

# RESURFACING OF TENNIS COURTS

## Specifications and General Conditions

Specifications and General Conditions are attached for your review. If you are interested in submitting a proposal, please include the following in your bid packet:

1. Statement of qualifications and experience
2. Manufacturer's Specifications and Data
3. Completed Quotation Sheet (attached)
4. Completed Non-Collusive Certificate (attached)
5. Insurance Certificate (requirements detailed within)
6. Date of work commencement, if awarded bid

**Bids will be received until 2:00 p.m. on Thursday March 14, 2024, and will be opened at 2:00 p.m. that day at the District Office.** Bids received after that time and date above mentioned shall be rejected regardless of reason for late arrival. Facsimiles will not be accepted.

To submit bid by mail:

Mail bid to one of the addresses listed below. Enclose bid in a sealed envelope, addressed to Danielle McAfee, Business Administrator, and show on the face of the envelope the name of the bidder, the date and time of the bid opening and clearly mark "Resurfacing of Tennis Courts".

Via Regular Mail  
Saranac Central School District, District Office  
P.O. Box 8  
Saranac, NY 12981

Via Courier Service:  
Saranac Central School District, District Office  
#32 Emmons Street  
Dannemora, NY 12929

To submit a bid by e-mail:

Electronically mail bid by sending it to [bids@saranac.org](mailto:bids@saranac.org). Bids received electronically will not be opened until the bid opening date and time referenced above.

**A. SCOPE OF WORK/ SPECIFICATIONS:**

1. Work to include resurfacing of four (4) existing tennis courts located at the Saranac Elementary School, 18 Picketts Corners Road, Saranac, NY 12981.
2. Bidders are required to provide a level of oversight needed to verify a professional outcome. The resulting work must provide regulation tennis courts as presently in place.
3. Bidders are required to verify the existing conditions by arranging a site visit with Ethan Goslin, Director of Facilities II. Pictures of the courts can be provided if accessibility is limited due to weather conditions. Please contact Mr. Goslin by calling 518-565-5621 or by e-mail at [egoslin@saranac.org](mailto:egoslin@saranac.org).
4. Preparation Work of Existing Courts:
  - a. Clean and fill all structural cracks with a fortified acrylic binder.
  - b. Fill all hairline cracks with rubberized liquid crack filler.
  - c. Clean entire area with compressed air prior to recoating.
5. Re-Surfacing Work:
  - a. Two (2) coats of designated product to be applied to existing courts.

- b. Texture coat to contain the proper amount of sand to provide a tough wearing surface. Sand mixture ration must provide approximately 60-90 mesh.
  - c. Color of courts must be verified and approved during the above-mentioned mandatory site visit.
  - d. Four (4) sets of white hand painted, regulation tennis lines.
- 6. Product Delivery/ SDS/ References Required:
  - a. Delivery: All materials shall be delivered to the site in unopened original containers, bearing the manufacturer's printed labels. The selected product information must be submitted to the Director of Facilities II for review.
  - b. All SDS information must be submitted to the Director of facilities II prior to award and as part of the bid process.
  - c. References must be enclosed within the bid document from five (5) similar jobs that have been completed. The list shall include current contacts, along with contact telephone numbers.
- 7. Job Conditions:
  - a. The schedule of work shall be coordinated with Ethan Goslin, Director of Facilities II, at 518-565-5621. Work may commence June 1, 2024, and must be completed by June 24, 2024.

**B. GENERAL CONDITIONS:**

- 1. Submission of Bid
  - a. Bids are to be received by Thursday March 14, 2024, and the bids will be opened at 2:00 p.m. on that day at the District Office.
  - b. Bids received after the time stated in the Notice to Bidders, regardless of any reason, may not be considered and will be returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the school district.
  - c. The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the supplies, materials, or equipment required and a representation that the bidder can furnish the supplies, materials, or equipment satisfactorily in complete compliance with the specifications.
  - d. No alteration, erasure, or addition is to be made in the typewritten or printed matter. Deviations from the specifications must be set forth in the space provided in bid for this purpose.
  - e. The decisions of the school district as to whether an alteration or substitution is in fact "equal" shall be final. If bidding on items other than those specified, the bidder must in every instance give the trade designation of the article, manufacturer's name, and detailed specifications of item he proposes to furnish. Otherwise, the bid will be construed as submitted on the identical item as specified.

- f. Bidder must insert the price per unit and the extension against each item in this bid/ n the event of a discrepancy between the unit price and the extension, the unit price will govern. Prices shall be extended in decimals, not fractions.

2. Award:

Awards will be made to the lowest responsible bidder, as will best promote the public interest taking into consideration the reliability of the bidder, the quality of the materials, equipment or supplies to be furnished, their conformity with the specifications, the purpose of which required, and the terms of the delivery.

The school district reserves the right to reject all bids. Also reserved is the right to reject, for cause, any bid whole or in part, to waive technical defects, qualifications, irregularities, and omissions if in its judgment the best interests of the district will be served. Also reserved is the right to reject bids and to purchase items on State Contract if such items can be obtained on the same terms, conditions, specifications, and at a lower price.

The school district reserves the right to make awards within sixty (60) days after the date of the bid opening during which period bids may not be withdrawn unless the bidder distinctly states in his bid that acceptance thereof must be made within a shorter specified time.

Where the bidder is requested to submit a bid on individual terms and on a total sum of sums, the right is reserved to award bids on individual items or on total sums.

3. **General Insurance Requirements:**

A. **INSURANCE:** Contractor/vendor shall not commence work under this contract until he has obtained all insurance required under the following paragraphs and such insurance has been approved by the Saranac Central School District.

Workers' Compensation Insurance: Contractor/vendor shall take out and maintain during the life of this contract, workers' compensation insurance and employer's liability insurance for all of his employees employed at the site of the project. If work involves the inter-state waters of Lake Champlain, then coverage for United States Longshoremen's and Harbor Workers' Act is to be included.

New York State Disability Benefits: Contractor/vendor shall maintain coverage as required by law for disability benefits.

General Liability Insurance: The contractor/vendor shall take out and maintain during the life of the contract, such bodily, personal injury and property damage liability insurance as shall protect him and the school district from claims for damages including accidental death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. It shall be sufficient to fully protect himself and the school district, but in no instance shall amounts be less than those set forth below. These amounts are specific only to establish the MINIMUM coverage acceptable.

Bodily injury, property damage, and personal injury liability insurance in an amount not less than \$1,000,000 (one million dollars) per occurrence for injuries,

including wrongful death subject to an annual aggregate limit in an amount not less than \$1,000,000 (one million dollars).

Other Conditions of General Liability Insurance:

1. Coverage shall be written on Commercial Liability Form, or its equivalent.
2. Coverage shall include:
  - a. contractual liability
  - b. independent contractors
  - c. products and completed operations
3. Saranac Central School District, P.O. Box 8, Saranac, New York 12981 shall be added to the General Liability policy as "Additional Insured".

Evidence of Insurance: the contractor/vendor shall file with the school district insurance office before commencing work under this contract, a certificate that shall bear the following information:

- a. Name and address of insured.
- b. Titles and location of operations to which insurance applies.
- c. Policy number, insurance company name, and type or types of insurance in force thereunder on the date borne by such certificate.
- e. Thirty-day notice of cancellation and non-renewal.
- f. If contractor's/vendor's insurance policies should expire or not be renewed during the life of the contract, contractor/vendor shall provide the school district with a new certificate of insurance which indicates the replacement policy information as requested above.
- g. Saranac Central School District, P.O. Box 8, Saranac, New York 12981, shall be added to the General Liability policy as "Additional Insured".

**Saranac Central School District**  
**Safety Rules and Accident Prevention**

Saranac Central School district is committed to safety on all its projects. All contractors and sub-contractors shall be made aware of the Project Safety Rules listed below:

1. All contractors (sub) before beginning the project will give their employees a safety orientation and explain the Project Safety Rules.
2. Any accident shall be reported to the site supervisor immediately. All contractors (sub) are required to maintain current SDS sheets and to train their employees in the identification and safe handling of hazardous chemicals.
3. Eye, face, and hearing protection must be used when cutting, grinding, chipping, burning, welding, air cleaning or using power actuated tools. Personal protective equipment shall be maintained and kept in clean working order.
4. The use of alcohol, illegal drugs or tobacco products will be ground for immediate removal from the project.
5. Any horseplay, pranks, or any action, which may endanger others, will not be allowed.
6. All work areas, walkways and stairs must be kept clean of debris and scattered materials.
7. All tools must be kept in good working order with guards and safety devices in place and working properly.
8. Only authorized personnel may operate equipment.
9. It is the responsibility of the contractor to secure and maintain the areas as they are off limits.

<p style="text-align: center;"><b>SARANAC CENTRAL SCHOOL DISTRICT</b> <b>Resurfacing of Tennis Courts</b> <b>Quotation Sheet</b></p>
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Bid prices for the **Resurfacing of Four (4) Tennis Courts** are to be submitted on the form only. In submitting prices and signing this form, the bidder acknowledges he/she is fully informed as to the meaning of the information contained in the NOTICE TO THE BIDDERS, SPECIFICATIONS AND GENERAL CONDITIONS.

**Total Bid:** \$ \_\_\_\_\_

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**Name of Company:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## NON-COLLUSIVE BIDDING CERTIFICATION

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 arrive at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any bidders or with any competitor; and

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 bidders or with 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.

**Signed:**

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**Title:**

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**Date:**

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