

**SARANAC CENTRAL SCHOOL DISTRICT  
REQUEST FOR BIDS  
Leasing of Portable Toilets**

The Saranac Central School District is requesting bids for the leasing of Five (5) standard portable toilets and five (5) handicap portable toilets at the following locations: Saranac Middle School (1 standard), Saranac Senior High School (1 standard/ 1 handicap), Morrisonville Elementary School (1 standard/ 1 handicap), Cadyville Recreation Park (1 handicap), Sullivan Sports Fields (1 standard/ 1 handicap), Bus Garage (1 handicap), Saranac Elementary (1 Standard).

1. The units are to be serviced twice a week and as needed.
2. The units are to be delivered by Friday, April 5th, 2024, and removed on Monday, October 28, 2024.
3. The units will be invoiced and paid on a monthly basis.
4. Please note that all off-site disposals must conform to current NYS Department of Conservation regulations.
5. Award is contingent upon District's receipt and approval of required insurance (requirements attached).

**Bids will be received at the above office 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 are to be detailed as indicated below. Bids received after the time and date mentioned above shall be rejected regardless of the reason for late arrival. Facsimiles will not be accepted.

**To submit a 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 company, the date and time of the bid opening, and shall clearly be marked "Portable Toilets Bid".

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 opening date and time referenced above.

DM/ap  
Encl.

cc: Ethan Goslin; Director of Facilities II

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**PRICE PER MONTH:** \$ \_\_\_\_\_

**NAME OF COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

### GENERAL INSURANCE REQUIREMENTS

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 operation
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:

1. Name and address of insured.
2. Titles and location of operations to which insurance applies.
3. Policy number, insurance company name, and type or types of insurance in force thereunder on the date borne by such certificate.
4. Inception and expiration dates of policies and limits or limits of liability thereunder on date borne by such certificate.
5. Thirty day notice of cancellation and non-renewal.
6. 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.
7. Saranac Central School District, P.O. Box 8, Saranac, New York 12981, shall be added to the General Liability policy as "Additional Insured".