

ISLAND PARK UNION FREE SCHOOL DISTRICT
99 Radcliffe Road
Island Park, NY 11558

REQUEST FOR PROPOSAL FOR PRINTING SERVICES

PROPOSAL NO. 2024-25/27-06



DATE OF OPENING: MAY 14, 2024

TIME: 11:00 a.m.

By order of: Board of Education
Island Park Union Free School District
Town of Hempstead, Nassau County, New York
Cindy Pastore, District Clerk

ISLAND PARK UNION FREE SCHOOL DISTRICT
99 Radcliffe Road
Island Park, NY 11558

TITLE: PRINTING SERVICES (RFP)

To All Providers:

The Board of Education of the Island Park Union Free School District, Town of Hempstead, Island Park, New York, in accordance with Section 103 of Article 5-A of the General Municipal Law, hereby invites the submission of sealed bids from reputable and qualified contractors for the provision of services for the following contract in the School District: **PRINTING SERVICES**

Bids will be received until Tuesday, MAY 14, 2024, at 11:00 a.m. at the Administrative Offices, 99 Radcliffe Road, New York, at which time and place all bids will be publicly opened. Specifications and bid forms may be obtained at the District website **https://www.ips.k12.ny.us/request_for_proposal**.

Bids must be presented on the standard proposal form in the manner designated therein and as required by the specifications. All bids must be enclosed in sealed envelopes which are clearly marked on the outside: "Bid #2024-25/27-06– PRINTING SERVICES", Tuesday, MAY 14, 2024, at 11:00 a.m.". Bids shall remain firm for a period of forty-five (45) days following the date of the bid opening.

The Board of Education reserves the right to waive any informalities in or to reject any or all bids, or to accept that bid which, in the Board of Education's judgment, is in the best interest of the School District. The Board of Education reserves the right to consider experience, service and reputation in the above-referenced fields. In addition, the Board of Education reserves the right to consider the financial responsibility and specific qualifications, as set out herein, of the prospective bidder in its evaluation of the bids and award of the contracts.

NOTICE TO BIDDERS

1. Read all documents contained in the bid package.
2. Upon receipt, fill out the attached Receipt Confirmation Form and fax it to Island Park UFSD. All subsequent information regarding this bid will be directed only to those who return the form with an indication that they intend to submit a proposal.
3. All materials submitted to the District pursuant to this bid shall become the property of the District and will not be returned to the bidder. The bidder is responsible for making its own copies of any or all parts of this document for its files.
4. Bid proposals must be presented in a sealed envelope addressed to:

**Mr. Sal Carambia, School Business Administrator
Island Park Union Free School District
99 Radcliffe Road
Island Park, New York 11558
Bid #2024-25/27-06– Printing Services**

Bids will be received by the School Business Administrator or a designated representative **until 11:00 a.m., prevailing time on Tuesday, MAY 14, 2024.** The bid opening will occur immediately thereafter at the same location. Bids will be publicly opened and read aloud. There will be no discussion of the proposals at the time of the bid opening.

5. Any bidder submitting proposals by mail or private delivery service must assume the risk of any delay in the mail or handling of bids by employees of the U.S. Postal Service, private delivery service or the District. All proposals received after the designated date and time will be refused and returned unopened.
6. All information included in any bid proposal becomes public information including any, and all information that is proprietary in nature unless clearly denominated as such. The District shall be held harmless from any claims arising from the release of proprietary information.
7. A bidder shall not make any stipulations on the Bid Form or qualify its bid in any way. No bid will be considered which purports to be qualified, limited, amended or omitted any requirement of the Bidding Documents. No alteration, erasure or addition is to be made to the typewritten matter. Any deviations from the conditions and specifications will constitute sufficient grounds for rejection of bid.
8. Sales to school districts are not affected by any fair-trade agreements. (General Business Law)
9. All bidders shall insert their bid price in the appropriate place on the bid proposal sheet next to any items they wish to bid on. The price inserted must be net and must include all delivery and freight charges. No fuel surcharges will be paid. All prices must include shipping and handling. No additional charges will be paid.
10. Prices shall remain firm for a period of one year after date of award, with an option for renewal, under the same terms and conditions, with concurrence of the School District and the contractor for two additional one-year periods.

11. All personnel must carry their person Picture Identification (i.e. Employee Identification badge, valid Driver's License, etc.) while on Island Park UFSD property and promptly show Identification when requested by any Island Park UFSD employee.
12. In accordance with New York State General Municipal Laws, the Island Park UFSD will not be liable for any purchases or contracts for goods or services for which funding is not available. As a result, the vendor agrees to hold the District harmless for any contracts let for which funding either does not currently exist or for which funding has been removed prior to the issuance of a purchase order by the District. Issuance of a purchase order by the District indicates that the District currently has and has set aside adequate funds to procure the goods and services indicated in the purchase order or contract.
13. The Contractor, by entering into a contract with Island Park UFSD to perform or provide services or materials, pledges that it has no direct or indirect pecuniary or proprietary interest, and that it shall not acquire any such interest which conflicts in any manner or degree with the services or materials required to be performed and/or provided under the contract and that it shall not employ any person or agent having such interests. In the event that the Contractor or its agents, employees or representatives hereafter acquires such a conflict of interest, it shall immediately disclose such interest to Island Park UFSD and take immediate action to eliminate the conflict.
14. The successful bidder shall hold harmless, defend and indemnify the District from all claims for damages which may arise from operations under the Contract(s), including but not limited to claims brought against the District by third parties, employees of the District, or employees of the successful bidder.
15. The successful bidder shall release and discharge Island Park UFSD from any, and all liability for loss of merchandise, goods, equipment or other property of the Contractor or his agents if lost, damaged, or destroyed by fire, theft, rain, water, storm, vandalism or any other cause.
16. The successful vendor shall submit monthly itemized invoices including the Purchase Order number, listing the line items with the individual prices and extensions. All invoices shall be sent to the Business Office, Island Park UFSD, 99 Radcliffe Road, Island Park, New York 11558, Attention: Accounts Payable. Payment shall be made within thirty (30) days of receipt of invoice.
17. No interpretation of the meaning of the specifications or other contract documents will be made to any bidder orally. Every request for such interpretation should be made in writing, not later than five (5) days prior to the date fixed for the opening of bids.

Questions regarding the technical and design contents of the bid specifications associated with this bid must be submitted in writing to:

Sal Carambia, School Business Administrator
Island Park Union Free School District
99 Radcliffe Road
Island Park, New York 11558
Phone: (516) 434-2600
Fax: (516) 431-7550
Email: scarambia@islandparkschools.org

Written questions may be submitted by mail, email or fax to the address or number above. It is the bidder's responsibility to verify that the question(s) submitted have been received by the question deadline.

TERMINATION

- a. **For Convenience.** This contract may be terminated by the District for any reason upon thirty (30) days written notice to the successful bidder. In the event of termination, the School District shall make payment for any charges due and owing up to the effective date of termination. The School District shall have no further obligation to the successful bidder.
- b. **For Cause.**
- i. The District, by written notice, may terminate this contract, in whole or in part, when it is in the District's interest. If this contract is terminated, the District shall be liable only for payment under the payment provisions of this contract for goods received/services rendered before the effective date of termination.
 - ii. The District may, by written notice of default to the successful bidder, terminate this contract in whole or in part if the successful bidder fails to:
 - 1. deliver the supplies and equipment and/or perform the services specified in the contract and/or meet the criteria of the specifications;
 - 2. make progress and such failure endangers the performance and/or completion of this contract; or
 - 3. Perform any of the other provisions of this contract.
 - iii. The District's right to terminate this contract under subdivisions (b)(ii)(2) and (b)(ii)(3) of this clause, may be exercised if the successful bidder does not cure such failure within five (5) days after delivery of the notice from the District specifying the failure.
 - iv. If the District terminates this contract in whole or in part, it may acquire the goods and services contemplated by this contract, under the terms and in the manner the District considers appropriate. Bidder will be liable to the District for the costs of those goods or services. However, the successful bidder shall continue the portion of work not terminated.
 - v. The rights and remedies of the District in this clause are in addition to any other rights and remedies provided by law and/or equity and/or under this contract.
 - 1. Cancellation of a contract for any reason may result in removal of the successful bidder's name from mailing list for future proposals for an indeterminate period.
 - 2. It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of the contract or his/her/its right, title, or interest therein, or his/her/its power to execute such contract, to any other person, company, or corporation, without the previous written consent of the District.

All bidders must sign below to verify that the above has been read and that the conditions listed will be adhered to. If the page is not signed, awards will not be recommended to your firm. If this page is signed and it is determined that your firm was unable to provide these services, you may be deemed a non-responsive bidder and removed from the School District's bid list.

Signature

Firm Name

Island Park School District
Bid #2024-25/27-06 – Printing Services

GENERAL CONDITIONS

(For the purchase of materials, supplies and equipment)

All invitations to bid issued by the above named school district will bind bidders and successful bidders to the condition, and such conditions shall form an integral part of each purchase contract awarded by the school district.

DEFINITIONS

“School district”	Shall be the legal designation of the district.
“Notice to bidders”	A formal statement which, when issued by the school district, constitutes an invitation to bid on materials, supplies and equipment described by the specifications.
“Board”	The Board of Education of the school district.
“Bid”	An offer to furnish materials, supplies, and/or equipment in accordance with the invitation to bid, the general conditions, special instructions, and the specifications.
“Bid offer”	The form on which the bidder submits his/her bid.
“Bidder”	Any individual, company, or corporation submitting a bid.
“Contract”	A notice to the successful bidder by the issuance of a purchase order; also all documents relating to the transaction, including but not limited to, the bid offer of the successful bidder, notice to bidders, general information, general conditions, special instructions, specifications, notice of award, bid proposal certifications; also a formal document signed by the successful bidder and the school district representative.
“Successful bidder”	Any bidder to whom an award is made by the school district.
“Contractor”	Any bidder to whom a contract award is made by the Board of Education.
“Specification”	Description of materials, supplies, and/or equipment and the conditions for its purchase.

BIDS

1. The date, time and place of bid opening will be given in the Notice to Bidders.
2. All bids must be submitted on bid offer forms and in accordance with instructions provided.
3. All bids received after the time stated in the Notice to Bidders 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. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid deposited on the time at the place specified.
4. All information required by Notice to Bidders, General Conditions, Specifications and Bid Offer, in connection with each item against which a bid is submitted, must be given to constitute a regular bid.
5. The non-collusive bidding certification must be included with each bid as required by General Municipal Law, Section 103-d.
6. 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.
7. No alteration, erasure, or addition is to be made in the typewritten or printed matter. Deviations from the specifications must be set forth in space provided in bid for this purpose.
8. Prices and information required should be typewritten for legibility. Illegible or vague bids may be rejected. All signatures must be written. Facsimile, printed or typewritten signatures are not acceptable.
9. Sales to school districts are not affected by any fair trade agreements. (General Business Law, Sec. 369-a, sub.3).
10. No charge will be allowed for Federal, State, or municipal sales and excise taxes since the school district is exempt from such taxes. The price bid shall be net and shall not include the amount of any such tax.

11. In all specifications, the words “or equal” are understood after each article giving manufacturer’s name or catalog reference, or any patented article. The decision of the school district as to whether an alternate or substitution is in fact “equal” shall be final. If bidding on items other than those specified, 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, bid will be construed as submitted on the identical item as specified.
12. When bids are requested on a lump sum basis, bidder must bid on each item in the lump sum group. A bidder desiring to bid “no charge” on an item in a group must so indicate; otherwise bid for the group may be rejected.
13. All prices quoted must be “per unit” as specified; e.g., do not quote “per case” when “per dozen” is requested; otherwise, bid may be rejected.
14. Bidder must insert the price per unit and the extensions against each item in his bid. In 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.
15. Prices shall be net, including transportation and delivery charges fully prepaid by the successful bidder to destination indicated in the instructions to bidders. If award is made on any other basis, transportation charges must be prepaid by the successful bidder and added to the invoice as a separate item. In any case, title shall not pass until items have been delivered and accepted.
16. All bids must be sealed. They must be clearly marked “BID.” Also, the date and time of the bid opening as indicated on the Notice to Bidders must appear on the envelope. Bids must not be attached to or enclosed in package containing bid samples. Telegraphed bids may be considered at the discretion of the school district. Telephoned quotations or amendments will not be accepted at any time.
17. No interpretation of the meaning of the specifications or other contract document will be made to any bidder orally. Every request for such interpretation should be in writing addressed to the school district, not later than five (5) days prior to the date fixed for the opening of bids. Notice of any and all such interpretations and any supplemental instructions will be sent to all bidders on record by the school district in the form of addenda to the specifications. All addenda so issued shall become a part of the contract documents.
18. If the supplies, materials, or equipment are to be delivered over an extended period of time, or if the specifications so state, then the successful bidder may be required to execute an agreement in relation to the performance of his contract, such agreement to be executed by the bidder within 15 days after notification to execute such contract. If the specifications so state, the successful bidder also may be required to furnish a performance bond equal to the full amount of the contract to guarantee the faithful performance of such contract. Such performance bond shall be maintained in full force and effect until the contract shall be fully performed. The surety company furnishing such performance bond shall be appraised to do business in the State of New York and must be satisfactory to the school district. The successful bidder shall execute the performance bond at the time of execution of the contract by the successful bidder and the Board.

SAMPLES

19. All specifications are minimum standards; and accepted bid samples do not supersede specification for quality unless bid sample is superior, in which case deliveries must be the same identity and quality as accepted bid sample.
20. The school district reserves the right to request a representative sample of the item quoted upon either prior to the award or before shipments are made. If the sample is not in accordance with the requirements of the specifications, the school district may reject the bid or, if award has been made, cancel the contract at the expense of the successful bidder.
21. Samples, where required, must be submitted strictly in accordance with instructions; otherwise, bid may not be considered. If samples are requested subsequent to bid opening, they shall be delivered as directed for bid to have consideration. Samples must be furnished free of charge and must be accompanied by descriptive memorandum invoices indicating if the bidder desires their return and specifying the address to which they are to be returned provided they have not been used for comparison with deliveries. The school district will not be responsible for any samples destroyed or removed by the bidder at his expense. Samples not removed within fifteen (15) days after written notice to the bidder will be regarded as abandoned and the school district shall have the right to dispose of them as its own property.
22. When a specification indicates that an item to be purchased is to be equal to a sample, such sample will be on display at a designated location in the school district. Failure on the part of the bidder to examine sample shall not entitle him any relief from the conditions imposed in the proposal, specification, etc.

AWARD

23. 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 purposes for which required and terms of delivery.

24. The school district reserves the right to reject all bids. Also reserved is the right to reject, for cause, any bid in 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 or county contracts if such items can be obtained on same terms, conditions, specifications, and at a lower price.
25. The school district reserves the right to make awards within ninety (90) 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.
26. Where a bidder is requested to submit a bid on individual items and also on a total sum or sums, the right is reserved to award contracts on individual items or on total sums, whichever is in the best interests of the school district.
27. If two or more bidders submit identical bids as to price, the decision of the Board to award a contract to one of such identical bidders shall be final. (General Municipal Law, Sec. 103, sub. 1.).

CONTRACT

28. Each bid will be received with the understanding that the acceptance thereof in writing by the Board to furnish any or all of the items described therein shall constitute a contract between the successful bidder on his part to furnish and deliver at the prices and in accordance with the conditions of his bid. Contract shall bind the school district on its part to order from such successful bidder and to pay for at the contract prices, all items ordered and delivered, within ten (10) percent over or under the award quantity, unless otherwise specified.
29. The placing in the mail of a notice of award or purchase order to a successful bidder, to the address given in his bid, will be considered sufficient notice of acceptance of contract.
30. If the successful bidder fails to deliver as ordered, or within the time specified, or within reasonable time as interpreted by the school district, or fails to make replacement of rejected articles, when so requested immediately or as directed by the school district, the school district may purchase from other sources to take the place of the item rejected or not delivered. The school district reserves the right to authorize immediate purchase from other sources against rejections on any contract when necessary. On all such purchases the successful bidder agrees to reimburse the school district promptly for excess costs occasioned by such purchases. Should the cost be less, the successful bidder shall have no claim to the differences. Such purchases will be deducted from the contract quantity.
31. A contract may be canceled at the successful bidder's expense upon nonperformance of contract.
32. Cancellation of contract for any reason may result in removal of the successful bidder's name from mailing lists for future proposals for an indeterminate period.
33. When materials, equipment, or supplies are rejected, they must be removed by the successful bidder from the premises of the school district within ten (10) days of notification. Rejected items left longer than ten (10) days will be regarded as abandoned and the school district shall have the right to dispose of them as its own property.
34. No items are to be shipped or delivered until receipt of an official purchase order from the school district.
35. It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of the contract or his right, title, or interest therein, or his power to execute such contract, to any other person, company, or corporation, without the previous written consent of the school district.

GUARANTEES BY THE SUCCESSFUL BIDDER

36. The successful bidder guarantees:
 - a. His products against defective material or workmanship and to repair or replace any damages or marring occasioned in transit.
 - b. To furnish adequate protection from damage for all work and to repair damages of any kind for which he or his workmen are responsible, to the building or equipment, to his own work, or to the work of other successful bidders.
 - c. To carry adequate insurance to protect the school district from loss in case of accident, fire, theft, etc.
 - d. That all deliveries will be equal to the accepted bid sample.
 - e. That the equipment delivered is standard, new, latest model of regular stock product or as required by the specifications; also that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice. Every unit delivered must be guaranteed against faulty material and workmanship for a period of at least one year from the date of delivery. If during this period such faults develop, the successful bidder agrees to replace the unit or the item(s) affected without cost to the school district. Any merchandise provided under the contract which is or becomes defective during the guarantee period shall be replaced by the successful bidder free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment, the successful bidder shall make any such replacement immediately upon receiving notice from the school district.

DELIVERY

37. Delivery must be made in accordance with the instructions to bidders and specifications. If delivery instructions do not appear on order, it will be interpreted to mean prompt delivery. The decision of the school district as to reasonable compliance with delivery terms shall be final.
38. The school district will not accept any deliveries on Saturdays, Sundays, or legal holidays, except commodities, required for daily consumption or where the delivery is for an emergency.
39. Items shall be securely and properly packed for shipment, storage, and stocking in shipping containers and according to accepted commercial practices, without extra charge for packing cases, baling, or sacks.
40. The successful bidder shall be responsible for delivery of items in good condition at point of destination. He shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices. The receiving school district will note for the benefit of the successful bidder when packages are not received in good condition.
41. Unless otherwise stated in the specifications, all items must be delivered into and placed at a point within the building as directed by the shipping instructions or the agent for the school district. The successful bidder will be required to furnish proof of delivery in every instance.
Where indicated "Carrier Route": The successful bidder will be responsible for the identification of all the postal routes within the 11558 zip code and ensuring delivery to all of the Island Park residents.
42. Unloading and placing of the equipment and furniture is the responsibility of the successful bidder, and the school district accepts no responsibility for unloading and placing of equipment. Any costs incurred due to the failure of the successful bidder to comply with this requirement will be charged to him. No help for unloading will be provided by the school district and suppliers should notify their truckers accordingly.
43. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the following information for each item delivered:
 - a. Contract Number and/or Purchase Order Number
 - b. Name of Article
 - c. Item Number (if applicable)
 - d. Quantity
 - e. Name of Successful Bidder

Failure to comply with this condition shall be considered sufficient reason for refusal to accept the goods.

PAYMENTS

44. Payments for the used portion of an inferior delivery will be made by the school district on an adjusted price basis.
45. Payment will be made only after correct presentation of claim forms or invoices as may be required.
46. Payments of any claim shall not preclude the school district from making claim for adjustment on any item not found to have been in accordance with the contract specifications.

SAVING CLAUSE

47. The successful bidder shall not be held responsible for any losses resulting in the fulfillment of terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other acts not within the control of the successful bidder and which by the exercise of reasonable diligence to prevent.

Note: A non-collusive bidding certification must be submitted with each bid. The enclosed form "Statement of Non-Collusion," meets this requirement.

CHANGES

48. The Board of Education reserves the right to increase or decrease specified quantities according to the needs of the school district.

WARRANTY & PRODUCT SAFETY WARRANTY

49. The successful bidder or manufacturer warrants the products furnished against any defects in design, workmanship and suitable for the use intended for a period equal to the original equipment manufacturer's warranty. If company policy or

trade practices require a different warranty period, the bidder may so state without fear of disqualification. However, the bidder is cautioned that the length of the warranty may, in some cases, be a deciding factor in making the award.

_____Bidder will honor manufacturer's standard warranty period where one exists.

_____Bidder cannot honor manufacturer's standard warranty period where one exists.

MATERIAL SAFETY DATA SHEETS: Per OSHA's latest safety and health standard entitled "Hazardous Communication" (29CFR 1910.1200) the successful bidder shall provide information (Material Safety Data Sheets, MSDS) within two (2) weeks after notice of award, on all items which contain any ingredients which are listed in the latest printed edition of the National Institute for the Occupational Safety and Health Registry of Toxic Effects of Chemical Substance, or which has shown definite evidence of acute or chronic health hazards in human, animal or other biological testing. Said information shall be sent within two (2) weeks of receipt of notice of award to the Island Park School District, Business Office, Attention: Mr. Sal Carambia, 99 Radcliffe Road, Island Park, NY 11558, and shall be in conformance with the New York State law.

DETAILED BID SPECIFICATIONS

BID #2024-25/27-06– PRINTING SERVICES

The purpose of this contract is to obtain pricing for items such as those listed below, which pricing will be used for comparative/ competitive analysis. This contract shall include but not be limited to the following types of items:

Business Cards

NCR Forms

Envelopes

Newsletters

Flyers

Postcards

Letterhead (Certified Bond)

Various “Heavy Stock” Cards

Window Envelopes

Bidders are not required to bid on every item. If you are not bidding on a particular item, please indicate “no bid” in the space provided. Each item will be evaluated on an individual basis and awarded to the lowest responsible bidder. Bidders are to include in the bid price any set-up fees necessary to print items that are not camera ready.

Items will be ordered according to need and/or budgetary status. Orders will be incremental throughout the school year. When quoting on letterhead and memo pads, please note that changes in name, title, etc. may be required. These anticipated changes must be included in your pricing.

In most instances deliveries will be required within two weeks after receipt of order (ARO). The Purchasing Agent must be notified if any delivery exceeds two weeks.

All templates/artwork shall remain the property of the Island Park School District.

Samples provided upon request.

PROPOSAL FORM – PRINTING SERVICES

COMPANY NAME _____

No.	Description	Quantity	Enter Price per Unit	Unit
1	Absence Request Form. 3 part NCR white/yellow/pink, black ink, printing on one side, 8 1/2" x 11".	500	\$	Per 500
		1000	\$	Per 1000
2	Awarding In-service Credit Form. (CTLE Form) 8 1/2" x 11". 4 part NCR, white/canary/pink/goldenrod. Black ink. Printing on one side.	500	\$	Per 500
		1000	\$	Per 1000
3	Booklets , approx. 104 pages + colored cover 60# Opaque Text, 1/1 Black 80# 1/1 saddle stitched	250	\$	Per 250
4	Budget Flyer 17" x 11". 2 sheets, 3 color, two sided, folded and collated (8 pages total): Black, Blue and Yellow with logo. <u>Carrier Route Mail. 2 DAY TURNAROUND TIME REQUIRED</u>	3300	\$	Per 3300
5	Bus Conduct Report. 8 1/2" x 14". 4 part NCR, white/blue/yellow/pink. Black ink. Printing on both sides.	5000	\$	Per 5000
6	Business cards (2" x 3 1/2"). One color-Black. Matte finished, raised ink.	500	\$	Per 500
7	Calendar: 11" x 17" . Black ink. Printing on 2 sides. White coated cover, 4 colors and halftones on cover and 2 colors back cover. 80 lb.. Approx. 28 pages, including cover. Artwork provided. Fold, Collate and Staple. <u>Carrier Route Mail. 7 DAY TURNAROUND TIME REQUIRED</u>	3300	\$	Per 3300
8	Coach's Authorization for Team Membership. 7 1/2" x 5 1/4". Two Part NCR white/yellow. One-Sided. Black Ink.	500	\$	Per 500
9	Communication with Parent(s) form. 8 1/2" x 11". Two part NCR white/yellow. Printing on one side.	500	\$	Per 500
		1000	\$	Per 1000
10	Cumulative Health Record. 8" x 15". Folded in thirds. Tan 110lb. Index stock. Black ink. Printing on both sides.	500	\$	Per 500
		1000	\$	Per 1000
11	Discipline Referral Form. 3 part NCR (white/yellow/pink) 8 1/2" x 11", black ink. A sample will be provided to the low bidder to be used as artwork.	500	\$	Per 500
		1000	\$	Per 1000
12	Driver Repair Request Form. 8 1/2" X 11" Pad: 2 part NCR (white, yellow) black ink 2-sided with wrap around cover. 60 sets per pad (120 pages). A sample will be provided to the lowest bidder.	10-20 Pads	\$	Per 10-20 Pads
		20-30 Pads	\$	Per 20-30 Pads

No.	Description	Quantity	Enter Price per Unit	Unit
13	Emergency Home Contact Card – 8” x 5” Yellow Card Stock. Black Ink. One-sided.	500	\$	Per 500
		1000	\$	Per 1000
14	Enrollment Cards – Tan 110 lb stock. One-sided. Black Ink. 4" x 6".	500	\$	Per 500
		1000	\$	Per 1000
15	Envelopes – Student Activity Deposit 9” x 6” . Black Ink.	500	\$	Per 500
		1000	\$	Per 1000
16	Envelopes – Window - with return address - #10. Black Ink.	1000	\$	Per 1000
		5000	\$	Per 5000
17	Envelopes with return address - #10. Black Ink.	1000	\$	Per 1000
		5000	\$	Per 5000
18	Envelopes- Election Official Oath # 11 24lb brown kraft envelopes – black ink – printing 2 side	1000	\$	Per 1000
		5000	\$	Per 5000
19	Envelopes- Election Return # 12 24lb brown kraft envelopes – black ink – printing 1 side	1000	\$	Per 1000
		5000	\$	Per 5000
20	Envelopes- Election Outside Envelope # 14 24lb brown kraft envelopes – black ink – printing 1 side	1000	\$	Per 1000
		5000	\$	Per 5000
21	Fuel Fill-Up Form. 4 ¼” x 5 ½” Pad. 50 Pre-numbered 2-part NCR forms per pad. White/Yellow. Printing on one side. Black Ink; red ink for numbers.	500	\$	Per 500
		1000	\$	Per 1000
22	Letterhead on <u>Certified Bond</u> paper (8 1/2" x 11") Black ink.	1000	\$	Per 1000
		5000	\$	Per 5000
23	Maintenance Repair Request Form. 3 part NCR white/yellow/pink, black ink, printing on one side, 8 1/2" x 11".	500	\$	Per 500
		1000	\$	Per 1000

No.	Description	Quantity	Enter Price per Unit	Unit
24	Newsletter – “ <i>The Islander</i> ” Paper Weight: 60lb, 4-pages , two sides, 11"x17" layout. 4 Color. Folded. <u>Carrier Route Mail</u> . 5-DAY TURNAROUND TIME REQUIRED	3300	\$	Per 3300
25	Newsletter – “ <i>The Islander</i> ” Paper Weight: 60lb, 6-pages , two sides, 11"x 25.5" brochure layout. 4 Color. Tri-Folded. <u>Carrier Route Mail</u> . 5-DAY TURNAROUND TIME REQUIRED	3300	\$	Per 3300
26	Newsletter – “ <i>The Islander</i> ” <i>Budget</i> , Paper Weight: 60lb, 8- pages , two sides, 11"x17" layout. 4 color. Folded and collated. <u>Carrier route mail</u> , 2-DAY TURNAROUND TIME REQUIRED	3300	\$	Per 3300
27	Newspaper – “ <i>Hegarty Herald</i> ” Paper weight: 30lb, four (4) page, 11"x17" layout folded. Black and Blue Ink. Proof copy required. Two editions per year. 5-DAY TURNAROUND TIME REQUIRED	500 TAB	\$	Per 500 TAB
28	Newspaper – “ <i>The Informer</i> ” Paper weight: 30lb, eight (8) page, 11"x17" layout folded and collated. Black and Blue Ink. Proof copy required. Two editions per year. 5-DAY TURNAROUND TIME REQUIRED	500 TAB	\$	Per 500 TAB
29	Payment Receipt Book. 3 part NCR, white, blue, yellow. 3 1/2" x 8 1/2" Black Ink. Pre-numbered with wrap around cover. 50 sets per pad (150 pages). Printing on one side.	40 Pads	\$	Per 40 Pads
30	Personalized Pads "From the Desk of... Name of Administrator" (8 1/2" x 5 1/2") - White, printing on one side, Black ink for heading, black for name of title, sample to be provided if needed.	1-5 Pads	\$	Per 1-5 Pads
		6- 10 Pads	\$	Per 6- 10 Pads
31	Personalized Pads "From the Desk of... Name of Administrator (4 1/2" x 5 1/2") - White, printing on one side, Black ink for heading, black for name of title.	1-5 Pads	\$	Per 1-5 Pads
		6-10 Pads	\$	Per 6-10 Pads
32	Postcards (5 1/2" x 8 1/2") Two-sided. <u>Black Ink</u> . Yellow or green cardstock.	3300	\$	Per 3300
33	Postcards (5 1/2" x 8 1/2") Two-sided. Full <u>Color Ink</u> . Non Glossy.	3300	\$	Per 3300
34	Dedication plaque. Engraved metal plate mounted on a wooden plaque. Gold or Black Lettering, Gold or Black Metal Plate, Mounted on Wood Preference: Cherry, Oak, Walnut.	10x8	\$	Ea.
		7x9	\$	Ea.
		12x9	\$	Ea.

By signing below, the bidder certifies that all bid requirements have been carefully examined and are understood. Bidder also agrees that in the event of the failure to perform within the time stated on the bid specifications or on the purchase order, the undersigned agrees to pay the Board, on demand, the difference between the price(s) bid and the price(s) for which such item(s) or service(s) shall be subsequently purchased.

CONTACT PERSON: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

TELEPHONE #: _____ FAX #: _____

Sworn to before me this _____ day of _____, 20____

(Notary Public)

FORM OF DISCLOSURE

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS OF THE FIRM:

Name

Title

1. Does any Island Park UFSD Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the firm?_____ If yes, set forth the basis upon which a financial interest exists in the firm:

2. Has the firm or any of its officers, directors, partners, or controlling principals possessed any interest in transactions heretofore entered into with Island Park UFSD?_____ If yes, please describe transaction(s):

3. Does any direct relative of a member of the Board, administrators, or staff possess any financial interest, directly or indirectly, in the firm (For purpose of this inquiry a direct relative is to be defined as a parent, spouse, child or sibling)._____ If yes, set forth below the Island Park UFSD Board Member, administrator, or staff member whose relation possess an interest and the relationship:

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE.

Firm: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

NON-COLLUSIVE FORM
BID PROPOSAL CERTIFICATIONS

Firm Name _____

Business Address _____

Telephone Number _____ Date of Bid _____

I. General Bid Certification

The bidder certifies that he will furnish, at the prices quoted, the materials, equipment and/or services as proposed on this Bid.

II. Non-Collusive Bidding Certification

The following statement is made pursuant to Section 103-D of the General Municipal Law, as amended by Chapter 675 of the Laws of 1966, and Section 139-D of the State Finance Law, as amended by Chapter 675 of the Laws of 1966, and Section 2604 of the Public Authorities Law, as amended by Chapter 675 of the Laws of 1966.

By submission of this bid proposal, the bidder certifies that he/she is complying with Section 103-D of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. 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-collusive 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 its 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 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 of subparagraph one (a).

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 goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certifications referred to in subdivision II of this 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 corporation.

The bidder affirms the above statement as true under the penalties of perjury.

Signature of Bidder: _____ Title: _____
(Signature of bidder or authorized representative of a corporation)

Sworn to before me this _____ day of _____, 20____

BID REFERENCE FORM

Bidders, please complete the following and return with bid submittal:

List three (3) references that your firm has serviced in a manner similar in scope to the specifications contained in this bid package. References are part of the bid submission and failure to supply these references may result in the rejection of your bid.

1. Firm Name: _____

 Contact Name/Title: _____

 Address: _____

 Telephone: _____

 Date(s) of Service: _____

2. Firm Name: _____

 Contact Name/Title: _____

 Address: _____

 Telephone: _____

 Date(s) of Service: _____

3. Firm Name: _____

 Contact Name/Title: _____

 Address: _____

 Telephone: _____

 Date(s) of Service: _____

- Has your firm, in its current or any previous names, ever been declared a non-responsible bidder?

☐ No ☐ Yes If yes, please explain below.

- How many years have you been in business as a contractor under your present name? _____

- To be answered in case of partnership:

a. Date of Partnership: _____

b. Give address where partnership maintains its principal office:

c. Name and Address of each partner: _____

d. Extent of financial interest of each partner: _____

- To be answered in case of corporation:

a. Date when organized: _____

b. Incorporated under the laws of what state: _____

c. Is corporation now duly existing? _____

d. List all Officers and Directors and their position for the year last: _____

- Have you ever failed to complete any contract awarded to you? _____

If so, when where and why? _____

- Have liens or lawsuits of any kind ever been filed against you or any officer, director or partner of your organization, arising out of any of your contracts: _____

If so, give details: _____

- List Surety Companies (Bonding Companies) which have heretofore bonded you, and the name and amount of contract, within the last ten (10) years:

IRANIAN ENERGY DIVESTMENT CERTIFICATION

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer 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 New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

Print or Type Firm Name

Authorized Signature

Print or Type Name

Print or Type Title

Date

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) City, state, and ZIP code List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				
Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

