



Incorporated Village of Cedarhurst

200 Cedarhurst Avenue • Cedarhurst, NY 11516

☎ (516) 295-5770 ✉ village@cedarhurst.gov

BID PACKET

TI-2026-001

STREETLIGHT MAINTENANCE SERVICES

Issued By:

Jacob Plaut
Village Clerk-Treasurer
Incorporated Village of Cedarhurst

Bid Submission Deadline:

January 14th at 3:00 p.m.
Office of the Village Clerk-Treasurer
Cedarhurst Village Hall
200 Cedarhurst Avenue
Cedarhurst, NY 11516

Opening and Reading of Sealed Bids:

January 14th at 4:00 p.m.
Village Court and Hearing Room
Cedarhurst Village Hall
200 Cedarhurst Avenue
Cedarhurst, NY 11516

INCORPORATED VILLAGE OF CEDARHURST

PUBLIC NOTICE – INVITATION TO BID

BID NO. TI-2026-001

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Village Clerk of the Incorporated Village of Cedarhurst, 200 Cedarhurst Avenue, Cedarhurst, NY 11516, until January 14th, at 3:00 p.m., for:

STREETLIGHT MAINTENANCE SERVICES

The work includes as-needed maintenance and repair of Village-owned streetlights, including lamp and photocell replacement, wiring diagnostics, fixture repairs, and emergency response.

Bid packets may be obtained at Village Hall or via email at village@cedarhurst.gov.

All bids must be submitted in a sealed envelope clearly marked:
“TI-2026-001 – Streetlight Maintenance Services”

Bids will be publicly opened and read aloud on January 14th at 4:00 p.m. at Village Hall.

A signed Statement of Non-Collusion and all other required documents must accompany each bid. Prevailing wage applies.

The Village reserves the right to reject any and all bids, waive informalities, and accept the bid deemed most favorable to the Village.

By Order of the Board of Trustees
Jacob Plaut, Village Clerk-Treasurer

SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

A. Overview

The Contractor shall provide as-needed and scheduled electrical maintenance services for Village-owned and Village-maintained streetlights located throughout the Incorporated Village of Cedarhurst. This includes routine monthly inspections and repairs to ensure full and continuous operation of the Village's street lighting system.

The Village maintains approximately 762 streetlights of various types, including LED and HPS cobra head, coach lantern, floodlight and decorative fixtures, installed along public streets, parks, parking lots, and other municipal properties.

B. Required Services

The Contractor shall perform the following services:

As-Needed Maintenance Services

- Replacement of bulbs and lamps
- Replacement of photocells
- Ballast replacement
- Fixture repair or replacement
- Pole repairs (only for Village-owned poles)
- Coordination with PSEG or telecommunications companies for non-Village-owned poles
- Identification and reporting of outages or damage

Materials

- The Contractor shall supply all photocells, ballasts, fuses and incidental materials needed to complete repairs.
- Fixtures and bulbs purchased by the Village from the Contractor costs shall be billed at the Contractor's actual cost plus the markup percentage specified in the bid.
- All materials shall conform to Village-approved specifications and shall be selected from the approved parts schedule supplied to the Contractor from time-to-time.

C. Response Time Requirements

- Non-Emergency Repairs: Must be completed within three (3) business days of notification.
- Emergency Repairs: Must be responded to within four (4) hours of notification. (Examples: exposed wiring, sparking, fixture down.)

D. Contractor Responsibilities

- Maintain all applicable licenses and electrical certifications.
 - Perform work in accordance with applicable electrical codes and OSHA safety standards.
 - Notify the Village immediately of any damaged, vandalized, or non-repairable equipment.
 - Submit monthly reports detailing all service calls, work completed, parts replaced, and hours billed.
 - Provide invoices monthly, supported by a summary of services performed.
 - Maintain all service records for the duration of the contract.
-

E. Work Limitations and Coordination

- Contractor must comply with all traffic safety requirements, including cones, signage, and use of certified flaggers where necessary.
 - The Contractor is responsible for obtaining any required road or lane closure permits from Nassau County when applicable.
-

F. Documentation and Reporting

Contractor must submit the following documentation:

- Monthly invoices with itemized labor and material charges
- Certified payroll reports (for prevailing wage compliance)
- Monthly service summary (including all inspections and repairs performed)
- Work log for each maintenance or repair call

BID SUBMISSION REQUIREMENTS

A. Submission Instructions

All bids must be submitted as follows:

- One (1) unbound original hard copy
- One (1) bound duplicate hard copy, clearly marked “COPY”
- One (1) PDF version
 - Submitted on a USB flash drive, or
 - Submitted via email to bids@cedarhurst.gov
(Please include “TI-2026-001 – Streetlight Maintenance Services – Submission” in the subject line.)

All materials must be sealed in an envelope clearly labeled:

“TI-2026-001 – Streetlight Maintenance Services”

Bids must be received no later than January 14th at 3:00 p.m. at:

Village Clerk
Incorporated Village of Cedarhurst
200 Cedarhurst Avenue
Cedarhurst, NY 11516

Late submissions will not be considered.

B. Questions and Clarifications

All questions or requests for clarification regarding this bid must be submitted in writing, either:

- In person or by mail to the Village Clerk’s Office, 200 Cedarhurst Avenue, Cedarhurst, NY 11516
- Or by email to bids@cedarhurst.gov (Please include “TI-2026-001 – Streetlight Maintenance Services – Question” in the subject line.)

Questions must be received no later than January 7th.

All responses will be posted publicly on the Village website at: cedarhurst.gov/bid-questions. Verbal or phone inquiries will not be accepted. It is the responsibility of each bidder to review all posted responses and addenda prior to bid submission.

C. Required Bid Contents

Completed Bid Form - Exhibit A

A standard bid form will be included as part of this packet and must be fully completed and signed. It will include:

- Hourly labor rate per technician (standard and overtime/emergency hours)
- Bucket truck rate including one technician (standard and overtime/emergency hours)
- Material markup percentage

Statement of Non-Collusion - Exhibit C

A signed and dated non-collusion affidavit, as required by NYS General Municipal Law §103 d.

Iran Divestment Act Certification - Exhibit D

In accordance with New York State Finance Law §165-a, each bidder must submit a signed statement certifying that the entity, and any person signing on its behalf, is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.

Proof of Electrical Licensing

- Contractor must hold a valid reciprocal electrical license from any of the following jurisdictions:
- Town of Hempstead
- Town of North Hempstead
- Town of Oyster Bay

Proof of Insurance

- **General Liability Insurance:**
 - Must list Incorporated Village of Cedarhurst as additional insured
 - Description of Operations must reference streetlight maintenance work
 - Minimum limits: \$1,000,000 per occurrence / \$2,000,000 aggregate
- **Auto Liability Insurance – owned and non-owned vehicles**
- **Workers' Compensation Insurance:**
 - Must list Incorporated Village of Cedarhurst as certificate holder
 - Must be submitted on approved NYS forms: C-105.2, U26.3, GSI-105.2, or SI-12 (ACORD forms are not acceptable)
- **Disability Insurance:**
 - Must list Incorporated Village of Cedarhurst as certificate holder
 - Must be submitted on NYS forms: DB-120.1, DB-820/829, or DB-155 (ACORD forms are not acceptable)

Signed Draft Contract Acceptance Page - Exhibit E

A signature page will be included in the draft contract. Bidders must sign and return it with their submission, indicating their acceptance of the terms.

References - Exhibit F

Bidders must provide the names and contact information for at least three (3) clients for whom similar streetlight or electrical maintenance work has been performed within the past five years. These references do not need to be governmental entities.

Disclosure of Subcontractors (if necessary) - Exhibit G

Bidders must disclose any subcontractors who will perform work under this contract, along with their qualifications.

Acknowledgment of Addenda (if issued)

If the Village issues any addenda to the bid packet prior to the due date, bidders must acknowledge receipt of each addendum by signing and submitting the provided acknowledgment form(s).

AGREEMENT FOR STREETLIGHT MAINTENANCE SERVICES

Bid No. TI-2026-001

This Agreement (“Agreement”) is made and entered into this ___ day of _____, 2026, by and between:

The Incorporated Village of Cedarhurst, a municipal corporation with offices located at 200 Cedarhurst Avenue, Cedarhurst, NY 11516 (“Village”),

and

_____, a _____ [state] corporation with its principal place of business at _____ (“Contractor”).

RECITALS

WHEREAS, the Village issued Bid No. TI-2026-001 for as-needed maintenance services for Village-owned streetlights;

WHEREAS, the Contractor submitted a responsive and responsible bid dated January 14th, 2026, and was awarded the contract by the Village Board of Trustees;

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the parties agree as follows:

1. SCOPE OF SERVICES

The Contractor shall perform all labor, services, and tasks necessary for the maintenance, inspection, and repair of the Village’s streetlight infrastructure, including:

- Replacement of bulbs, photocells, ballasts, and fixtures
- Pole repairs for Village-owned poles
- Coordination with PSEG and telecommunications providers for non-Village-owned poles
- Furnishing of all materials and equipment, as listed on the Village’s approved parts schedule

Contractor shall maintain a safe working environment, in full compliance with all applicable federal, state and local statutes, rules, regulations, ordinances and other laws relating to occupational health and safety and drugs in the work place and specifications and in compliance with the full scope of services as further described in Section 2 of the Bid Specifications, incorporated by reference. At all times during progress of the work, the Contractor shall have competent supervision on the work with authority to act on behalf of the Contractor. The Contractor shall immediately remove from the work any employee whom Village deems objectionable or that appears to be under the influence of drugs or alcohol.

2. TERM OF AGREEMENT

This Agreement shall commence upon the Village’s issuance of a written Notice to Proceed, and shall remain in effect for one (1) year, unless sooner terminated as provided herein.

The Village shall have the option to renew this Agreement for up to three (3) additional one-year terms upon written notice to the Contractor no later than thirty (30) days before the expiration of the current term.

3. PAYMENT TERMS

A. Compensation

The Village shall compensate the Contractor in accordance with the unit prices and material markup submitted in the Contractor's bid, attached hereto as Exhibit A and incorporated herein.

B. Invoices

The Contractor shall submit invoices to the Village no more than once per month. Invoices must include:

- A description of work performed
- Location(s) of service
- Itemized labor charges
- Material costs with markup indicated
- Certified payroll documentation (as applicable)
- A summary of inspections completed (for monthly inspections)

C. Approval Required for Payment

Payment shall be made only after the Village inspects and approves the work performed. The Village reserves the right to withhold payment for incomplete or unsatisfactory work.

D. Prevailing Wage Compliance

All work performed under this Agreement is subject to New York State prevailing wage laws pursuant to Labor Law Article 8. The applicable Prevailing Rate Case (PRC) Number for this project is 2025014927. Contractor shall submit certified payroll records with each invoice and post the wage schedule in compliance with NYS DOL regulations.

4. INSURANCE REQUIREMENTS

The Contractor shall maintain, at its sole cost and expense, the following insurance coverage throughout the term of this Agreement, including any renewals:

A. Commercial General Liability

- Minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate
- The Incorporated Village of Cedarhurst shall be named as additional insured
- The Description of Operations must reference: "Streetlight Maintenance Services"

B. Workers' Compensation Insurance

- Required in accordance with New York State law

C. Disability Insurance

- Required in accordance with New York State law

D. Automobile Liability

- Minimum combined single limit of \$2,000,000 for all owned and non-owned vehicles used in the performance of this Agreement

E. Proof of Insurance

- The Contractor shall provide proof of all required insurance at the time of contract execution and again upon each contract renewal.
- All certificates must be satisfactory to the Village and kept current throughout the term of this Agreement.

5. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor agrees to defend, indemnify, and hold harmless the Incorporated Village of Cedarhurst, its officers, employees, agents, and representatives from and against any and all claims, losses, damages, liabilities, judgments, settlements, costs, and expenses (including attorneys' fees) arising out of or related to:

- The Contractor's performance or failure to perform under this Agreement
- Any bodily injury, death, or property damage caused in whole or in part by any act or omission of the Contractor or its employees, agents, or subcontractors
- Any violation of applicable law or regulation by the Contractor

This indemnification obligation shall survive the expiration or termination of this Agreement.

6. TERMINATION

A. Termination for Cause

The Village may terminate this Agreement at any time upon written notice to the Contractor if the Contractor:

- Fails to perform any of its obligations under this Agreement;
- Fails to respond to service requests within the required timeframes;
- Performs work in a negligent or unsafe manner;
- Fails to comply with applicable laws, prevailing wage requirements, or insurance obligations;
- or
- Becomes insolvent or is otherwise unable to fulfill the terms of the Agreement.

In such event, the Village may procure substitute services and charge the Contractor for any additional costs incurred.

B. Termination for Convenience

The Village may terminate this Agreement at any time for any reason upon ten (10) days' written notice to the Contractor. In such case:

- The Contractor shall be paid for all work satisfactorily completed up to the termination date.
- No payment shall be made for anticipated profit or work not performed.

C. Termination by Contractor

The Contractor may terminate this Agreement upon thirty (30) days' written notice to the Village in the event of a material breach by the Village that is not cured within that period.

D. Effect of Termination

Upon termination, the Contractor shall:

- Cease work and remove all personnel, equipment, and materials from Village property;
- Submit a final invoice within thirty (30) days;
- Return any Village property or records; and
- Cooperate in a transition of services if requested.

7. GENERAL PROVISIONS

A. Independent Contractor

The Contractor is and shall remain an independent contractor and not an agent of the Village. Nothing in this Agreement shall be construed to create an employment, partnership, or agency relationship between the Village and the Contractor or its employees. Every employee of the Contractor, and every employee of the subcontractors engaged in the performance of the Contract shall for all purposes be deemed and taken to be the exclusive servants of the Contractor and not for any purpose or in any manner in the employment of the Village. The Contractor shall in no manner be relieved from the responsibility or liability on account of any fault or delay in the execution of the work, or any part thereof, by any such employee, or any such employer, or any such subcontractor, or any material supplier whatsoever.

B. Governing Law and Venue

This Agreement shall be governed by and construed in accordance with the laws of the State of New York. Any legal action or proceeding arising under this Agreement shall be brought in Nassau County, New York.

C. Entire Agreement

This Agreement, together with the bid specifications, the Contractor's bid submission, and any appendices or exhibits, constitutes the entire agreement between the parties and supersedes all prior oral or written agreements or representations.

D. Amendments

No amendment or modification of this Agreement shall be valid unless made in writing and signed by both parties. If the Village shall, one or more times, waive a covenant, condition or requirement of this Contract, the Village shall not be deemed to have consented to any further waiver, modification or breach of the same or any other covenant, condition or requirement.

E. Assignment

The Contractor may not assign, subcontract or transfer this Agreement or any portion thereof without the prior written consent of the Village.

F. Severability

If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

G. Notice

All notices under this Agreement shall be in writing and delivered personally or by certified mail to the following:

Village:
Village Clerk
Incorporated Village of Cedarhurst
200 Cedarhurst Avenue
Cedarhurst, NY 11516

Contractor:
[Contractor Name]
[Contractor Address]
[City, State, Zip]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

THE INCORPORATED VILLAGE OF CEDARHURST

By: _____

Name: _____

Title: _____

Date: _____

CONTRACTOR

By: _____

Name: _____

Title: _____

Date: _____

Exhibit A: Bid Form

Incorporated Village of Cedarhurst
 Bid No. TI-2026-001 – Streetlight Maintenance Services

Bidders must complete all fields below. This form must be submitted with the bid package.

1. Labor and Service Rates

Description	Unit	Rate
Hourly labor rate for one technician (standard hours)	Per hour	\$
Bucket truck or lift service including one technician (standard hours)	Per hour	\$
Hourly labor rate for one technician (overtime/emergency hours)	Per hour	\$
Bucket truck or lift service including one technician (overtime/emergency hours)	Per hour	\$
Material markup (percentage above actual cost)	% markup	%

All prices shall include all applicable labor, overhead, equipment, insurance, and administrative costs. Material costs shall be supported by supplier invoices upon request.

2. Bidder Information

Company Name _____
 Address _____
 City, State, ZIP _____
 Phone _____
 Email _____
 Name of Authorized Representative _____
 Title _____

3. Signature and Certification

By signing below, the bidder certifies that the above rates are accurate, binding, and submitted in compliance with the requirements of the bid specifications. The undersigned acknowledges that, if awarded the contract, these rates shall remain in effect for the full term of the contract unless otherwise approved by the Village in writing.

Signature: _____

Print Name: _____

Date: _____

Company Name: _____

Title: _____

Exhibit B: Prevailing Wage Schedule

Incorporated Village of Cedarhurst
Bid No. TI-2026-001 – Streetlight Maintenance Services

This project is subject to the prevailing wage requirements of New York State Labor Law, Article 8. The Contractor shall pay and provide all labor, wages, and supplements in accordance with the applicable NYS Department of Labor Prevailing Rate Case (PRC) Number assigned to this project.

Project Location:
Incorporated Village of Cedarhurst – Nassau County, New York

PRC Number: 2025014927

Contractor Responsibilities:

- Contractor must comply with the wage and supplement rates in effect for Nassau County under the applicable PRC.
- Certified payrolls must be submitted with each invoice.
- The applicable wage schedule must be posted at the job site as required by NYS Labor Law.
- The Contractor shall maintain all necessary records and cooperate with any audit or investigation by the NYS Department of Labor.

To view the full wage schedule, visit:

<https://apps.labor.ny.gov/wpp/publicViewProject.do?method=showIt&id=1600717>

or go to <https://apps.labor.ny.gov/wpp/showFindProject.do?method=showIt> and search “2025014927”

Failure to comply with these requirements may result in suspension of payment, contract termination, and/or penalties under NYS law.

Acknowledgment

I hereby acknowledge that I have reviewed and understand the prevailing wage requirements described above and agree to comply with all applicable provisions under New York State Labor Law.

I further certify, under penalty of perjury, that my company is not currently listed on the New York State Department of Labor Bureau of Public Work Debarment List and is not barred from bidding on or performing public work in the State of New York.

Signature: _____

Print Name: _____

Date: _____

Company Name: _____

Title: _____

Exhibit C: Statement of Non-Collusion

Incorporated Village of Cedarhurst
Bid No. TI-2026-001 – Streetlight Maintenance Services

In accordance with Section 103 of the New York State General Municipal Law, every bid submission must contain the following statement, subscribed and affirmed by the offeror as true under the penalties of perjury:

By submission of this offer, each offeror and each person signing on behalf of any offeror certifies, and in the case of joint offer each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

1. The prices in this offer 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 offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly, to any other offeror or to any competitor; and
3. No attempt has been made or will be made by the offeror to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Signature: _____

Print Name: _____

Date: _____

Company Name: _____

Title: _____

Exhibit D: Iran Divestment Act Certification

Incorporated Village of Cedarhurst
Bid No. TI-2026-001 – Streetlight Maintenance Services

Pursuant to Section 165-a of the New York State Finance Law, every bid made to the Village must contain the following statement, subscribed and affirmed by the bidder as true under the penalties of perjury:

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

Acknowledgment

Signature: _____

Date: _____

Print Name: _____

Company Name: _____

Title: _____

Exhibit E: Contract Acceptance

Incorporated Village of Cedarhurst
Bid No. TI-2026-001 – Streetlight Maintenance Services

This form must be submitted with the bid. Failure to sign and return this page may render the bid non-responsive.

ACKNOWLEDGMENT AND ACCEPTANCE OF CONTRACT TERMS

The undersigned hereby certifies that:

1. I have received and reviewed the standard contract included in the bid packet for Bid No. TI-2026-001 – Streetlight Maintenance Services issued by the Incorporated Village of Cedarhurst.
2. I understand and agree that, if awarded the contract, my firm will execute the Village’s standard contract without modification, subject only to the insertion of project-specific information (e.g., pricing, dates).
3. I understand that execution of the contract is a condition of award, and that failure to execute the contract may result in disqualification and forfeiture of award.

Acknowledgment

Signature: _____

Date: _____

Print Name: _____

Company Name: _____

Title: _____

Exhibit F: References

Incorporated Village of Cedarhurst
Bid No. TI-2026-001 – Streetlight Maintenance Services

Bidders must provide the names and contact information for at least three (3) clients for whom similar streetlight or electrical maintenance services have been performed within the past five (5) years.

These references may include municipalities, utilities, private property managers, or commercial clients.

The Village reserves the right to contact any or all references to verify past performance.

Reference #1

Client Name: _____ Contact Person: _____

Location / Project Site: _____ Title: _____

Describe Work Performed: _____

Phone Number: _____ Email Address: _____

Date of Service: _____

Reference #2

Client Name: _____ Contact Person: _____

Location / Project Site: _____ Title: _____

Describe Work Performed: _____

Phone Number: _____ Email Address: _____

Date of Service: _____

Reference #3

Client Name: _____ Contact Person: _____

Location / Project Site: _____ Title: _____

Describe Work Performed: _____

Phone Number: _____ Email Address: _____

Date of Service: _____

Initial

Exhibit G: Disclosure of Subcontractors

Incorporated Village of Cedarhurst
Bid No. TI-2026-001 – Streetlight Maintenance Services

This form is only required if the bidder intends to use subcontractors to perform any portion of the work under this contract.

If no subcontractors will be used, do not submit this form.

Subcontractor #1

Company Name: _____

Scope of Work: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Subcontractor #2

Company Name: _____

Scope of Work: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Prevailing Wage Compliance

All subcontractors performing work covered under this contract are subject to the requirements of New York State Labor Law Article 8, including payment of prevailing wages and submission of certified payrolls. The Contractor is responsible for ensuring full compliance by all subcontractors and lower-tier subcontractors. Failure to comply may result in penalties, withholding of payment, or contract termination.

Certification

By signing below, I certify that the subcontractor(s) listed above will be used in connection with this bid, and that all information provided is accurate and complete. I further acknowledge that no subcontractor may perform work under this contract without the prior written approval of the Village, and that all subcontractors will comply with applicable prevailing wage requirements. The Village reserves the right to request additional documentation or reject any subcontractor.

Signature: _____

Date: _____

Print Name: _____

Company Name: _____

Title: _____