



Center for Instruction,
Technology & Innovation

A Board of Cooperative Educational Services

179 County Route 64, Mexico, NY 13114

Phone: (315) 963-4253 | Fax: (315) 908-3952

www.CiTiboces.org or www.CiTiboces.org/CooperativePurchasing

Snow Removal Services

CiTi Bid B26-0006

Snow and Ice Management Services for/at the
Mexico Academy & Central School District

Sealed bid proposals will be received by the CiTi Purchasing Department no later than:

Date: Thursday, October 23, 2025 **Time:** 1:30 PM

All public bid openings hosted by The Center for Instruction, Technology & Innovation (CiTi) are made available virtually via the Zoom platform. Bidders and members of the public can join the live bid opening virtually by sending an email request in advance of the opening date and time to: purchasing@citiboces.org. Bidders and members of the public who wish to join the bid opening in-person must follow all visitor policy guidelines when present on CiTi property.

Location: CiTi

Attn: Purchasing Department

179 County Route 64

Mexico, NY 13114

The completed pricing proposal and all required documentation must be submitted in a sealed envelope and labeled "B26-0006 Snow Removal Services". Hard copy proposals must be received by the date and time noted above. Faxed and/or emailed proposal submittals will not be accepted.

Company Name	
Address	
City/State/Zip	
Tax ID Number	
Contact Person	
Phone	
Email	

Snow Removal Services

CiTi Bid B26-0006

The Center for Instruction, Technology & Innovation (CiTi) is seeking bids from qualified contractors to provide excellent and affordable snow removal, ice removal and sanding services at the Mexico Academy & Central School District (MACS).

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

BID TIMELINE

Bid Issued	October 6, 2025
Bid Questions Due*	Friday, October 10, 2025 by 1:30 p.m.
Response to Questions**	Tuesday, October 14, 2025 by 1:30 p.m.
Responses Due	Thursday, October 23, 2025 at 1:30 p.m.
Anticipated Award	November 6, 2025 at the MACS Board of Education Meeting
Anticipated Contract Term	November 7, 2025 – April 30, 2026
Optional Contract Renewal Terms	November 1, 2026 – April 30, 2027 and November 1, 2027 – April 30, 2028

**Questions regarding this bid may be emailed to Amy Rhinehart, School Purchasing Officer, at purchasing@citiboces.org. Questions should NOT be directed to the Mexico Academy & Central School District.*

***Responses to questions will be answered in the form of an addendum and posted on CiTi's public website (www.citiboces.org/cooperativepurchasing).*

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Section I: General Specifications

1. Introduction

This bid, conducted by the Center for Instruction, Technology & Innovation (CiTi), is for the Mexico Academy & Central School District (MACS) to select one (1) contractor to perform snow removal and ice management services in the specific paved/non-paved driveways and parking areas outlined at the following locations:

Mexico: High School, Middle School, Elementary School & Bus Garage

Palermo: Palermo Elementary School

New Haven: New Haven Elementary School

*NOTE: It is the purpose of this bid to select one (1) contractor that will best satisfy the requirements for all locations listed. This bid does not commit CiTi or MACS to pay any costs incurred in the preparation of bids. Further, CiTi and/or MACS reserve 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. **It is in a bidder's best interest to visit each location listed to visualize the scope of work.***

2. General Outline

The contractor shall plow as needed and when needed, generally early in the morning so that all areas are clear of snow by 5:00 AM (unless otherwise noted in Section #4, Requirements) and throughout the day. The responsibility of when to plow is left to the discretion of the contractor and the MACS Director of Facilities. The bid is to be offered with an annual (seasonal) rate - covering driver time, equipment, supplies and materials as indicated. New York State Department of Labor (DOL) Prevailing wage rate requirements for public work apply for the cleaning out of sidewalks, walkways, and areas of egress – areas where students 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, Porter, Cleander Category as it would be work 'typically' performed by this occupation (as per the DOL). **The PRC number assigned by the DOL is: 2025901110.** Certified payrolls **DO NOT** need to be surrendered to the Mexico Academy and Central School District 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 Appendix A.

The liaison with the School District is with the MACS Director of Facilities, who will verify the need to plow, pile or haul away snow at any time. The contractor must be available throughout the day, especially at school arrival and dismissal times. Athletic and/or special event schedules will be shared to ensure lots are cleared prior to and during such events.

3. Scope

The areas to be plowed, salted/sanded include:

Mexico Elementary School: Total 63,220 sq. ft. to include

- Liberty Street Parking Area
- School Driveway
- Bus Loop
- Visitor Parking lot
- No sidewalks

Mexico High School: Total 91,665 sq ft. to include

- Driveway entrance
- Parking area behind school
- Student parking area on south side of Liberty Street
- Stadium driveway/parking/paved areas between student parking area and the high school parking lot
- Small parking area on the north side of the creek, adjacent to the Stadium driveway/parking area
- No sidewalks

Bus Garage: Total 74,500 sq ft. to include

- All paved areas on front side and in back
- Driveway between bus garage and Mexico Middle School
- Temporary stone parking area east and northeast of Bus Garage
- Fire access driveway that extends to the East side of the Middle School
- Around fuel island and pumps

Mexico Middle School*: Total 112,240 sq. ft. asphalt driveway and parking

Total 22,200 sq. ft. concrete sidewalk

- All paved areas to include driveway and parking area behind school
- Main, Athletic and District Office entries
- District Office parking lot and Bus Loop
- All concrete sidewalks and steps (to be maintained by hand or with equipment weighing 3,000lbs or less) No truck or loader use.
- Concrete entry bridge
- Paved sidewalk parallel to St. Rt. 104 and behind school are NOT part of this contract

**NOTE: Driveway and parking lot areas at this location were reconfigured during the summer months as part of the district's ongoing capital project.*

Palermo Elementary School: Total 36,840 sq. ft. to include

- All paved driveway and parking areas in front of and on side of building
- All walkways in front, side and back of building to doors.

New Haven Elementary School: Total 35,010 sq. ft. to include

- Side parking lot and all paved areas in front of and on side of building
- All walkways, front, side and back of building doors.

4. Requirements

- a. Contractor must be available on a 24-hour basis throughout the duration of the contract, November 7, 2025 through April 30, 2026 and then November 1st through April 30th for each subsequent year.
- b. Plowing done at the High School by 4:30 AM, including alternate parking adjacent to and behind the athletic stadium.
- c. Plowing done at the Bus Garage must be completed by 5:00 AM.
- d. All other work locations completed by 6:00 AM
- e. Contractor must exclusively have a minimum of 3-yard Wheel loader with push blade and Pick-up with V-plow exclusively for Mexico High School, Middle School, Mexico Elementary School and Bus Garage. Pick-up must be on-site during every occurrence. Contractor is responsible for sidewalk snow removal at Mexico Middle School, Palermo Elementary and New Haven Elementary only.
Prevailing wage rate requirements for public work apply for the cleaning out of sidewalks, walkways, and areas of egress – areas where students walk, enter/exit the building. See page 3 [General Outline (#3),] and Appendix A for more details about prevailing wage.
- f. Snow removal on the Middle School sidewalks must be performed by hand or with equipment that has a gross weight of 3,000 pounds or less. To prevent damage, use of trucks or loaders is not permitted on the Middle School sidewalks. All equipment intended to be used is to be submitted on the Equipment Information Form that is included in this bid packet.
- g. Contractor must have a minimum of a Pick-up with V-plow and access or ability to transport a 3-yard Wheel Loader to push back snow when required or requested at Palermo Elementary and New Haven Elementary. It is also required that all parking spots be available, and no part of the parking lot should be used to stack snow at these locations.

- h. Contractor must have available equipment to remove snow / ice from the site at the school district's discretion.
- i. Contractor must have ample commercial salting capability for all locations as bid and salt must be applied each time snow is cleared. Salt applications may be required multiple times per day and should not be applied in lieu of plowing. All facilities are to be salted any time icing occurs (sleet, freezing rain, buildup of packed snow).
- j. Contractor must be able to remove ice and 1" or more of snow to provide secure footing and vehicle traction (with salt).
- k. Contractor must keep all parking areas clear of snow and/or ice at all times.
- l. Contractor must be able to remove snow/ice at all driveways every day, including weekends, school holidays and snow days. The only exceptions are Thanksgiving, Christmas Day, and New Year's Day, in which a fire lane will need to be provided for any amount over 3" of accumulation.
- m. Contractor is responsible for all snow removal at all Mexico Village Schools and Bus Garage. This includes removing snow during school hours. Parking lots must be cleared before 1:00 pm at the Bus Garage, Middle School and High School. Mexico Elementary, Palermo Elementary and New Haven Elementary lots should be cleared no later than 2:15 pm for afternoon dismissal.
- n. Contractor is responsible for all snow removal, at all schools, after school hours, to provide a clear and safe lot for evening activities and sporting events. Monday thru Friday until 12:00AM.
- o. Contractors' Onsite Operator must meet with the Director of Facilities prior to snow season to discuss and inspect the condition and requirements of each building (including but not limited to where snow will be pushed/stockpiled). Contractor is to include material and labor required to stake out each work area prior to the first snowfall. Snow placed in unapproved locations will need to be moved at the awarded contractor's expense.
- p. Contractor may not store equipment on CiTi or MACS school property.**
- q. Lawn and any other damage done by snow / ice removal must be repaired by May 20th following the season end on April 30th. The last payment will be made to the vendor after the repair work is finished and approved by the MACS Director of Facilities. Partial payment will be withheld for failure to perform or damage caused by the Contractor.
- r. Contractor is responsible for marking/staking obstacles and boundaries prior to the first snowfall.

- s. No plowing or salting is to be performed during student arrival or dismissal times.
- t. Damage to asphalt, sidewalks, curbs, light poles, guy wires, signage and buildings must be repaired or replaced to original or better condition.
- u. Contractor is encouraged to take photos of existing conditions prior to the start of each contract term (on/before 11/7/2025; 11/1/2026; 11/1/2027).

Section II: Terms and Conditions

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 Timeline, page 2). Answers to the questions will be provided to all bidders in the form of a bid 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.

Bid Due Date

The bidder is requested to submit all pages of this bid document, along with any other documents in the manner specified in the bid. ONLY sealed bid submissions will be accepted. All bid submissions must be signed (in ink) by a person authorized to legally bind the entity submitting the bid. Typewritten signatures are not acceptable.

SEALED BID SUBMISSIONS: All sealed bid submissions must be enclosed in a sealed envelope or package clearly labeled on the exterior with the words **“B26-0006 Snow Removal Services.”** Bids must be received by mail or hand delivered to CiTi (and CiTi ONLY) no later than the time and date indicated, at the address shown below. Any bids received after this stated date and 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.

NOTE: Emailed or faxed bid submissions will NOT be accepted.

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 documents will be rejected.

Late Bids

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

Altering Bids

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

Exclusion

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

No Submittal

Should the bidder not wish to submit at this time but wishes to remain on the list for future bids, please complete and return the NON-BIDDER'S RESPONSE FORM (included in this bid packet).

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 and/or MACS.

Contract Administrator

MACS will designate a contract administrator with responsibility to ensure 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 school district and the successful bidder.

Contact/Communication

At least one of the awarded contractor's vehicles in use will be equipped with a cellular phone.

Claims and Disputes

Claims for damage to equipment or disputes regarding obligations under the Contract must be made in writing to MACS (Jolean Bliss, School Business Executive AND Michael Wood, Director of Facilities) within 21 days after occurrence of the event, giving rise to the claim or dispute as a condition precedent to any further action on the claim. Notice of the claim or dispute must be stated with sufficient specificity to allow an adequate investigation to be made.

Dangerous/Defective Conditions

In the event the Contractor encounters any dangerous and/or defective physical conditions on the District's premises, the contractor shall promptly give notice to MACS (Jolean Bliss, School Business Executive AND Michael Wood, Director of Facilities), but in no event later than 21 days after the first observance of the condition.

Other Terms and Conditions

- a) 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.
- b) 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, New York, for any actions brought under this bid.
- c) 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.
- d) Interference: There shall be no interference with the MACS operations in the performance of the service(s) rendered under this contract.
- e) Termination Rights: MACS shall have the option, in its sole discretion, to terminate an award agreement, at anytime during the term hereof, for convenience and without cause. The school district shall exercise this option by giving the contractor written notice of termination. The notice shall be at least 30 days and shall specify the date on which the termination shall become effective. In such instances, the contractor will be required to remove all equipment and supplies at its own expense in a timely manner.
- f) Indemnification: The successful bidder shall indemnify and save CiTi/MACS and all CiTi/MACS 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).

The provisions of this section shall survive the expiration or sooner termination of this agreement.

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

- h) 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 or MACS. Any contact between a bidder and a CiTi and/or MACS employee, board member, other than with the purchasing office, shall be grounds for disqualification.
- i) 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.
- j) Drug/Smoke Free: MACS 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. **Smoking in vehicles or equipment while on school grounds is NOT permitted.**
- k) 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 subcontractors 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 and MACS 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.

- l) 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.

Contract Term, Extensions and Award

It is the intention of CiTi to recommend to the Mexico Academy & Central School District Board of Education to award the bid in an aggregate manner to one (1) successful bidder for a contracted term of November 7, 2025 through April 30, 2026 with the option to extend the contract for two (2) additional terms, November 1, 2026 through April 30, 2027 and November 1, 2027 to April 30, 2028.

Contract extensions must in writing, must be agreed upon between both parties (MACS and the awarded contractor) and must be determined by July 1st for upcoming contracted season. July 1, 2026 for the 2026-2027 season and July 1, 2027 for the 2027-2028 season.

The award is slated to take place at the Mexico Academy & Central School District Board of Education Meeting on November 6, 2025.

Insurance

Bidder must submit a certificate of Insurance showing the following minimum coverage:

1. Commercial General Liability limit not less than 1,000,000/each occurrence plus \$100,000 property damage (renters or owners)
2. Automobile liability insurance limits not less than \$100,000/\$300,000 bodily injury and \$50,000 property damage or a single limit of not less than \$300,000/\$300,000.
3. Workmen's compensation and Employer Liability coverage if an employee of the contractor is to be utilized at any time.

Damage of Property

Damage of any kind by the contractor, and/or its employee(s), to the parking areas, sidewalks, curbs, grounds or fixtures of property owned by the Board of Education or others, while performing under this contract shall be repaired by the contractor or the Board shall make the repairs or have repairs made and bill the contractor for materials and labor.

Failure to Perform

If the contractor is unable to fulfill his/her obligation to the contract, the MACS Board of Education has the right to hire another contractor. This will be done when sufficient documentation of poor performance has been received by the District. Failure to perform will include failure to respond to the District'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 the district is forced to incur costs beyond normal operation, the contractor will be billed for the financial burden.

If this Contractor fails to meet the times for completion, the MACS has the right to supplement, with their own equipment, and manpower, without notice, at a rate of \$50 per hour per piece of manned equipment, billed back to the Contractor.

Lack of labor, faulty or inoperable equipment will not relieve the contractor of their contractual obligations. Contractor is responsible for providing ample notification if such situation arises.

Tax Exemption

No charge will be allowed for Federal, State, or Municipal Sales and Excise taxes, from which the Board of Education is exempt. The prices bid shall be net and shall not include the amount of any such tax. As provided by Section 529.2 (a)(3)(b)(2) of the Sales and Use Tax Regulations exemption is evidenced by a valid purchase order issued by the Board of Education.

Acceptance/Rejection

CiTi and/or the MACS Board of Education will accept this bid as a whole, or individual area, or in its discretion will reject all bids and re-advertise in the manner provided by Section 103 of the General Municipal Law.

Payment Options

Seasonal bid payment will be seven equal payments at the end of each month, November through May, to total the overall bid amount. Lawn and any other damage done by snow / ice removal must be repaired by May 20th of the contract term ending on April 30th. The last payment will be made to the vendor after the repair work is finished and approved by the Director of Facilities. Partial payment will be withheld for failure to perform or damage caused by the Contractor.

Qualifications of Bidder

CiTi and/or MACS may make such investigation as it deems necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to CiTi all such information and data for this purpose as may be requested. Upon submission of their bid, all bidders must provide at least two (2) references or businesses that they are presently doing plowing or salting work for.

Before any bid is to be awarded CiTi reserves the right to have the MACS Director of Facilities inspect equipment that will be furnished for use on school property. The address of current storage facility for such equipment is required. In the event the equipment is not owned by the bidder, but is available for their use, proof of availability is necessary. A rental or lease agreement is acceptable.

The Board of Education reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the Board of Education that such bidder is not properly qualified to carry out the obligations of the contract and complete the work contemplated therein. Conditional bids will not be accepted.

Section III: Special Instructions

Evaluation Criteria

Evaluation criteria have been established to assist CiTi in determining which bidder will provide the best-suited, quality service(s), which most nearly satisfies the requirements of the needs of the Mexico Academy & Central School District. The criteria listed below are not of equal value or decision weights. CiTi/MACS will select the lowest responsive bid, taking into consideration the evaluation of the following criteria:

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

Evaluation of Bids

1. Either the CiTi School Purchasing Officer or a MACS evaluation committee will evaluate each bid submitted.
2. During the bid evaluation period all communication shall be directed to the CiTi School Purchasing Officer
3. Each bid will be evaluated according to the following process to determine if it meets the evaluation criteria outlined in this bid.
 - a. First will be to determine whether the bid conforms to the minimum criteria for consideration. Each bidder will be required to meet the necessary experience, insurance, bonding and financial information that are required for submitted with the bid package. Bid packages failing to submit the necessary documentation may be rejected without further evaluation.
 - b. Next a bidder's experience and references will be examined.
 - c. The total cost of the services.

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.

Final Selection

The final selection will be made on the basis of the lowest responsible bidder who complies with the overall requirements of this bid document. The award is slated to take place at the MACS Board of Education Meeting on November 6, 2025.

Notice of Award

Following the MACS Board of Education Award, an award determination notice will be sent to the awarded contractor and all bidders of record.

Section IV: Bid Response Sheets

SNOW REMOVAL SERVICES

CiTi Bid B26-0006

Snow and Ice Management Services at the MEXICO CSD

BIDDERS ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

VENDOR NAME: _____

ADDRESS: _____

PHONE: _____

The undersigned, in accordance with this invitation to bid and having carefully examined the instructions to bidders, general specifications, all conditions any all appendices affecting the prescribed service, hereby proposes without reservation or alternation to furnish the service of snow plowing/removal/salting during the winter months of the 2025-2026 school year (November 7 to April 30), with the possibility of extending for two (2) additional terms (November 1st to April 30th) upon the mutual agreement of all parties on/by July 1st of the upcoming season. Prices are to be listed on the attached bid form(s) and shall be held FIRM for the entire contract period. Vendor will be expected to adhere to the schedule and requirements as outlined. Additionally, the Bidder, Bidder affiliates and any other agency that intercedes on the Bidder's behalf also agrees to hold the CiTi and MACS 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.

Signed: _____

Printed Name: _____

Title: _____

Date: _____

Section IV: Bid Response Sheets

SNOW REMOVAL SERVICES

CiTi Bid B26-0006

Snow and Ice Management Services at the MEXICO CSD

SCOPE AND QUOTE SHEET

VENDOR NAME: _____

I wish to submit a bid for Snow Removal and Salting/Sanding Services for the Mexico Central School District for the following areas (square footage is approximate):

1. Mexico Elementary School: Total 63,220 sq. ft. to include
 - Liberty Street Parking Area
 - School Driveway
 - Bus Loop
 - Visitor Parking lot
 - No sidewalks

2. Mexico High School: Total 91,665 sq ft. to include
 - Driveway entrance
 - Parking area behind school
 - Student parking area on south side of Liberty Street
 - Stadium driveway/parking/paved areas between student parking area and the high school parking lot
 - Small parking area on the north side of the creek, adjacent to the Stadium driveway/parking area
 - No sidewalks

3. Bus Garage: Total 74,500 sq ft. to include
 - All paved areas on front side and in back
 - Driveway between bus garage and Mexico Middle School
 - Temporary stone parking area east and northeast of Bus Garage
 - Fire access driveway that extends to the East side of the Middle School
 - Around fuel island and pumps

4. Mexico Middle School*: Total 112,240 sq. ft. Asphalt driveway and parking
Total 22,200 sq. ft. Concrete sidewalk

- All paved areas to include driveway and parking area behind school
- Main, Athletic and District Office entries
- District Office parking lot and Bus Loop
- All concrete sidewalks and steps (to be maintained by hand or with equipment weighing 3,000lbs or less) No truck or loader use.
- Concrete entry bridge
- Paved sidewalk parallel to Rt 104 and behind school are NOT part of this contract

**NOTE: Driveway and parking lot areas at this location were reconfigured during the summer months as part of the district's ongoing capital project.*

5. Palermo Elementary School: Total 36,840 sq. ft. to include

- All paved driveway and parking areas in front of and on side of building
- All walkways in front, side and back of building to doors.

6. New Haven Elementary School: Total 35,010 sq. ft. to include

- Side parking lot and all paved areas in front of and on side of building
- All walkways, front, side and back of building doors.

Seasonal Price, to include ALL plowing, salting and removal of snow/ice

Total Seasonal Price for 2025 – 2026: \$_____

Total Seasonal Price for 2026 – 2027: \$_____

Total Seasonal Price for 2027 – 2028: \$_____

The undersigned, in accordance with this invitation to bid and having carefully examined the instructions to bidders, general specifications, and all terms and conditions affecting the prescribed service, hereby proposes to furnish snow removal services.

Company (Bidder) Name:		Business Phone:	
Signature:		Emergency Phone:	
Printed Name:		Date:	
Title:			

Section IV: Bid Response Sheets

SNOW REMOVAL SERVICES

CiTi Bid B26-0006

Snow and Ice Management Services at the MEXICO CSD

EQUIPMENT INFORMATION

Bidder Name: _____

Equipment List: Please list the equipment that will be assigned to maintain snow removal services at MACS. Please include make, model and year for each piece of equipment listed. NOTE: IF USING EQUIPMENT FOR THE SIDEWALKS AT THE MIDDLE SCHOOL (see Requirements, item F), PLEASE LIST THAT EQUIPMENT TOO:

Equipment Location: Please list the address(es) where equipment is stored:

Section IV: Bid Response Sheets

SNOW REMOVAL SERVICES

CiTi Bid B26-0006

Snow and Ice Management Services at the MEXICO CSD

REFERENCES

Bidder Name: _____

List two (2) companies or governmental agencies where like or similar service(s) have been provided in the last five (5) years:

1. Company Name: _____

 Address: _____
 Street/P.O. Box City State Zip Code

 Contact Person: _____ Title: _____

 Phone: _____ Contract Date(s): _____ to _____

2. Company Name: _____

 Address: _____
 Street/P.O. Box City State Zip Code

 Contact Person: _____ Title: _____

 Phone: _____ Contract Date(s): _____ to _____

SECTION V: Bid Forms

SNOW REMOVAL SERVICES

CiTi Bid B26-0006

Snow and Ice Management Services at the MEXICO CSD

BID PROPOSAL CERTIFICATIONS

I. General Bid or Proposal Certification

The proposer certifies that it will furnish, the prices herein quoted, the materials, equipment and/or 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).

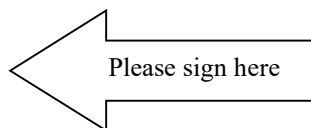
C. Any bid hereafter made to any political subdivision of the State or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or good sold or to be sold, where competitive bidding is required by statute, rule, regulation or local law, 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 of any participating school district, or any member of any related Board of Education, including The Center for Instruction, Technology & Innovation, or the specific governing body, is, as defined within the General Municipal Law provisions relating to conflicts of interest, directly or indirectly financially involved in this bid proposal.

Authorized Signature _____

Title _____



SECTION V: Bid Forms

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EXCEPTIONS OR LIMITATIONS TO BID SPECIFICATIONS AND CONDITIONS

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

A. If any exceptions or limitations to the bid conditions and specifications are part of a bidder's proposal, check box #1 (below), indicate the limitation(s) on the lines provided, and sign below.

☐

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

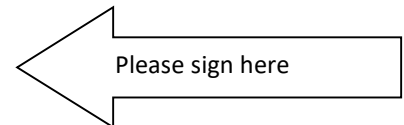
B. If no exceptions or limitations are part of a bidder's proposal, check box #2 (below) and sign below.

☐

2. No Limitations or Exceptions Apply

Authorized Signature _____

Title _____



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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/Offerers 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 CiTi or the School District receive information that Bidder/Contractor (as defined in the General Conditions) is in violation of the above-referenced certifications, CiTi or the School District 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 CiTi or the School District 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. CiTi and/or the 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.

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.

Signature & Company Position

Print Name and Company Position

Company Name

← Please sign here

Date _____

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QUESTION FORM

ALL questions with regard to this Bid **MUST** be sent to the attention of Cooperative Purchasing on this form, email to: purchasing@citiboces.org.

No questions will be entertained by any other means. All questions must be submitted by 1:30 p.m. on Friday, October 10, 2025. Questions received after this time may not be addressed.

Company Name _____

Contact Person _____

Telephone number _____

Date _____

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NON-BIDDER'S RESPONSE FORM

For the purpose of facilitating your firm's response to our invitation to bid, the Center for Instruction, Technology & Innovation (CiTi) is interested in ascertaining reasons for prospective bidder's failure to respond to bidding opportunities. If your firm is **not** responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and email to 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

_____ Items or materials requested not manufactured by us or not available to our company.

_____ The products and/or services we provide do not meet the specifications provided.

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

_____ Bid quantities 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 _____

SECTION VI: Legal Notice

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT
OSWEGO COUNTY
NOTICE TO BIDDERS

The Board of Cooperative Educational Services of Oswego County, known as the Center for Instruction, Technology & Innovation (CiTi), in accordance with Section 103 of Article 5-A of the General Municipal Law is seeking bids on behalf of the Mexico Academy & Central School District for Snow Removal Services, Bid Number B26-0006.

Specifications, general information and bid forms may be obtained at the 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 or at the website: www.CiTiboces.org/cooperativepurchasing.

Bids must be submitted on the bid forms provided by CiTi in strict adherence to the bid specifications and conditions. ONLY sealed bid submissions will be accepted, and the bid number and the bidder's name and address must be indicated on the front of the envelope. Sealed bid submissions will be received at the CiTi Business Office, 179 County Route 64, Mexico, NY 13114 until, but not later than 1:30 p.m. on October 23, 2025. Immediately thereafter a bid opening will be conducted to open and publicly read all bid responses.

The board of education reserves the right to reject any or all bids. The bid award shall be binding for a contract term of November 7, 2025 to April 30, 2026 with the option to extend the awarded contract for two (2) additional terms.

Melissa Allard
CiTi Clerk of the Board

*CiTi's Legally Designated Newspaper Where This Notice is Slated to Appear:
The Palladium Times on 10/8/2025*