

VILLAGE OF SOUTH GLENS FALLS

REQUEST FOR PROPOSALS ON-CALL PLUMBING SERVICES



Samantha Berg, Clerk Treasurer

RELEASE DATE: 05/16/26

DEADLINE FOR PROPOSALS: 06/01/26

PUBLIC NOTICE

**REQUEST FOR PROPOSALS
ON-CALL PLUMBING SERVICES**

VILLAGE OF SOUTH GLENS FALLS

NOTICE IS HEREBY GIVEN that sealed proposals will be received by the Village of South Glens Falls at the Village of South Glens Falls Clerk's Office, 46 Saratoga Avenue, South Glens Falls, New York 12803 until 2:00 p.m. local time on June 1, 2026 at which time and place sealed proposals will be publicly opened and read aloud for the following:

ON-CALL PLUMBING SERVICES

The Request for Proposals may be procured at the Village of South Glens Falls Clerk's Office, 46 Saratoga Avenue, South Glens Falls, New York 12803 on May 18, 2026 9:00 a.m. local time and are also available on the Village of South Glens Falls' website at www.villageofsgfny.gov/publicnotices.

All submissions must be submitted in a sealed envelope clearly marked: "RFP ON-CALL PLUMBING SERVICES." Failure to comply with these requirements shall result in the proposal being deemed non-responsive.

The Village Board of Trustees reserves the right to accept or reject any or all proposals and to waive any informalities at its discretion in a manner deemed to be in the best interests of the Village of South Glens Falls. Your cooperation in adhering to the procedures outlined above and contained within the specifications is greatly appreciated.



Samantha Berg
Village Clerk Treasurer
Village of South Glens Falls

Dated: May 16, 2026

INTRODUCTION

The Village of South Glens Falls “Village” seeks to retain qualified and licensed plumbing vendors to provide on-call plumbing services for village buildings, parks and other properties.

This Request for Proposals (“RFP”) describes general information, the required scope of services, minimum qualifications, submission requirements and the selection process.

1. Background

The Village of South Glens Falls has historically contracted out for professional plumbing services as a cost-effective means of obtaining such services.

2. Scope of Services

A. On Call Services

This RFP is for on-call plumbing maintenance and repair services. It does not include services that the village would consider a capital project and would require a separate solicitation.

B. Contractor Responsibilities

- a. Contractor shall submit an itemized quote for each installation and/ or repair with an estimated timeframe for completion of the work. Upon approval of said quote(s), contractor shall be approved to commence work.
- b. Work closely with the village and keep staff apprised of the performance and completion of the services.
- c. Wear required protective clothing and equipment.
- d. Secure all necessary Village, County, and State permits and/ or licenses for equipment and personnel.
- e. Adhere to applicable laws, rules, and regulations.
- f. Utilize with care village-issued access devices such as keys, fobs, cards, etc. necessary to access village properties. If a contractor loses such a device, contractor shall assume the current replacement cost of the device and the ancillary costs of programming and time.
- g. Maintain a 24/7 emergency contact and telephone number.
- h. Maintain and keep current all insurances required by the village. Perform services in a safe, orderly, and professional manner.
- i. Personnel must wear clothing that identifies personnel on the scene as employed by the Contractor.
- j. Personnel performing the services must possess evidence of current licensing with New York State and/or Saratoga County.

C. Invoicing

Contractor shall submit invoices on a no less than monthly basis. Invoices shall indicate:

- a. Purchase Order Number
- b. Dates of Service
- c. Village Property Address
- d. Village Department Approval
- e. Itemized breakdown of labor costs
- f. Itemized breakdown of material or supply costs and quantities

D. Term

The term of the agreement between the village and Contractor shall be for a term to expire on May 31, 2028. The village reserves the right to terminate an agreement on convenience on thirty (30) days' notice.

3. Minimum Qualifications

Proposers shall be duly licensed plumbers, Master Plumber and Journey-Level Plumber, by with at least five (5) years' experience with comparable commercial plumbing systems and equipment. Municipal experience is a plus.

4. Contents of Proposal

Proposers must include in their submission a signed cover letter on official letterhead from an individual with authority to bind the Proposer to a contract and the following information:

A. Contact Information

Provide the name, address, telephone and fax number, and e-mail address of the proposer.

B. Description of Proposer

Describe the business organization of the Proposer, the year it was established, location of all office(s), number of employees, etc.

C. Key Personnel

Identify those individuals who would be the primary contact with the village and those personnel who would be assigned to provide the servicer.

D. Subcontractor

Proposer must identify subcontractors, background, relationship to Proposer and nature of services to be provided.

E. Fee Proposal

Service Rates:

DAY OF THE WEEK	HOURS OF OPERATION	BILLING RATE PER HOUR (\$)
Monday – Friday	8:00 AM – 5:00 PM	\$
Monday – Friday	After 5:00 PM and Before 8:00 AM	\$
Saturday	All Day	\$
Sunday	All Day	\$
Miscellaneous/ Additional		\$

F. References

Provide a minimum of three (3) professional references, including name, title, telephone number, e-mail address and terms of engagement.

G. Conflicts of Interest

Disclose any conflicts of interest or other ethical considerations related to representation of the Village of Port Chester, its officers and/or employees.

H. Costs of Submission

The Village is not responsible for the cost of any proposers in the preparation and submission of proposals.

5. Deadline for Proposals

Proposals must be received by the village by 2:00 pm on Monday, June 1, 2026 at which time they will be publicly opened and read. Late proposals will not be accepted.

All submissions must be submitted in a sealed envelope clearly marked: "RFP ON-CALL PLUMBING SERVICES." Failure to comply with these requirements shall result in the proposal being deemed non-responsive. Proposals must have an original signature and date.

Failure to comply with these directives shall result in the proposal being deemed non-responsive and rejected.

6. Inquiries

Any questions or requests for clarification regarding this RFP must be made by mail or e-mail received no later than seven (7) business days prior to the submission deadline. All questions or requests for additional information must include a name, address, e-mail address and telephone number. The village shall not be responsible for any failure in the delivery of such inquiry.

Inquiries must be addressed as follows:

Samantha Berg, Clerk Treasurer
Village Hall
46 Saratoga Avenue
South Glens Falls, NY 12803
(518) 793-1455
clerktreasurer@villageofsgfny.gov

The village shall provide a formal written response to inquiries within two (2) calendar days of receipt.

7. Award of Contract

With the recommendation of the Superintendent of Public Works, the Board of Trustees may award a contract, and authorize the Mayor to enter into such agreement, with one (1) or more proposers.

The village reserves the right to reject any and all proposals and/or negotiate and require modification of terms as may be deemed in its best interest.

The contract with the successful proposer shall be on the Village's form and incorporate the terms of this Request for Proposals together with those terms in the proposal which are not inconsistent with the RFP and which have specifically been accepted by the Village of South Glens Falls.

For any contract awarded, the following provisions shall be included:
PREVAILING WAGES.

The CONTRACTOR agrees that every mechanic, laborer and workman employed in or about the work contemplated by this contract shall be paid not less than the prevailing rate of wages and provided with not less than the prevailing supplements as provided by Section 220 of the Labor Law of the State of New York: See the attached prevailing wage schedule. .

RESPONSE TIME

Proposer shall guarantee a twenty-four (24) hour, or less, response time to commence an on-site investigation related to NON-EMERGENCY service calls placed by the Village of South Glens Falls for repairs and concerns related to plumbing leaks, other malfunctions, maintenance, and/ or performance. Additionally, proposer shall guarantee a sixty minute (60), or less, response time to commence an on-site investigation related to EMERGENCY calls placed by the Village of South Glens Falls for repairs or concerns related to plumbing malfunctions, leaks, pipe breaks, maintenance, and/ or performance.

INDEMNIFICATION/ HOLD HARMLESS

To the fullest extent permitted by law, the proposer shall defend, indemnify and save harmless the Village of South Glens Falls, its officers and employees from all claims, suits, actions, damages, losses and costs resulting from the negligence or wrongful act or omission of the proposer, its officers and employees, agents or subcontractors, in the performance of the services required in this agreement.

INSURANCE

The proposer shall provide and maintain at its expense, policies of insurance with minimum coverages as follows:

1. Commercial General Liability -\$1 million per occurrence/\$2 million in the aggregate for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage.
2. Automobile Liability -With respect to any owned, non-owned or hired vehicles, \$1 million per accident for bodily injury and property damage.
3. Workers' Compensation/Employer's Liability – Statutory limits.
4. Umbrella or excess coverage - \$3 million

The policies of liability coverage shall include the Village of South Glens Falls as additional named insured. The insurance shall be primary and non-contributory with any other insurance. The Village shall not be responsible for payment of any deductibles. There shall also be a waiver of subrogation.

All carriers shall be admitted in New York unless waived by the Village and have an A.M. Best rating of A minus or better.

Certificates of insurance evidencing all such coverage shall be approved by the Village Attorney prior to execution of the agreement. The Village reserves its right to require complete, certified copies of all required policies.

COMPLIANCE

The proposer shall comply with all applicable state, federal and village laws and regulations.

INDEPENDENT CONTRACTOR

Nothing contained in the agreement is intended to, or should be construed, as creating or establishing the relationship of employer/employee between the parties. The proposer shall be an independent contractor with respect to the services to be performed and is free to be engaged by other parties for the services to be provided herein. The proposer shall be responsible for the means, methods and manner in performing such services.

ASSIGNMENT

The proposer shall not assign or transfer the right, title or interest in the contract without the written consent of the Village.

SUBCONTRACTORS

All sub-contractors are subject to the prior written approval of the Village. Notwithstanding, for any such approval, the proposer shall be solely responsible for the performance of the services. Any such Village approval shall not create or purport to create any obligation of the Village to such subcontractor, or establish any contractual relationship or privacy. Contracts between the proposer and sub-contractor shall include clauses that make reference to this section.

DISPUTE RESOLUTION/ GOVERNING LAW

The parties agree that any disputes shall be adjudicated in a court of competent jurisdiction and that the provisions of New York State law shall apply regardless of any choice-of-law rules.

TERMINATION

- A. On convenience: The Village shall have the right to terminate the agreement on convenience upon thirty (30) days written notice to the proposer. The Village shall pay the proposer all compensation for services rendered up to the date of termination.
- B. For cause. The Village shall provide five-day written notice to the proposer of its intent to terminate the agreement and an opportunity to cure within that time or be held in default. The Village may withhold payments otherwise due to the proposer for the purpose of set-off until such time as the exact amount of damages due the Village may be determined. Notwithstanding, the rights or remedies provided herein shall not limit the Village, in case of default, from asserting any other right or remedy allowed by law or in equity.

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the “Act”), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law) (the “Prohibited Entities List”). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date at which time it will be posted on the OGS website.

By submitting a proposal in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, the Consultant, any person signing on behalf of any contractor and any assignee or subcontractor and, in the case of a joint proposal, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each proposer and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, the Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List. During the term of the Contract, should the Village receive information that a Contractor is in violation of the above-referenced certification, the Village will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the Village shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Contractor in default.

The Village reserves the right to reject any proposal or request for assignment for the Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____

Form of Bid Plumbing Services

Under penalty of perjury and other remedies available to the Village of South Glens Falls, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed these forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, proposals and contract documents, including any addenda, which are all made part of this proposal.

DAY OF THE WEEK	HOURS OF OPERATION	BILLING RATE PER HOUR (\$)
Monday – Friday	8:00 AM – 5:00 PM	\$
Monday – Friday	After 5:00 PM and Before 8:00 AM	\$
Saturday	All Day	\$
Sunday	All Day	\$
Miscellaneous/ Additional		\$

* Hourly rates shall include all hand tools and power tools.

Signature of Authorized Person

Date

Printed Name of Authorized Person

Company Title of Authorized Person

Name of Company

Address of Company

Address of Company

City, State, and Zip Code

Telephone Number