



A Board of Cooperative Educational Services  
179 County Route 64, Mexico, NY 13114  
Phone: (315) 963-4253 | Fax: (315) 963-4447  
www.CiTiboces.org  
[www.CiTiboces.org/CooperativePurchasing](http://www.CiTiboces.org/CooperativePurchasing)

## Snow Removal and Sanding Services Bid B26-0002

**Bid Contract Dates: November 1, 2025 – April 30, 2026**

*With the option to extend the awarded contract for two (2) additional terms*

**Date of Bid Opening: Wednesday, September 24, 2025 at 2:00 p.m.\***

The Center for Instruction, Technology & Innovation (CiTi) is seeking bids from qualified contractors to provide excellent and affordable quality snow removal and sanding/salting services at the following four (4) leased property sites:

1. 80 Dutch Ridge Road, Oswego, NY 13126
2. 70 County Route 59, Phoenix, NY 13135
3. 5863 Scenic Avenue (State Route 3, North), Mexico, NY 13114
4. 3287 Main Street, Mexico, NY 13114

The bidders' qualifications, cost and compliance with the requirements of the CiTi bid will be used during the evaluation of the bidder selection.

Questions and copies of the specifications may be obtained by contacting Amy Rhinehart, School Purchasing Officer at the CiTi Business Office, 179 County Route 64, Mexico, NY 13114, or by calling (315) 963-4253 or by e-mailing [purchasing@CiTiboces.org](mailto:purchasing@CiTiboces.org).

Sealed bid submissions will be accepted until **2:00 p.m. on Wednesday, September 24, 2025**. Immediately thereafter a bid opening will be conducted to open and publicly read all bid responses.

CiTi reserves the right to reject any or all bids, in whole or in part, to waive any and all informalities, and to disregard all non-confirming, non-responsive, or conditional bids.

Bidder (Business) Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

After-Hours Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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## Section I: Introduction and Bid Schedule

### A. Announcement

The Center for Instruction, Technology & Innovation (CiTi) hereby solicits sealed competitive bids from contractors to provide snow removal and salting/sanding services at the following four (4) locations:

1. 80 Dutch Ridge Road, Oswego, NY 13126
2. 70 County Rt. 59, Phoenix, NY 13135
3. 5863 Scenic Avenue (State Route 3, North), Mexico, NY 13114
4. 3287 Main Street, Mexico, NY 13114

It is the purpose of this bid to select **ONE (1) CONTRACTOR** that will best satisfy the requirements of CiTi and to provide services for all locations listed.

This bid does not commit CiTi to pay any costs incurred in the preparation of bids. Further, CiTi reserves the right to accept or reject any or all bids or any part of a bid, if it is in its best interest to do so. Any factual information contained in this bid is for informational purposes only and is subject to independent verification by the bidder.

### B. Timeline

**The anticipated schedule of key events regarding this bid is as follows:**

Bid Issued: Thursday, September 4, 2025

Request for Content Clarification (Questions): Up to 2:00 p.m. Friday, September 12, 2025

Bids Due: Wednesday, September 24, 2025 at 2:00 p.m.  
*The Center for Instruction, Technology & Innovation (CiTi) hosts and records all bid openings via the Zoom platform. Bidders and members of the public can join the bid opening virtually by sending an email request in advance of the opening date and time to: [purchasing@citiboces.org](mailto:purchasing@citiboces.org). Bidders and members of the public who wish to join the bid opening in-person must follow visitor guidelines when present on CiTi property.*

Board Award: Wednesday, October 15, 2025

Contract Term: November 1, 2025 – April 30, 2026

Optional Contract Renewal Terms: November 1, 2026 – April 30, 2027  
November 1, 2027 – April 30, 2028

*Please Note: CiTi reserves the right to revise these dates.*

## Section II: General Terms and Conditions

### A. Request(s) for Content Clarification (Questions)

Any questions regarding the content of the bid must be made in writing and will be accepted up until the date and time identified in the Bid Schedule (See Section I, page 3). Answers to the questions will be provided to all bidders of record in the form of an addendum. The sole issuing authority of addenda shall be vested in the CiTi Business Office. Any addenda issued shall become part of this bid document.

### B. Bid Submissions

The bidder is requested to submit the COVER PAGE, ALL REQUIRED FORMS AND QUOTATION SHEET, along with any other documents, in the manner specified in the bid.

**ONLY SEALED BID SUBMISSIONS WILL BE ACCEPTED:** The bid must be signed (in ink) by a person authorized to legally bind the entity submitting the bid. Typewritten signatures are not acceptable. The bid must be enclosed in a sealed envelope or package clearly labeled on the exterior with the words **“B26-0002 Snow Removal and Sanding Services.”** Bids must be received by mail or hand delivered to CiTi no later than the time and date indicated in Section I, at the address shown below. A public bid opening will take place on the posted date and time in Section I. Any bids received after this stated time will be returned unopened.

*Bids are to be sent or delivered to:*

Amy Rhinehart, School Purchasing Officer  
Center for Instruction, Technology & Innovation  
179 County Route 64  
Mexico, NY 13114

*Express Mailings:*

All express envelopes must be clearly marked with the words “Sealed Bid Enclosed” on the front of the outside envelope. This is important in assuring that the bid is delivered properly. The sealed bid envelope (marked with bid number and name) must be included inside the express envelope.

### C. Prevailing Wage

New York State DOL Prevailing wage rate requirements for public work apply for a portion of the work solicited – the cleaning out of doors, sidewalks and walkways – areas where students, staff, visitors walk, enter/exit the building [for the buildings/areas noted on the bid]. This work falls under Article 9 (Building Services) and under the janitor/cleaner wage schedule as it would be work ‘typically’ performed by a school’s janitor or cleaner (as per the DOL). The PRC number assigned by the DOL is: 2025900989. Certified payrolls DO NOT need to be surrendered to CiTi as a condition of payment. The awarded contractor will need to keep their own records and have this information available should the DOL perform an audit of the work under the assigned PRC number. A copy of the wage schedule has been included with the bid, see Section IX.

**D. Damaged/Illegible Bids**

CiTi is not responsible for any bid or portion of a bid submittal that has been damaged or destroyed while in transit to CiTi. Bidders should take the necessary precautions to ensure that their submittal is received intact. Illegible bids, diskettes or vague documents will be rejected.

**E. Late Bids**

Bids received by CiTi after the submittal deadline will be rejected and shall be returned unopened. CiTi is not responsible for lateness of mail, carrier, etc. and the date/time stamp in the purchasing office shall be utilized in all cases to determine the official time of receipt.

**F. Altering Bids**

Bids cannot be altered or amended after the submittal deadline. Any interlineations, alteration or erasure made before opening time must be initialized by the authorized signer of the bid, guaranteeing authenticity.

**G. Exclusion**

No oral, electronic, telegraphic, telephonic or faxed bids will be considered.

**H. No Submittal**

Should the bidder not wish to submit a response at this time but wishes to remain on the list for future bids, please complete and return the NON-BIDDER'S RESPONSE FORM (see Section VIII)

**I. Contract/Agreement**

The successful bidder shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of CiTi.

**J. Contract Administrator**

CiTi will designate a contract administrator with the responsibility of ensuring compliance with all the contractual terms and conditions, including, but not limited to, the inspection and acceptance of the service(s) provided. The contract administrator will serve as liaison between the CiTi and the successful bidder.

**K. Tax Exempt**

CiTi is exempt from federal, state, and municipal sales/excise taxes, therefore, bid price shall not include any such tax.

**L. Time Zone**

All times indicated in the bid proposal are Eastern Standard Time (EST).

**I. Other Terms and Conditions**

**1. Conflict Of Interest**

No public official from the State of New York, County of Oswego or any local governmental unit located within the above counties shall have interest in the agreement.

**2. Venue**

This bid will be governed and construed according to the laws of the State of New York. The parties further agree by submission of a bid, all bidders agree that any dispute arising hereunder shall be litigated in a Court of competent jurisdiction situated in Oswego, NY, for any actions brought under this bid.

**3. Silence of Requirements**

The apparent silence of these terms and conditions as to any detail or to the apparent omission from it of the description concerning any point shall be regarded as meaning that only the best business practices are to prevail. All interpretations of these requirements shall be made on the basis of this statement.

**4. Interference**

There shall be no interference with the CiTi operations in the performance of the service(s) rendered under this contract.

**5. Termination Rights By CiTi**

CiTi shall have the option, in its sole discretion, to terminate an award agreement, at anytime during the term hereof, for convenience and without cause. CiTi shall exercise this option by giving the contractor written notice of termination. The notice shall specify the date on which the termination shall become effective. In such instances, the contractor will be required to remove all equipment(s) and supplies at its own expense in a timely manner.

**6. Indemnification**

The successful bidder shall indemnify and save CiTi and all CiTi employees/representatives harmless from and against all claims, demands, losses, costs, damages, suits, actions and proceedings by whomsoever made, brought or prosecuted and in any manner based upon arising out or, related to, occasioned by or attributable to the infringement or contribution to the

infringement of any intellectual or industrial property right by the articles, methods, processes or act employed by, or plans, drawings, specifications another written data provided by, the successful bidder or its employees in concern with providing services(s) hereunder (including, without limitations, legal expenses on a solicitor and client basis).

7. Default

If the successful bidder is in default, CiTi may, in its discretion, do all things necessary to effect compliance with the laws, regulations, terms, directives, rules and conventions referred to herein, and the successful bidder shall, on demand by CiTi, reimburse CiTi for all costs incurred by CiTi for that purpose.

8. Ethics

The bidder shall not accept or offer gifts or anything of value nor enter any business arrangement with any employee, official or agent of CiTi. Any contact between a bidder and a CiTi employee, board member, other than with the purchasing office, shall be grounds for disqualification.

9. Compliance

All product(s) must comply with all federal, state, county and local laws concerning this type of product(s) and the fulfillment of all ADA (American with Disabilities Act) requirements.

10. Drug/Smoke Free

CiTi maintains a drug and smoke free workplace. Use, possession or under the influence of drugs and / or alcohol or smoking while in performance of the agreement is strictly prohibited.

11. Non-Discrimination Requirements

In accordance with Article 5 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional, non-discrimination provisions, the bidder agrees that neither it nor its employees shall be reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any person who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under the Agreement.

CiTi does not discriminate on the basis of sex in the educational program or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 no to discriminate in such a manner. This policy of non-discrimination includes the following areas; recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational program; course offering and student activities.

12. Termination for Default/Non-Performance:

If the contractor is unable to fulfill his/her obligation to the contract, the Board of Education has the right to hire another contractor. This will be done when sufficient documentation of poor performance has been received by CiTi. Failure to perform will include failure to respond to CiTi's needs within a 30-minute timetable, and work, resulting in unsafe conditions. In the event the contractor is unable to accept the responsibility and CiTi is forced to incur costs beyond normal operation, the contractor will be billed for the financial burden.

13. Executory Clause:

This contract shall be deemed executory only to the extent of the monies appropriated and available for the purpose of the contract, and no liability on account thereof shall be incurred by the purchaser beyond the amount of such monies. It is understood that neither this contract nor any representation by any public employee or officer creates any legal obligation to request, appropriate or make available monies for the purpose of the contract.

14. New York State Sexual Harassment Laws:

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 the 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 shall, at a minimum, meet the requirements of section two hundred one-g of the NYS labor law. A model policy and training has been created by the NYS Department of Labor and can be found here: <https://www.ny.gov/programs/combating-sexual-harassment-workplace>

**J. Right to Purchase**

CiTi reserves the right to reject this bid in part or its entirety and purchase services from state or county contracts should it be deemed in the best interest of CiTi.

**K. Contract Term**

It is the intention of CiTi to award a contract to ONE (1) successful bidder for the term of **November 1, 2025 through April 30, 2026** with the option to renew the awarded contract for two (2) additional terms (November 1, 2026 through April 30, 2027 and November 1, 2027 to April 30, 2028) upon the mutual agreement of both parties.

**L. Award**

The award will take place at the October 15, 2025 CiTi Board of Education Meeting.



## Section III: Special Instructions

### A. Evaluation Criteria

Evaluation criteria have been established to assist CiTi in determining which bidder will provide the best-suited, quality services, which most nearly satisfies the requirements of CiTi. The criteria listed below are not of equal value or decision weights. CiTi will select the lowest responsible bidder, taking into consideration the following criteria:

1. Total cost to CiTi.
2. Services offered are in compliance with the scope of services.
3. Bidder's experience and performance in providing service(s) to other similar facilities or customers.
4. Bidder's submittal of required documents.
5. Other criteria as reasonably determined by CiTi.

### B. Evaluation of Bids

1. Either the School Purchasing Officer or an evaluation committee will evaluate each bid submitted.
2. During the bid evaluation period all communication shall be directed to the School Purchasing Officer.
3. Each bid will be evaluated according to the following process:

STEP ONE: To determine whether the bid conforms to the following minimum criteria for consideration. This includes submitting all required pages and forms (cover page, quotation sheet and required forms) as well as meeting the experience qualifications. Bid packages failing to submit the necessary documentation and meet experience qualifications may be rejected without further evaluation.

STEP TWO: References and equipment examination.

STEP THREE: The total cost of the snow removal, salting/sanding services.

**PLEASE NOTE: THIS IS AN AGGREGATE BID TO SELECT ONE (1) CONTRACTOR TO SERVICE ALL LOCATIONS IDENTIFIED.**

**C. Disqualification of a Bidder & Rejection of a Bid**

Any one or more of the following, among others, may be considered sufficient for the disqualification of a bidder and the rejection of the bid.

1. Evidence of collusion among bidders.
2. Failure to satisfy the submittal requirements of the bid
3. Lack of responsibility as shown by past work, reference, or other factors.
4. Default or termination of other contracts or agreements.
5. Illegible or vague bids.
6. Other causes as deemed appropriate at the board's sole and absolute discretion.

**D. Rights To Accept Or Reject**

It is understood that CiTi reserves the right to accept or reject any and all bids for any/or all services covered in this bid and to waive irregularities or technical deficiencies that, in the judgment of CiTi, best meet the requirements of CiTi.

**E. Final Selection**

The final selection will be made in an AGGREGATE manner to the lowest responsive, responsible bidder for ALL locations specified. If two or more bidders submit identical bids as to price, the decision of the board to award a contract to one of such identical bidders shall be final. (General Municipal Law, Sec. 103, Sub. 1)

## Section IV: Scope of Services

### A. Bid Scope: 80 Dutch Ridge Road, Oswego, NY 13126

Removal of snow and ice on the driveway, parking lot, ALL SIDEWALKS and DOORS/ENTRANCES at 80 Dutch Ridge Road, Oswego, NY 13126. (Monday – Friday, see below for more details).

#### General Outline:

The awarded contractor shall plow AND shovel as needed and when needed, generally early in the morning so that area is clear of snow and ready to receive traffic by 6:45 a.m. Salting and sanding should be completed by 7:00 a.m.

Contractor shall return on **school days** (if needed) if over 2” of new snowfall is accumulated during the school day or if conditions require salting or sanding to provide secure footing and vehicle traction. The driveway, parking lot and sidewalks must be cleared and salting/sanding must be completed by **1:45 p.m.** in preparation for school day dismissal.

Contractor must be able to remove ice and 1” or more of snow to provide secure footing and vehicle traction (with salt).

Saturday and Sunday snow removal and salting/sanding is at the contractor’s discretion, taking into consideration that the area needs to be cleared for the start of the school week AND that a fire lane should be maintained at all times for any amount of accumulation over 3”.

A copy of CiTi’s 2025-2025 School/Instructional Calendar and 2025-2026 Holiday Calendar appears in Section IX. The calendar identifies holidays (school closed/clerical holiday) and school breaks.

Holidays: CiTi is closed for business (no teachers/staff or students will report), contractor must provide a fire lane during these dates for any amount over 3” of accumulation

Thanksgiving Recess (November): CiTi is closed 11/26/2025, 11/27/2025, 11/28/2025, contractor must provide a fire lane during these dates for any amount over 3” of accumulation

Christmas/New Year’s Recess (December/January): CiTi is closed 12/24/2025, 12/25/2025 and 1/1/2026, contractor must provide a fire lane during these dates for any amount over 3” of accumulation.

A pre-season meeting/conference can be established, if requested, by the awarded contractor. The meeting would be with CiTi Contract Administrator.

**Special Considerations:**

1. Fire hydrant must be cleared and plowed out completely. The fire hydrant has been identified in Appendix A of Section IX.
2. **Contractor IS responsible for maintaining the sidewalks at the property.** These areas have been identified in Appendix A of Section IX.
3. **Contractor IS responsible for keeping the exterior doors clear of snow.** These areas have been identified in Appendix A of Section IX.
4. A transformer is located in the parking lot. Do not pile snow up and around this structure.
5. CiTi has identified in Appendix A of Section IX the areas where it is preferred the snow be pushed and piled for the duration of the season and contract.

**Equipment:**

1. All equipment must be provided and maintained by the contractor. Please complete the Equipment List in Section VII to identify the equipment that will be assigned to manage the property.
2. Contractor must have available equipment to remove snow and/or ice from the site.
3. Contractor must have available equipment to salt/sand the identified areas.
4. Contractor is welcome to store equipment on the property at his/her own discretion and risk. Equipment must not obstruct driveway or traffic patterns.

**Supplies:**

All supplies (salt, sand, etc.) and related implements must be supplied by the awarded contractor.

**Property Damage:**

Damage of any kind by the contractor, and/or its employee(s), to the parking areas, sidewalks, curbs, grounds or fixtures of the property while performing under this contract shall be repaired by the contractor by May 8, 2026 or CiTi shall make the repairs and bill the contractor for the materials and labor. **CiTi reserves the right to withhold the final (May) payment pending the completion and inspection of any landscaping damage repair work. See Section V Requirements (C. Payment Options) for more details.**

**B. Bid Scope: 70 County Route 59, Phoenix, NY 13135**

Removal of snow and ice on the driveway, parking lot, and ALL SIDEWALKS and DOORS at 70 County Route 59, Phoenix, NY 13135. (Monday – Saturday, see below for more details.)

**General Outline:**

The awarded contractor shall plow the driveway, parking lot and clear all of the sidewalks AND doors as needed and when needed, generally early in the morning so that area is clear of snow and ready to receive traffic by 7:00 a.m. Salting and sanding should be completed by 7:15 a.m. The location operates business Monday – Saturday. This location is not a student location. In the event that CiTi closes classes due to inclement weather, this location still needs to be cleared at the times indicated.

*CiTi's hosts large conferences at this location. The awarded contractor should try to maintain as many parking places as possible throughout the term of the contract. Ample parking is needed throughout the contract term for an influx of vehicles for the conferences.*

Contractor shall return on Monday – Saturday if over 2" of new snowfall is accumulated during the day or if conditions require salting or sanding to provide secure footing and vehicle traction. The snow must be cleared, and salting/sanding must be completed by 3:30 p.m. in preparation for the end of the workday.

Contractor must be able to remove ice and 1" or more of snow to provide secure footing and vehicle traction (with salt).

Sunday snow clearing, snowplowing and sanding is at the contractor's discretion, taking into consideration that the area needs to be cleared for the start of the work week AND that a fire lane should be maintained at all times for any amount of accumulation over 3".

A copy of CiTi's Holiday Calendar appears in Section IX. The calendar identifies major holidays when staff will not be reporting for work. Contractor must provide a fire lane during the identified holidays for any amount over 3" of accumulation.

A pre-season meeting/conference can be established, if requested, by the awarded contractor. The meeting would be with CiTi Contract Administrator.

**Special Considerations:**

1. Dumpsters must be cleared and plowed out completely. The dumpsters have been identified in Appendix B of Section IX.
2. **Contractor IS responsible for maintaining ALL of the sidewalks at the property AND walkway access to the identified doors.** These areas have been identified in Appendix B of Section IX.
3. CiTi has identified in Appendix B of Section IX the areas where it is preferred the snow be pushed and piled for the duration of the season and contract.

**Equipment:**

1. All equipment must be provided and maintained by the contractor. Please complete the Equipment List in Section VII to identify the equipment that will be assigned to manage the property.
2. Contractor must have available equipment to remove snow and/or ice from the site.
3. Contractor must have available equipment to salt/sand the identified areas.
4. Contractor is welcome to store equipment on the property at his/her own discretion and risk. Equipment must not obstruct driveway or traffic patterns.

**Supplies:**

All supplies (salt, sand, etc.) and related implements must be supplied by the vendor.

**Property Damage:**

Damage of any kind by the contractor, and/or its employees(s), to the parking areas, sidewalks, curbs, grounds or fixtures of the property while performing under this contract shall be repaired by the contractor by May 8, 2026 or CiTi shall make the repairs and bill the contractor for the materials and labor. **CiTi reserves the right to withhold the final (May) payment pending the completion and inspection of any landscaping damage repair work. See Section V Requirements (C. Payment Options) for more details.**

**C. Bid Scope: 5863 Scenic Ave (State Route 3, North), Mexico, NY 13114**

Removal of ***snow and ice*** on the ***driveway, parking lot, DOORS and OVERHEAD DOORS*** at 5863 Scenic Ave, Mexico, NY 13114. (**Monday – Saturday**, see below for more details).

**General Outline:**

The awarded contractor shall plow AND shovel as needed and when needed, generally early in the morning so that area is clear of snow and ready to receive traffic by 6:45 a.m. Salting and sanding should be completed by 7:00 a.m.

Contractor shall return on **Monday - Saturday** (if needed) if over 2" of new snowfall is accumulated during the school day or if conditions require salting or sanding to provide secure footing and vehicle traction.

The snow must be cleared and salting/sanding must be completed by **1:45p.m.** in preparation for the **first dismissal** of the day.

The snow must be cleared and salting/sanding must be completed again by **4:30 p.m.** in preparation for the **end of the workday.**

Contractor must be able to remove ice and 1" or more of snow to provide secure footing and vehicle traction (with salt).

Sunday snow removal and salting/sanding is at the contractor's discretion, taking into consideration that the area needs to be cleared for the start of the school/work week AND that a fire lane should be maintained at all times for any amount of accumulation over 3".

In the event that CiTi cancels classes due to inclement weather, this location still needs to be cleared. This location is not a student only location. Staff will need access to this building.

A copy of CiTi's Holiday Calendar appears in Section IX. The calendar identifies major holidays when staff will not be reporting for work. Contractor must provide a fire lane during the identified holidays for any amount over 3" of accumulation.

A pre-season meeting/conference can be established, if requested, by the awarded contractor. The meeting would be with CiTi Contract Administrator.

**Special Considerations:**

1. **Contractor IS responsible for keeping the exterior doors and overhead doors clear of snow.** These areas have been identified in Appendix C of Section IX.
2. CiTi has identified in Appendix C of Section IX the areas where it is preferred the snow be pushed and piled for the duration of the season and contract.

**Equipment:**

1. All equipment must be provided and maintained by the contractor. Please complete the Equipment List in Section VII to identify the equipment that will be assigned to manage the property.
2. Contractor must have available equipment to remove snow and/or ice from the site.
3. Contractor must have available equipment to salt/sand the identified areas.
4. Contractor is welcome to store equipment on the property at his/her own discretion and risk. Equipment must not obstruct driveway or traffic patterns.

**Supplies:**

All supplies (salt, sand, etc.) and related implements must be supplied by the vendor.

**Property Damage:**

Damage of any kind by the contractor, and/or its employees(s), to the parking areas, sidewalks, curbs, grounds or fixtures of the property while performing under this contract shall be repaired by the contractor by May 8, 2026 or CiTi shall make the repairs and bill the contractor for the materials and labor. **CiTi reserves the right to withhold the final (May) payment pending the completion and inspection of any landscaping damage repair work. See Section V Requirements (C. Payment Options) for more details.**



**D. Bid Scope: 3287 Main Street, Mexico, NY 13114**

Removal of *snow and ice* on the *driveway, parking lot, and ALL SIDEWALKS, DOORS and WHEELCHAIR RAMP* at 3287 Main Street, Mexico, NY 13114. (Monday – Saturday, see below for more details.)

**General Outline:**

The awarded contractor shall plow the driveway, parking lot and clear all of the sidewalks leading to entrances/exits, doors and the ADA ramp as needed and when needed, generally early in the morning so that area is clear of snow and ready to receive traffic by 7:00 a.m. Salting and sanding should be completed by 7:15 a.m. The location operates business Monday – Saturday. This location is not a student location. In the event that CiTi closes classes due to inclement weather, this location still needs to be cleared at the times indicated.

***The awarded contractor is expected to maintain at least four (4) parking places throughout the term of the contract.***

Contractor shall return on Monday – Saturday if over 2” of new snowfall is accumulated during the day or if conditions require salting or sanding to provide secure footing and vehicle traction. The snow must be cleared and salting/sanding must be completed by 3:30 p.m. in preparation for the end of the workday.

Contractor must be able to remove ice and 1” or more of snow to provide secure footing and vehicle traction (with salt).

Sunday snow clearing, snowplowing and sanding is at the contractor’s discretion, taking into consideration that the area needs to be cleared for the start of the work week AND that a fire lane should be maintained at all times for any amount of accumulation over 3”.

A copy of CiTi’s Holiday Calendar appears in Section IX. The calendar identifies major holidays when staff will not be reporting for work. Contractor must provide a fire lane during the identified holidays for any amount over 3” of accumulation.

A pre-season meeting/conference can be established, if requested, by the awarded contractor. The meeting would be with CiTi Contract Administrator.

**Special Considerations:**

1. **Contractor IS responsible for maintaining ALL of the sidewalks at the property, the wheelchair ramp AND access to the two (2) identified doors.** These areas have been identified in Appendix D of Section IX.
2. CiTi has identified in Appendix D of Section IX the areas where it is preferred the snow be pushed and piled for the duration of the season and contract.
3. Four (4) parking spaces should be maintained throughout the duration of the winter season.

**Equipment:**

5. All equipment must be provided and maintained by the contractor. Please complete the Equipment List in Section VII to identify the equipment that will be assigned to manage the property.
6. Contractor must have available equipment to remove snow and/or ice from the site.
7. Contractor must have available equipment to salt/sand the identified areas.
8. Contractor is welcome to store equipment on the property at his/her own discretion and risk. Equipment must not obstruct driveway or traffic patterns.

**Supplies:**

All supplies (salt, sand, etc.) and related implements must be supplied by the vendor.

**Property Damage:**

Damage of any kind by the contractor, and/or its employees(s), to the parking areas, sidewalks, curbs, grounds or fixtures of the property while performing under this contract shall be repaired by the contractor by May 8, 2026 or CiTi shall make the repairs and bill the contractor for the materials and labor. **CiTi reserves the right to withhold the final (May) payment pending the completion and inspection of any landscaping damage repair work. See Section V Requirements (C. Payment Options) for more details.**

## Section V: Requirements

### A. Minimum Qualifications

CiTi desires that all bidders possess certain references to ensure high quality service(s). Therefore, bidders must meet the following minimum requirements to be considered:

1. Bidder must have successfully provided service(s) of a similar type and specification and have a minimum experience of at least three (3) years, not limited to a BOCES and/or School District, prior to the submission of the bid.
2. Bidder must be otherwise qualified and eligible to receive an award.
3. Bidder shall be ready to furnish services for the contract term identified in the Bid Schedule, see Section I.
4. Bidder shall be ready and able to render service at the days and times identified in the Scope of Services.

### B. Insurance

Before commencing with the services under this contract, the successful bidder shall be required at their own expense to furnish CiTi with a certificate of insurance for the following amounts:

- a) General Public Liability: \$1,000,000.00 for injuries, including death, to any person and \$1,000,000.00 for damages on account of any one accident.
- b) Property Damage: \$300,000.00 for damage on account of any one accident and \$1,000,000.00 for damages on account of all accidents.
- c) Umbrella Liability: \$1,000,000.00, thereby providing additional liability

Insurance certificate must also have a clause stating that CiTi will be notified at least thirty (30) days prior to being canceled. All insurance requirements to be in force throughout the term of the contract.

### C. Payment Options

CiTi will pay the awarded contractor on a monthly basis.

CiTi will pro-rate the seasonal rate bid price and pay in seven (7) equal monthly installments. Payments will be processed on the following dates:

November 14, 2025  
December 15, 2025  
January 15, 2026  
February 16, 2026  
March 15, 2026  
April 15, 2026  
May 15, 2026

***CiTi reserves the right to withhold the final (May) payment pending the completion and inspection of any repair work due to damage incurred during the performance of the contract.***

## Section VI: Quotation Sheet

Bidder (Business) Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\*After-Hours Number: \_\_\_\_\_

*\*The after-hours number should be a number that CiTi's Contract Administrator can reach a company representative after the normal business day, on weekends, and holidays.*

<b>AGGREGATE, ALL-INCLUSIVE NET BID FOR <u>ALL</u> LOCATIONS FOR 2025-2026 SEASON (11/1/2025 to 4/30/2026)</b>	
	<b>2025-2026 Quote:</b>
<b>Snowplowing, Ice Removal, Salting/Sanding of:</b> <ul style="list-style-type: none"><li>• 80 Dutch Ridge Road, Oswego, NY 13126</li><li>• 70 County Route 59, Phoenix, NY 13135</li><li>• 5863 Scenic Avenue (State Route 3, North), Mexico, NY 13114</li><li>• 3287 Main Street, Mexico, NY 13114</li></ul>	
In the event that CiTi requests the awarded vendor to move or haul snow away, please provide the per hour price for this service:	

<b>AGGREGATE, ALL-INCLUSIVE NET BID FOR <u>ALL</u> LOCATIONS FOR 2026-2027 SEASON (11/1/2026 to 4/30/2027)</b>	
	<b>2026-2027 Quote:</b>
<b>Snowplowing, Ice Removal, Salting/Sanding of:</b> <ul style="list-style-type: none"><li>• 80 Dutch Ridge Road, Oswego, NY 13126</li><li>• 70 County Route 59, Phoenix, NY 13135</li><li>• 5863 Scenic Avenue (State Route 3, North), Mexico, NY 13114</li><li>• 3287 Main Street, Mexico, NY 13114</li></ul>	
In the event that CiTi requests the awarded vendor to move or haul snow away, please provide the per hour price for this service:	

<b>AGGREGATE, ALL-INCLUSIVE NET BID FOR <u>ALL</u> LOCATIONS FOR 2027-2028 SEASON (11/1/2027 to 4/30/2028)</b>	
	<b>2027-2028 Quote:</b>
<b>Snowplowing, Ice Removal, Salting/Sanding of:</b> <ul style="list-style-type: none"><li>• 80 Dutch Ridge Road, Oswego, NY 13126</li><li>• 70 County Route 59, Phoenix, NY 13135</li><li>• 5863 Scenic Avenue (State Route 3, North), Mexico, NY 13114</li><li>• 3287 Main Street, Mexico, NY 13114</li></ul>	
In the event that CiTi requests the awarded vendor to move or haul snow away, please provide the per hour price for this service:	

***\*All prices must be NET, inclusive of any and all SUPPLIES and FEES and TAXES. CiTi is exempt from federal, state, and municipal sales/excise taxes. REMINDER: Prevailing wage rate requirements are applicable.***

## SECTION VII (REQUIRED FORM):

### BID PROPOSAL CERTIFICATIONS

#### I. General Bid or Proposal Certification

The proposer certifies that it will furnish, the prices herein quoted, the services as proposed on this bid.

#### II. Non-Collusive Proposal Certification

By submission of this proposal, the proposer certifies that it is complying with Section 103-d of the 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-Collusion Bidding Certification**

**A.** By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to 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 bid a signed statement which sets forth in detail the reasons therefore. Where (A), (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of 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 subparagraph A(1).

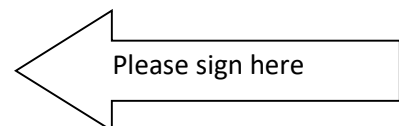
**C.** Any bid hereafter made to any political subdivision of the State or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or good sold or to be sold, where competitive bidding is required by statute, rule, regulation or local law, and where such bid contains the certification referred to in subdivision A of the section, 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 the corporation.

#### III. Conflict of Interest Certification

**A.** Each bidder must state, by signing below, that no officer or any member of the Board of Education, or the specific governing body, is, as defined within the General Municipal Law provisions relating to conflicts of interest, is directly or indirectly financially involved in this bid proposal.

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_



## SECTION VII (REQUIRED FORM):

### EXCEPTIONS OR LIMITATIONS TO BID SPECIFICATIONS AND CONDITIONS

This page must be completed and signed by the vendor in order for your bid to be considered by the Center for Instruction, Technology & Innovation.

If any exceptions or limitations to the bid conditions and specifications are part of your bid, you must check the following box and indicate the limitation(s) on this page.

☐

1. The following limitations or qualifications are included in this bid:

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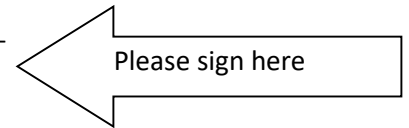
If no exceptions or limitations are part of your bid, you must check the following box:

☐

2. No Limitations or Exceptions Apply

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

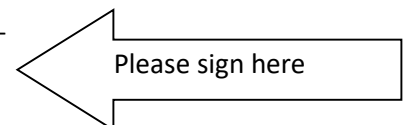


### BIDDERS ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

By signing below and submitting this bid for CiTi's consideration, the bidder acknowledges that he/she has read, understood and agrees to all aspects of the General Terms & Conditions, Special Instructions, Scope of Services, Requirements, all appendices and the Bidder Response/Quotation Form as presented without reservation or alteration. The Bidder, Bidder affiliates and any other agency that intercedes on the Bidder's behalf also agrees to hold the CiTi harmless and not responsible for any hardship that can or potentially could be caused and subsequently impacts the bidder as a result of this bid.

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_



## SECTION VII (REQUIRED FORM):

### CERTIFICATION OF COMPLIANCE IRAN DIVESTMENT ACT OF 2012

The Bidder/Contractor named below certifies compliance with The State of New York Iran Divestment Act of 2012 (Act), Chapter 1 of 2012 Laws of New York, State Finance Law subsection 165-a including the following:

1. By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) 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 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>.
2. Bidder/Contractor certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List.
3. Bidder/Contractor 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 Contract is renewed or extended.
4. During the term of the Contract, should the CiTi or a Component District receive information that Bidder/Contractor (as defined in the CiTi General Conditions) is in violation of the above-referenced certifications, the CiTi will review such information and offer the Bidder/Contractor (or any assignee) an opportunity to respond. If the Bidder/Contractor (or any assignee) 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 the CiTi shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.
5. The CiTi 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.

If the Bidder/Contractor is unable to certify that his/her name and the name of the Bidder/Contractor does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law, a signed statement setting forth in detail why it cannot be certified will be attached to this form.

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Signature & Company Position

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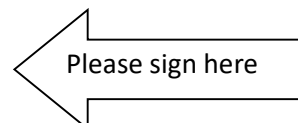
Print Name and Company Position

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Company Name

---

Date



## SECTION VII (REQUIRED FORM):

### REFERENCES

Vendor/Bidder Name \_\_\_\_\_

List three (3) companies or governmental agencies where like or similar service(s) have been provided within the last three (3) years:

1.     **Company Name:** \_\_\_\_\_  
  
      **Address:** \_\_\_\_\_  
                            Street/P.O. Box     City     State     Zip Code  
  
      **Contact Person:** \_\_\_\_\_     **Title:** \_\_\_\_\_  
  
      **Phone:** \_\_\_\_\_     **Fax:** \_\_\_\_\_  
  
      **Contract Date(s):** \_\_\_\_\_ to \_\_\_\_\_
  
2.     **Company Name:** \_\_\_\_\_  
  
      **Address:** \_\_\_\_\_  
                            Street/P.O. Box     City     State     Zip Code  
  
      **Contact Person:** \_\_\_\_\_     **Title:** \_\_\_\_\_  
  
      **Phone:** \_\_\_\_\_     **Fax:** \_\_\_\_\_  
  
      **Contract Date(s):** \_\_\_\_\_ to \_\_\_\_\_
  
3.     **Company Name:** \_\_\_\_\_  
  
      **Address:** \_\_\_\_\_  
                            Street/P.O. Box     City     State     Zip Code  
  
      **Contact Person:** \_\_\_\_\_     **Title:** \_\_\_\_\_  
  
      **Phone:** \_\_\_\_\_     **Fax:** \_\_\_\_\_  
  
          **Contract Date(s):** \_\_\_\_\_ to \_\_\_\_\_



**SECTION VII (REQUIRED FORM):**

**EQUIPMENT LIST:**

Vendor/Bidder Name \_\_\_\_\_

**Please list the equipment that will be utilized to perform the snow removal and sanding services identified in the bid scope. Please include the make, model and year for each piece of equipment listed:**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

## SECTION VII (REQUIRED FORM):

W9

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

<b>Form W-9</b> (Rev. March 2024) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b> Go to <a href="https://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.	<b>Give form to the requester. Do not send to the IRS.</b>																																								
<b>Before you begin.</b> For guidance related to the purpose of Form W-9, see <i>Purpose of Form</i> , below.																																										
Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)																																									
	<b>2</b> Business name/disregarded entity name, if different from above.																																									
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)																																								
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>																																									
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions.																																									
	<b>6</b> City, state, and ZIP code																																									
	<b>7</b> List account number(s) here (optional)																																									
<b>Part I Taxpayer Identification Number (TIN)</b>																																										
<p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</p> <p><b>Note:</b> If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>																																										
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="10" style="text-align: center;"><b>Social security number</b></td></tr><tr><td style="width: 20%;"> </td><td style="width: 20%;"> </td><td style="width: 20%;"> </td><td style="width: 20%;"> </td><td style="width: 20%;"> </td><td style="width: 20%;"> </td><td colspan="4">- <b>or</b> -</td></tr><tr><td colspan="10" style="text-align: center;"><b>Employer identification number</b></td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>			<b>Social security number</b>																- <b>or</b> -				<b>Employer identification number</b>																			
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						- <b>or</b> -																																				
<b>Employer identification number</b>																																										
<b>Part II Certification</b>																																										
<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"><li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and</li><li>I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and</li><li>I am a U.S. citizen or other U.S. person (defined below); and</li><li>The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</li></ol> <p><b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</p>																																										
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%;"><b>Sign Here</b></td><td style="width: 40%;">Signature of U.S. person</td></tr><tr><td> </td><td>Date</td></tr></table>			<b>Sign Here</b>	Signature of U.S. person		Date																																				
<b>Sign Here</b>	Signature of U.S. person																																									
	Date																																									
<b>General Instructions</b>																																										
<p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p><b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="https://www.irs.gov/FormW9">www.irs.gov/FormW9</a>.</p> <p><b>What's New</b></p> <p>Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.</p> <p>New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).</p> <p><b>Purpose of Form</b></p> <p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they</p>																																										
Cat. No. 10231X																																										
Form <b>W-9</b> (Rev. 3-2024)																																										

## SECTION VIII:

## QUESTION FORM

**ALL** questions with regard to this Bid **MUST** be emailed to the attention of Cooperative Purchasing on this form, [purchasing@citiboces.org](mailto:purchasing@citiboces.org).

**No questions will be entertained by any other means.** All questions must be submitted by 2:00 p.m. on September 12, 2025. Questions received after this time may not be addressed.

[illegible]

Vendor Name \_\_\_\_\_ Date \_\_\_\_\_

Telephone number \_\_\_\_\_

Email

## SECTION VIII:

### NON-BIDDER'S RESPONSE FORM

The Center for Instruction, Technology & Innovation (CiTi) is interested in ascertaining reasons for a prospective bidder's failure to respond to a bidding opportunity. If your company is **not** responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and email the form to [purchasing@CiTiboces.org](mailto:purchasing@CiTiboces.org)

We are **not** responding to this bidding opportunity for the following reason(s):

\_\_\_\_\_ We are unable to bid at this time, but please keep our name on this vendor list

\_\_\_\_\_ Services we provide do not meet the specifications provided.

\_\_\_\_\_ Specifications not clearly understood or applicable (too vague, too rigid, etc.).

\_\_\_\_\_ Contract is too small or too large (Please specify).

\_\_\_\_\_ The time provided was insufficient for preparation of bid.

\_\_\_\_\_ An incorrect address was used. Our correct mailing address is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Another branch or division handles this type of bid. We have forwarded this bid on to them but for the future the correct name and mailing address is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_

Vendor Name \_\_\_\_\_ Date \_\_\_\_\_

Telephone number \_\_\_\_\_

Email \_\_\_\_\_

## **SECTION VIII:**

**CENTER FOR INSTRUCTION, TECHNOLOGY & INNOVATION (CiTi)**

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

**SOLE SUPERVISORY DISTRICT**

**OSWEGO COUNTY**

**NOTICE TO BIDDERS**

The Board of Cooperative Educational Services of Oswego County, under the name Center for Instruction, Technology & Innovation, in accordance with Section 103 of Article 5-A of the General Municipal Law is seeking bids on behalf of itself for Snow Removal and Sanding Services Bid: Bid Number B26-0002.

Specifications, general information and bid forms may be obtained at the Center for Instruction, Technology & Innovations (CiTi) Purchasing Department, 179 County Route 64, Mexico, NY 13114 between the hours of 9:00 a.m. and 4:00 p.m. daily, except Saturdays, Sundays or Holidays, by calling 315-963-4253, by e-mailing [purchasing@CiTiboces.org](mailto:purchasing@CiTiboces.org) or at the website: [www.CiTiboces.org/cooperativepurchasing](http://www.CiTiboces.org/cooperativepurchasing).

Bids must be submitted on the bid forms provided by CiTi in strict adherence to the bid specifications and conditions. Sealed bid submissions will be accepted by CiTi (179 County Route 64, Mexico, NY 13114) until, but not later than, 2:00 p.m. on September 24, 2025. Immediately thereafter a bid opening will be conducted to open and publicly read all bid responses.

The Board reserves the right to reject any or all bids. The bid award shall be binding for the period of November 1, 2025 to April 30, 2026 with the option to extend the awarded contract for two (2) additional terms: November 1, 2026 to April 30, 2027 and November 1, 2027 to April 30, 2028.

Melissa Allard, Clerk of the Board

*Slated for posting in CiTi's legally designated newspaper, The Palladium Times, on 9/6/2025.*

# Center for Instruction, Technology & Innovation (CiTi) Snow Removal and Sanding Services Bid: B26-0002

## *Section IX: Appendix A Map of Location: 80 Dutch Ridge Road, Oswego*

*Page 1 of 2*





# Center for Instruction, Technology & Innovation (CiTi) Snow Removal and Sanding Services Bid: B22-0002

## Section IX: Appendix A Map of Location: 80 Dutch Ridge Road, Oswego

Page 2 of 2



### KEY:

1 = Fire Hydrant. Must be cleared out completely, 360°.

2 = Transformer. Do not pile snow around the transformer.

X = Sidewalks/Areas of Egress. Must be cleared completely by awarded contractor.

D = Doors. Must be cleared of snow.

NOTE: There's two exterior doors on the back of the building. One door is on the ground level. The second door on the second level. Both must be cleared of snow.

→ = Snow can be pushed/piled in the direction of the arrows.

# Center for Instruction, Technology & Innovation (CiTi)

## Snow Removal and Sanding Services Bid: B26-0002

### Section IX: Appendix B

### Map of Location: 70 County Route 59, Phoenix

Page 1 of 1

Location:

70 County Route 59  
Phoenix, NY 13135

The driveway, parking lot, sidewalks and doors identified on this map need to be cleared of snow. This map is provided to bidders as an illustration only and are not to be used as an exact reference. Areas may be narrower or more expansive than noted on the map.

Source: Google Maps

*This is a very large parking lot. Awarded contractor should try to maintain as many parking places as possible. CiTi's hosts large conferences at this location and ample parking needs to be available for an influx of vehicles.*



#### KEY:

1 = Dumpsters. Must be kept clear. Do not pile snow in front of or around the dumpsters.

X = Sidewalks. Must be cleared of snow.

D = Doors. Must be cleared of snow.

→ = Snow can be pushed/piled in the direction of the arrows.



# Center for Instruction, Technology & Innovation (CiTi) Snow Removal and Sanding Services Bid: B26-0002

## Section IX: Appendix C

Map of Location: 5863 Scenic Ave (St. Rte. 3, North), Mexico

Page 1 of 1

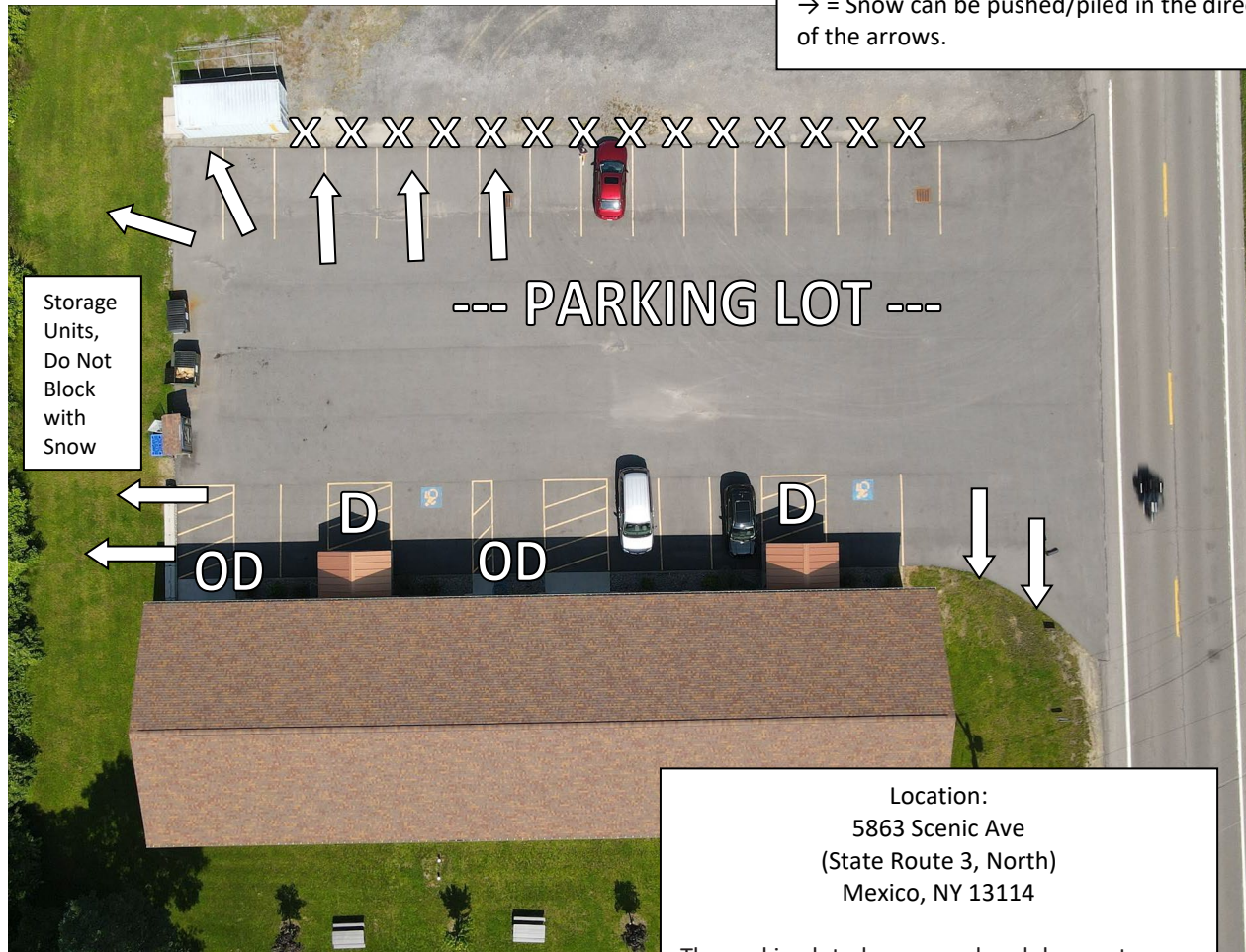
### KEY:

X = Property Line

D = Doors. Must be cleared of snow.

OD = Overhead Doors. Must be cleared of snow.

→ = Snow can be pushed/piled in the direction of the arrows.



The parking lot, doors, overhead doors, storage box and storage shed identified on this map need to be cleared of snow. This map is provided to bidders as an illustration only and are not to be used as an exact reference. Areas may be narrower or more expansive than noted on the map.

# Center for Instruction, Technology & Innovation (CiTi) Snow Removal and Sanding Services Bid: B26-0002

## *Section IX: Appendix D Map of Location: 3287 Main Street, Mexico*

*Page 1 of 1*

**KEY:**

D = Doors. Must be cleared of snow.

S = Sidewalk. Must be cleared of snow.

→ = Snow can be pushed/piled in the direction of the arrows.



Location:  
3287 Main Street  
Mexico, NY 13114

The driveway, parking lot, sidewalk, entrance doors (2) and ramp need to be cleared of snow. This rendering is provided to bidders as an illustration only and are not to be used as an exact reference. Areas may be narrower or more expansive than noted on the map.

# Center for Instruction, Technology & Innovation (CiTi)

## Snow Removal and Sanding Services Bid: B26-0002

### Section IX: Appendix E

### 2025-2026 School/Instructional Calendar

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SEPTEMBER 2025						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September 1 - Labor Day  
 September 2 - Staff Development Day  
 September 3 - Classes Begin

OCTOBER 2025						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 3 - Staff Development Day  
 October 13 - Columbus/Indigenous Peoples' Day

NOVEMBER 2025						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 10 - Staff Development Day  
 November 11 - Veterans Day  
 November 26-28 - Thanksgiving Recess

DECEMBER 2025						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 22-31 - Christmas Recess

JANUARY 2026						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 1 - New Year's Day  
 January 2 - Christmas Recess  
 January 19 - Martin Luther King, Jr. Day  
 January 20-23 - Regents Exams

FEBRUARY 2026						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February 16 - Presidents' Day  
 February 17 - Lunar New Year  
 February 18-20 - Winter Recess

MARCH 2026						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 9 - Staff Development Day  
 March 30 - April 3 - Spring Recess

APRIL 2026						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 3 - Good Friday  
 April 7-8 - Grades 3-8 ELA CBT Admin.  
 April 28-29 - Grades 3-8 Math CBT Admin

MAY 2026						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 5 - Grades 5 & 8 Science Written  
 May 25 - Memorial Day Observed

JUNE 2026						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 9-10, 17-26 Regents Exams  
 June 19 - Juneteenth Observed  
 June 26 - Rating Day/Last Day of School

SCHOOL DAY TALLY			
Sept	21	Feb	15
Oct	22	Mar	20
Nov	16	Apr	19
Dec	15	May	20
Jan	19	Jun	19
	93		93

**TOTAL DAYS = 186**

LEGEND
OPENING DAY OF SCHOOL
STAFF DEVELOPMENT DAY
RECESS DAYS
CBT 3-8 NYS ASSESSMENT DAYS
REGENTS EXAM DAYS
RATING DAY/ LAST DAY OF SCHOOL

*In the event all five emergency (snow) days are used, make up days would be made up on the first available recess period (i.e.: February/April break weeks). CITI employees who follow their component district's calendar are expected to also follow their calendar in the event the district is over the number of emergency days allowed.*

**Approved: March 19, 2025**

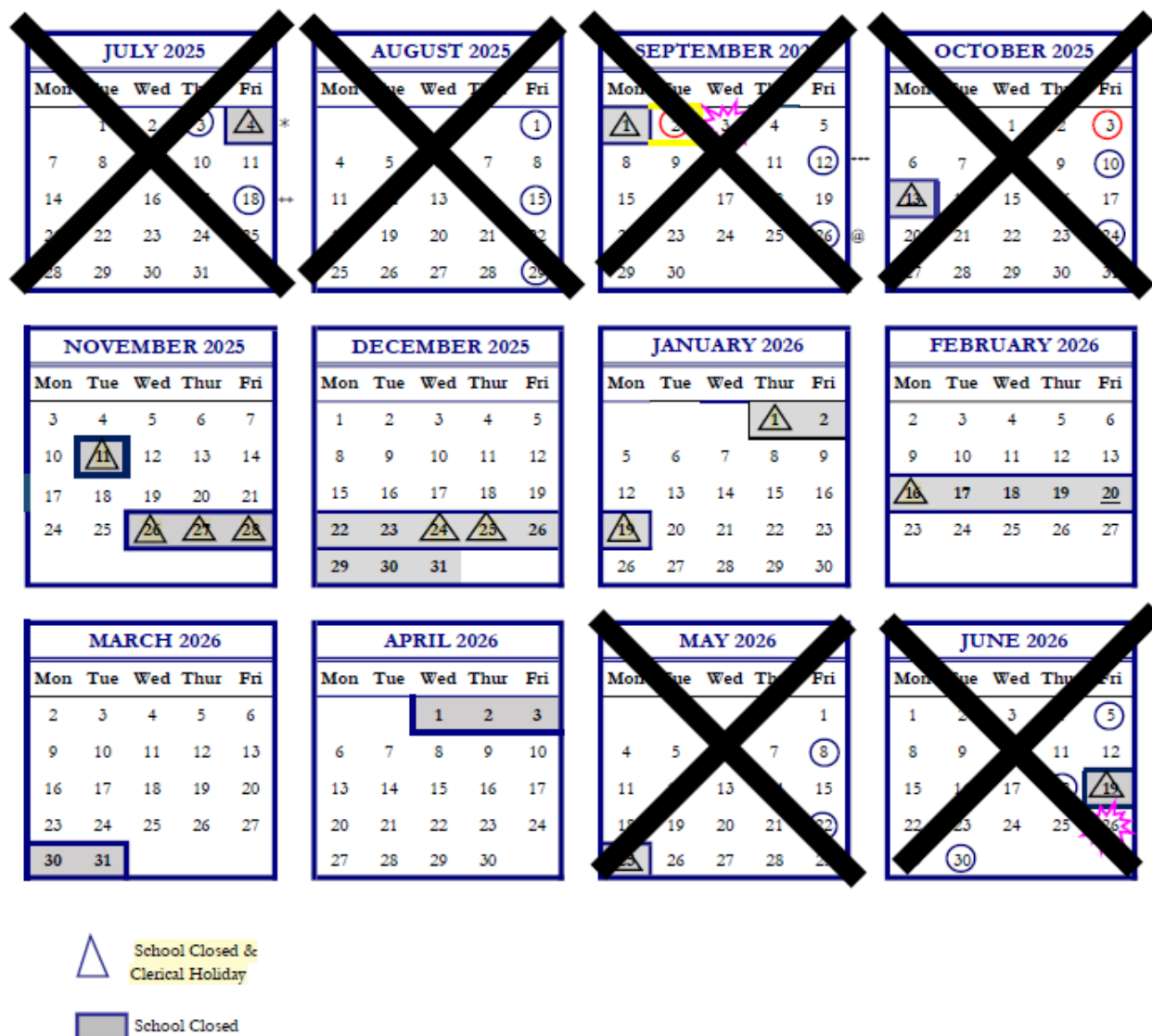
# Center for Instruction, Technology & Innovation (CiTi)

## Snow Removal and Sanding Services Bid: B26-0002

### Section IX: Appendix F

### 2024-2025 Holiday Calendar

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# Center for Instruction, Technology & Innovation (CiTi)

## Snow Removal and Sanding Services Bid: B26-0002

### Section IX: Appendix G

#### Prevailing Wage

[Wage Schedule](#) · [Submit Notice Of Award](#) · [Submit Notice Of Project Completion](#)

PRC#: 2025900989  
Type of Contracting Agency: Local School District

Acceptance Status: Accepted Article 9

#### Contracting Agency

Oswego County BOCES  
Amy Rhinehart  
School Purchasing Officer  
179 County Route 64  
Mexico NY 13114  
  
(315) 963-4253  
arhinehart@citiboces.org

#### Send Reply To

#### Project Information

**Project Title** Snow Removal 2025-2026  
**Description of Work** Snow removal and sanding services our school's four leased property sites. Includes walkways and entranceways.  
**Contract Id No.** CiTi SnowRemoval  
**Project Location(s)** Oswego County - Leased Sites  
**Route No / Street Address** 179 County Route 64  
**Village / City** Mexico  
**Town** Mexico  
**State / Zip** NY 13114  
**Nature of Project** Building Service Contract (Article 9 Only)  
**Approximate Bid Date** 09/24/2025  
**Checked Occupation(s)** Janitor, Porter, Cleaner

#### Applicable Counties

Oswego

Link to Wage Schedule:

<https://apps.labor.ny.gov/wpp/publicViewProject.do?method=showIt&id=1595287#>