands Middle School & Ralph Field



White Plains City School District
Eastview Middle School
Main Entrance: Main St
Deliveries: 7 Amherst Place





White Plains High School
550 North Street
Date: 12-19-2013

Facilities Building
580 North Street

Student Entrance &
Custodial Office

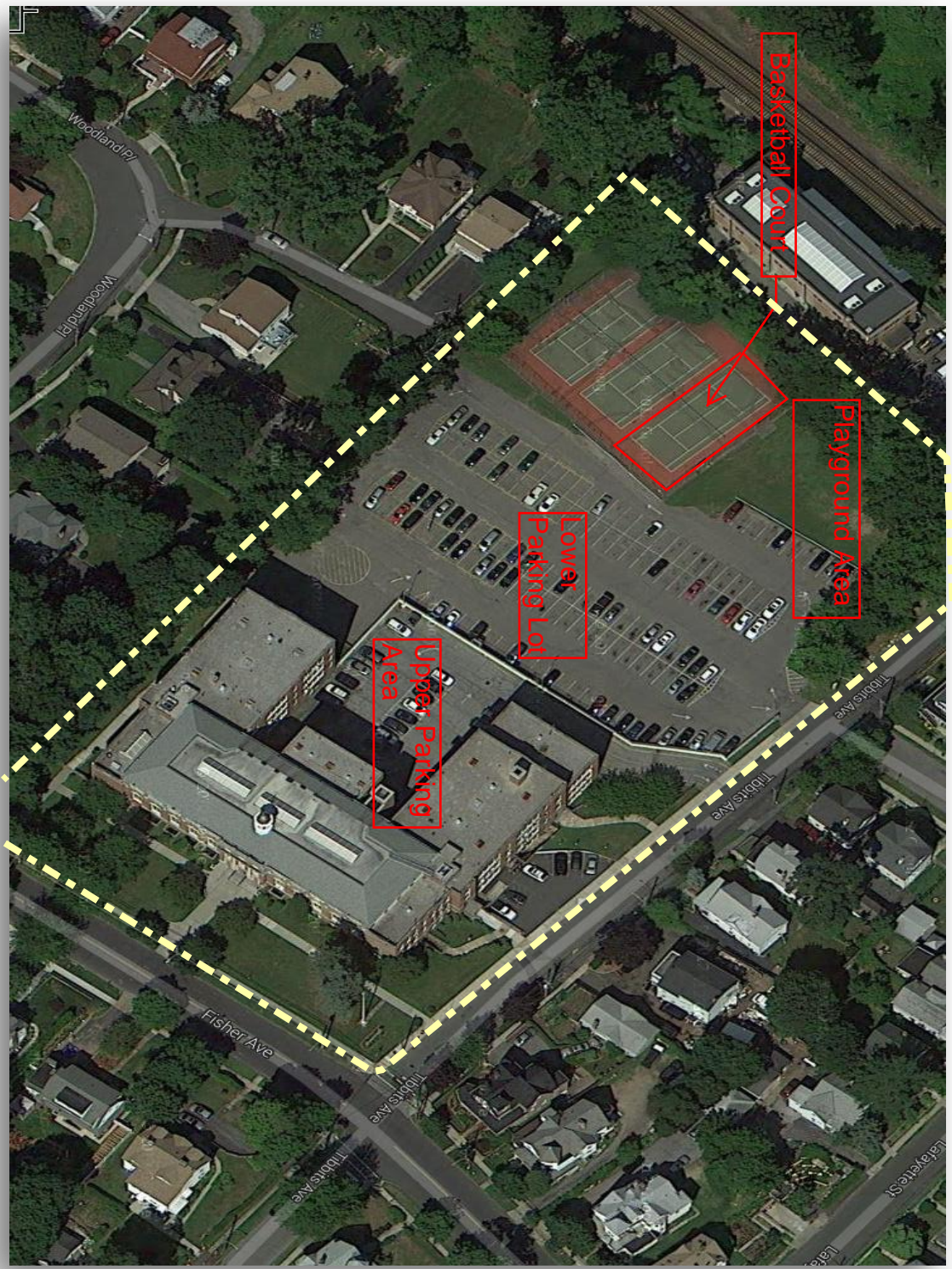
A
Courtyard

G
Courtyard

Senior
Courtyard

B
Courtyard

Rochambeau School
228 Fisher Ave



White Plains City School District
"Ed House"
5 Homeseide Lane
White Plains, NY

