

NOTICE TO BIDDERS
CHAPPAQUA CENTRAL SCHOOL DISTRICT
66 ROARING BROOK ROAD
P.O. BOX 21
CHAPPAQUA, NEW YORK 10514

The Board of Education of the Chappaqua Central School District, hereby invites submission of bids for:

CCSD BID # B2018-7

Printing/Stationary Services

Sealed bids will be received until **May 25th, 2018 by no later than 2:00pm** at the Purchasing Office, Education Center, 66 Roaring Brook Road, Chappaqua, New York – mailing address: Chappaqua Central School District, P.O. Box 21, Chappaqua, New York 10514-at which time and place all bids will be opened and read publicly. Specifications and Bid Forms may be obtained at the school district website www.ccsd.ws as follows:

- District
- Departments
- Business Office
- Procurement
- School Year 2017-2018
- Bids
- CCSD Bid # B2018-7: Printing/Stationary Services

If further information is needed, call the Purchasing Office at 914 238-7200, Ext. 1013 or e-mail at mitrnik@ccsd.ws.

The Board of Education reserves the right to reject any and all bids which do not seem to be in the best interest of the School District.

CHAPPAQUA CENTRAL SCHOOL DISTRICT
66 ROARING BROOK ROAD
P.O. BOX 21
CHAPPAQUA, NEW YORK 10514

CCSD BID # B2018-7: PRINTING/STATIONARY SERVICES

SEALED BID CHECKLIST

**LIST OF REQUIRED ITEMS TO BE CHECKED OFF AND
INCLUDED IN SEALED BID ENVELOPE**

- 1) COMPLETED BIDDER'S FORM OF PROPOSAL (BEGINNING ON PAGE 10 OF INSTRUCTIONS TO BIDDERS).
- 2) COMPLETED AND SIGNED BID PROPOSAL CERTIFICATION SHEET
- 3) COMPLETED, NOTARIZED & SIGNED BID FORM AND SPECIFICATIONS SHEET LOCATED ON THE LAST PAGE OF THE GENERAL BID PACKET.
THIS PAGE MUST BE NOTORIZEED OR BID WILL NOT BE ACCEPTED.

**ALL ITEMS ON THIS LIST MUST BE SUBMITTED IN A
SEALED BID ENVELOPE OTHERWISE BID CANNOT BE
ACCEPTED.**

CHAPPAQUA CENTRAL SCHOOL DISTRICT
66 ROARING BROOK ROAD
P.O. BOX 21
CHAPPAQUA, NEW YORK 10514

***CCSD BID # B2018-7: PRINTING/STATIONARY
SERVICES***

INSTRUCTIONS TO BIDDERS

1. Bids must be submitted on the attached set of forms. Do not separate these sheets. Initial every sheet in this packet. Please note when writing in costs of items **Please do not submit more than one cost per line.**
2. Unless a specific color is specifically noted for a certain item on this specification, all letterheads, envelopes and business cards, flat and raised, are all to be quoted on “black” ink regardless of what sample is submitted to the vendor.
3. No separate fuel or freight charges will be allowed. Please take this into consideration when submitting your bid.
4. For printing of booklets and other items, if a print template needs to be set up, no set-up charges will be allowed. Please take this into consideration when submitting your bid.
5. Vendors are not allowed to set “minimum ordering quantities” other than what is listed on this specification.
6. We have various buildings in our school district. Delivery sites will be to the following locations:

Douglas G. Grafflin Elementary School
650 King Street
Chappaqua, NY, 10514

Roaring Brook Elementary School
530 Quaker Road
Chappaqua, NY 10514

Westochard Elementary School

25 Granite Road
Chappaqua, NY 10514

Robert E. Bell Middle School
50 Senter Street.
Chappaqua, NY 10514

Seven Bridges Middle School
222 Seven Bridges Road
Chappaqua, NY 10514

Horace Greeley High School
70 Roaring Brook Road
Chappaqua, NY 10514

Chappaqua Central School District
Education Center
66 Roaring Brook Road
Chappaqua, NY 10514

Pole Barn
438 Bedford Road
Chappaqua, NY 10514

BIDDING PROCEDURE AND REQUIREMENTS

1. Bidders must provide along with the completed bidding document, written evidence demonstrating an ability to provide printing products and services, including, if applicable, a list of any and all school districts which they have served during the past three years.
2. No alteration, erasure, or addition is to be made in the printed matter. Any deviations from the conditions and specifications will constitute sufficient grounds for rejection of a bid.
3. Prices and information required, except the signature of the Bidder, should be hand-written or typed for legibility. **NOTE: Only enter one (1) price per item and/or quantity of items.** Illegible or vague bids may be rejected. All signatures must be written.
4. **Some items may be needed within a short period of time.** Vendors must have the ability to produce items on short notice.
5. Vendor must be able to provide a sample of an item or items being printed if requested by our staff.

SAMPLES

Set of samples are only available upon request. If a bidder wishes to pick up a set, please contact the purchasing office at 914.238.7200, Ext. 1013 or e-mail mitrnik@ccsd.ws.

AWARD

1. The School District and the Board of Education will employ every effort to make an award within thirty (30) days after the date of the bid opening and all bids shall remain firm during the school year. The District further reserves the right to make awards following this initial thirty (30) day period to any Bidder who has not provided written notice to the District's Business Office that its bid has been withdrawn.
2. The Contract(s) will be awarded for one (1) year, July 1, 2018 - June 30th, 2019, to provide **PRINTING/STATIONARY SERVICES** for all district and school offices. Contract will be awarded to one or more vendors based on lowest cost per item. Chappaqua Central School District reserves the right to make awards to more than one vendor.

3. If two or more Bidders submit identical Bids as to price, the decision of the Board to award a Contract shall be final.

SPECIFICATIONS & DETAILED DESCRIPTIONS

All bids should allow for the highest standards of printing, quality and meticulous adherence to the instructions supplied. The Chappaqua Central School District will expect a reprint at no additional cost of any jobs carelessly printed with defects such as misalignment, splotches or dirt, incorrect color, incorrect format, etc. If someone from the school district requests to have a proof, please forward to them and do not print until an approval of the proof has been given. Bids will be requested on the following items.

Category A – Letterheads and Memos

1. Stationery - Letterheads:

- | | |
|-------------|--|
| a. Size: | Letterhead 8.5" x 11" |
| b. Paper: | Bond or equivalent, 25% cotton fiber |
| c. Color: | White |
| d. Finish: | Cockle |
| e. Weight: | 20# |
| f. Ink: | One Color – Black |
| g. Comment: | District will supply facsimile of letterhead(s) to be printed. Logos and design from buildings vary. |

2. Horace Greeley High School Letterhead:

- | | |
|-------------|--|
| a. Size: | Letterhead 8.5" x 11" |
| b. Paper: | Bond or equivalent, 25% cotton fiber |
| c. Color: | White |
| d. Finish: | Cockle |
| e. Weight: | 20# |
| f. Ink: | One Color – Blue |
| g. Comment: | District will supply facsimile of letterhead(s) to be printed. Logos and design from buildings vary. |

Category B – Envelopes, White Wove

3. White Wove Window – Regular:

- | | |
|-------------|-----------------------------------|
| a. Size: | #10 |
| b. Grade: | White Wove, Standard Window |
| c. Color: | Bright White |
| d. Weight: | 24# |
| e. Ink: | One Color – Black |
| f. Comment: | District will supply facsimile of |

envelopes to be printed. Logos of buildings will vary

4. White Wove Plain – Regular:

- a. Size: #10
- b. Grade: White Wove, Plain
- c. Color: Bright White
- d. Weight: 24#
- e. Ink: One Color – Black
- f. Comment: District will supply facsimile of envelopes to be printed. Logos of buildings will vary.

5. White Wove Plain – Special Size Large Envelope:

- a. Size: 10" x 13"
- b. Grade: White Wove, Plain
- c. Color: Bright White
- d. Weight: 24#
- e. Ink: One Color – Black
- f. Comment: District will supply facsimile of envelopes to be printed. Logos of buildings will vary.

Category C – Envelopes, Brown Craft
--

6. Brown Craft Envelopes – Open End, Regular:

- a. Size: 9 ½" x 12 ½"
- b. Grade: Brown Craft Plain
- c. Color: Reg. Gold
- d. Weight: 28#
- e. Ink: One Color – Black
- f. Comment: District will supply facsimile of envelopes to be printed. Logos of buildings will vary.

7. Brown Craft Envelopes – Open End, Peel N' Seal:

- a. Size: 9 ½" x 12 ½"
- b. Grade: Brown Craft Plain
- c. Color: Reg. Gold
- d. Weight: 28#
- e. Ink: One Color – Black
- f. Comment: District will supply facsimile of envelopes to be printed. Logos of buildings will vary.

8. Brown Craft Envelopes – Open End, Regular:

- a. Size: 9" x 12"
- b. Grade: Brown Craft Plain
- c. Color: Reg. Gold
- d. Weight: 28#
- e. Ink: One Color – Black
- f. Comment: District will supply facsimile of envelopes to be printed. Logos of buildings will vary.

9. Brown Craft Envelopes – Open End, Peel N' Seal:

- a. Size: 9 " x 12 "
- b. Grade: Brown Craft Plain
- c. Color: Reg. Gold
- d. Weight: 28#
- e. Ink: One Color – Black
- f. Comment: District will supply facsimile of envelopes to be printed. Logos of buildings will vary.

Category D – Business Cards – Flat Printing
--

10. Business Cards - Regular:

- a. Size: 2" x 3"
- b. Grade: Wove/Vellum
- c. Color: White
- d. Weight: 80# Cover Stock
- e. Ink: One Color – Black
- f. Comment: District will supply facsimile of business card to be printed. Design, text and names card will vary.

Category E – Douglas Grafflin, Roaring Brook & Westorcharde Elementary Schools - Special Printing
--

11. Visitor Badges: 2" x 3" white square sticker, black print, stickers to come in tear-off roll.

12. Student Folders: Actual Size: Manila oak tag, unfolded actual size: 14 6/16" x 18", bottom folds up to 8 3/8" length with 1 1/2" left remaining on top. School to provide sample when document is needed.

13. Student Conference Notes: Actual size: 12 1/2" x 9 1/2", manila oak tag, black ink.

Category G Horace Greeley High School – Special Printing

14. High School Profile: 8 ½” x 14” folded in C style over top to 8 ½” x 11”, 2-sided white with blue and black print. Description of Horace Greeley High School.

15. Greeley Workbooks: Books will vary in page size from 40 – 350 pages. Front and back cover to be colored card stock. Color of card stock will be determined by Horace Greeley High School representative. All workbooks should be three-hole punched including cover pages. Books are not to be stapled. Subject of workbooks will vary. All pages are to be double sided. Various sizes of workbooks are listed below:

- A) 40 to 50 Pages
- B) 50 to 75 Pages
- C) 75 to 100 Pages
- D) 100 to 125 Pages
- E) 125 to 150 Pages
- F) 150 to 175 Pages
- G) 175 – 225 Pages
- H) 225 – 250 Pages
- I) 250 – 300 Pages
- J) 300 – 350 Pages

Category I– Special Printing of Booklets, Calendars, etc.
--

16. Kindergarten Parent Guide: Approx. 23 pages double sided not including front and back covers. 8 ½” x 11”. Two staples on left side. Landscape view. Front and back cover heavy card stock as per sample. Color of front and back covers to be determined.

Successful vendor must deliver item to the following buildings:

- A) Douglas G. Grafflin Elementary School, 650 King Street, Chappaqua, NY 10514
- B) Roaring Brook Elementary School, 530 Quaker Road, Chappaqua, NY 10514
- C) Westorchard Elementary School, 25 Granite Road, Chappaqua, NY 10514
- D) CCSD Education Center, 66 Roaring Brook Road, Chappaqua, NY 10514

17. Parent Guide to Elementary Mathematics: Approx. 24 pages including front and backcovers. 8 ½" x 11" folded booklet (8 ½" x 5 ½" when folded) Please have booklet staple twice on spine. Black print.

Successful vendor must deliver item to the following buildings:

- A) Douglas G. Grafflin Elementary School, 650 King Street, Chappaqua, NY 10514
- B) Roaring Brook Elementary School, 530 Quaker Road, Chappaqua, NY 10514
- C) Westorcharde Elementary School, 25 Granite Road, Chappaqua, NY 10514
- D) CCSD Education Center, 66 Roaring Brook Road, Chappaqua, NY 10514

18. Homework Elementary Guide: Six page C-fold pamphlet on 8 ½" x 11" yellow colored paper (8 ½" x 3 ¾" when folded). Black print.

Successful vendor must deliver item to the following buildings:

- A) Douglas G. Grafflin Elementary School, 650 King Street, Chappaqua, NY 10514
- B) Roaring Brook Elementary School, 530 Quaker Road, Chappaqua, NY 10514
- C) Westorcharde Elementary School, 25 Granite Road, Chappaqua, NY 10514
- D) CCSD Education Center, 66 Roaring Brook Road, Chappaqua, NY 10514

19. Elementary School's Statement on Bullying: Six page C-fold pamphlet on 8 ½" x 11 green colored paper (8 ½" x 3 ¾" when folded). Black print.

Successful vendor must deliver item to the following buildings:

- A) Douglas G. Grafflin Elementary School, 650 King Street, Chappaqua, NY 10514
- B) Roaring Brook Elementary School, 530 Quaker Road, Chappaqua, NY 10514
- C) Westorcharde Elementary School, 25 Granite Road, Chappaqua, NY 10514
- D) CCSD Education Center, 66 Roaring Brook Road, Chappaqua, NY 10514

20. Linking Home and Schools: Six page C-fold pamphlet on 8 ½" x 14" paper (8 ½" x 4 11/16" when folded). Black print.

Successful vendor must deliver item to the following buildings:

- A) Douglas G. Grafflin Elementary School, 650 King Street, Chappaqua, NY 10514
- B) Roaring Brook Elementary School, 530 Quaker Road, Chappaqua, NY 10514
- C) Westorcharde Elementary School, 25 Granite Road, Chappaqua, NY 10514
- D) CCSD Education Center, 66 Roaring Brook Road, Chappaqua, NY 10514

21. Highlights Newsletter: Special layout. All pages double sided. Number of pages will range from 2 to 12. Must be folded by 8 ½" x 11" and then folded down to 8 ½" x 5 ½". If newsletter is ten to twelve pages, it must have staples on the spine. Four color print. Vendor is to be responsible for delivering all Highlights newsletters to the White Plains Post Office for delivery. All newsletters are to be sorted via carrier route (USPS Delivery Statistics by Zone). Please note: Vendor must have the ability to produce this item within a minimum of a nine business day period as well as provide a blueprint for proofing. This item is considered a short notice item as listed on Line Number 4 of "BIDDING PROCEDURE AND REQUIREMENTS"

22. School District Bus Route Directory: 8 ½" x 11", **black spiral bond**. Black ink print. Approx. 120 pages double sided (60 sheets, one page per side) not including front and back cover. School district to provide sample when item is needed.

23. School District Bus Stop Post Cards: 8 ½" x 5 ½" manila card stock. Black ink, single sided. Vendor to provide card stock. District to provide printing information when items are needed.

24. Continuing Education Brochure:

Qty: 22,000 booklets

Printing to be done twice a year.

Size: final size of 5 ½ x 8 ½.

Paper: Cover is on an 80 lb. 1-side cover with two colors and the interior pages are on 60 lb. white opaque text, uncoated. Cover is to be heavier than the interior pages.

Number of pages: 20 plus cover (Please note: Number of pages are subject to change).

Printing: Cover is color and printed on front and back. All and inside pages print in black/gray scale on both sides. Construction: Two staples on spine.

Please note: Vendor is responsible for delivering all continuing education brochures to the White Plains Post Office for delivery. All brochures are to be sorted by carrier route (USPS Delivery Statistics by Zone)

CHAPPAQUA CENTRAL SCHOOL DISTRICT
66 ROARING BROOK ROAD
P.O. BOX 21
CHAPPAQUA, NEW YORK 10514

***CCSD BID # B2018-7: PRINTING/STATIONARY
SERVICES***

BIDDER'S FORM OF PROPOSAL

Category A – Letterheads and Memos

1. Stationary – Letterheads

_____ per qty. of 500

_____ per qty. of 1,000

_____ per qty. of 1,500

_____ per qty. of 2,000

2. Horace Greeley High School Letterhead:

_____ per qty. of 500

_____ per qty. of 1,000

_____ per qty. of 1,500

per qty. of 2,000

Category B – Envelopes, White Wove

3. White Wove Window – Regular

per qty. of 500

per qty. of 1,000

per qty. of 1,500

per qty. of 2,000

4. White Wove Plain – Regular

per qty. of 500

per qty. of 1,000

per qty. of 1,500

per qty. of 2,000

5. White Wove Plain – Special Size Large Envelope

per qty. of 500

per qty. of 1,000

per qty. of 1,500

per qty. of 2,000

Category C – Envelopes, Brown Craft

6. Brown Craft Envelopes –Open End, Regular – 9 ½” x 12 ½”

per qty. of 500

per qty. of 1,000

per qty. of 1,500

per qty. of 2,000

7. Brown Craft Envelopes – Open End, Peel N’ Seal– 9½” x 12 ½”

per qty. of 500

per qty. of 1,000

per qty. of 1,500

per qty. of 2,000

8. Brown Craft Envelopes – Open End, Regular – 9” x 12”

per qty. of 500

per qty. of 1,000

per qty. of 1,500

per qty. of 2,000

9. Brown Craft Envelopes – Open End, Peel N’ Seal- 9” x 12”

per box of 500

per qty. of 1,000

per qty. of 1,500

per qty. of 2,000

Category D – Business Cards – Flat Printing

10. Business Cards – Regular

per box of 500

Category E – Douglas Grafflin, Roaring Brook, & Westorcharde Elementary Schools - Special Printing

11. Visitor Badges:

per set of 500

12. Student folders

per box of 250

13. Student Conference Notes

per box of 250

Category G – Horace Greeley High School – Special Printing

14. High School Profile

per set of 750

15. Greeley Workbooks:

A) 40 to 50 Pages

per 20 books

per 40 books

per 60 books

per 80 books

per 100 books

B) 50 to 75 Pages

per 20 books

per 40 books

per 60 books

per 80 books

per 100 books

C) 75 to 100 Pages

per 20 books

per 40 books

per 60 books

per 80 books

per 100 books

D) 100 to 125 Pages

per 20 books

per 40 books

per 60 books

per 80 books

per 100 books

E) 125 to 150 Pages

per 20 books

per 40 books

per 60 books

per 80 books

per 100 books

F) 150 to 175 Pages

per 20 books

per 40 books

per 60 books

per 80 books

per 100 books

G) 175 to 225 Pages

per 20 books

per 40 books

per 60 books

per 80 books

per 100 books

H) 225 to 250 Pages

per 20 books

per 40 books

per 60 books

per 80 books

per 100 books

I) 250 to 300 Pages

per 20 books

per 40 books

per 60 books

per 80 books

per 100 books

J) 300 to 350 Pages

per 20 books

per 40 books

per 60 books

per 80 books

per 100 books

Category I – Special Printing of Booklets, Calendars, etc.

16. Kindergarten Parent Guide

per 500 guides

17. Parent Guide to Elementary Mathematics

per 2,000 guides

18. Homework Elementary Guide

per 2,000 guides

19. Elementary School's Statement on Bullying

per 2,000 guides

20. Linking Home and Schools

per 2,000 guides

21. Highlights Newsletter

**Cost for Quantity of
4,500 Newsletters**

**Cost of Additional
500 Newsletters**

A) 2 Page Newsletter

B) 4 Page Newsletter

C) 6 Page Newsletter

D) 8 Page Newsletter

E) 10 Page Newsletter

F) 12 Page Newsletter

22. School District Bus Route Directories

per box of 130 copies

23. School District Bus Stop Post Cards

per 500 post cards

per 1,000 post cards

per 1,500 post cards

per 2,000 post cards

24. Continuing Education Brochures

per qty. of 22,000 copies

If you have any questions pertaining to the above bid, please call:

Mike Trnik
Purchasing Agent
(914) 238-7200, Ext. 1013
mitrnik@ccsd.ws

COMPANY

ADDRESS

REPRESENTATIVE _____

SIGNATURE _____

DATE _____

TELEPHONE

FAX

E-MAIL

CCSD BID # B2018-7: PRINTING/STATIONARY SERVICES
BID PROPOSAL CERTIFICATION/NON COLLUSIVE BIDDING CERTIFICATION

FIRM NAME_____

BUSINESS ADDRESS_____

TELEPHONE NUMBER_____ DATE OF BID_____

I. General Bid Certification – The bidder certifies that he/she will furnish, at the prices herein quoted, the material, equipment, and/or services as proposed on this bid.

II. Non-Collusive Bidding Certification

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:

1. 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 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; and
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly discussed 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;
- (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 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 bid a signed statement which sets forth in detail 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 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).

2. Any bid hereafter made to any political subdivision of the state of 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 certification referred to in subdivision one 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 the corporation.”

Authorized Signature_____

Title_____

BOARD OF EDUCATION
CHAPPAQUA CENTRAL SCHOOL DISTRICT
P.O. Box 21, Chappaqua, New York, 10514

CCSD BID # B2018-7: PRINTING/STATIONARY SERVICES
BID FORM AND SPECIFICATIONS

NAME OF BIDDER _____

BUSINESS ADDRESS _____

TELEPHONE NUMBER _____

The bidder above mentioned declares and certifies:

- | | |
|--------|---|
| First | That the said bidder is of lawful age and the only one interested in this bid and that no one other than said bidder has any interest herein. |
| Second | That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and |
| Third | That no member of the Board of Education of Chappaqua Central School District, Chappaqua, New York, nor any officer or employee or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of the profits thereof. |
| Fourth | That said bidder has carefully examined the instructions to bidders, schedules and specifications prepared under the direction of the Board of Education, and will, if successful in this bid, furnish and deliver at the prices bid, and within the time stated, all the materials, supplies, apparatus, goods, wares, merchandise, service or labor for which this bid is made. |
| Fifth | That the prices quoted herein are net and exclusive of all federal, state and municipal sales and excise taxes. |
| Sixth | That the total number of items for which prices are quoted is as listed in the enclosed attachments and the total cost thereof is also listed in those same attachments. |

In the event of the failure of the undersigned bidder to perform within the time stated in the schedule or purchase order, as the case may be, the bid deposit made with this bid, or such much thereof as shall be applicable to the unfilled amount of the award made to the undersigned, shall be retained by the Board of Education and the undersigned shall also be liable for and agrees to pay the Board, on demand, the difference between the prices or prices bid and the price or prices for which such items shall be subsequently purchased, less the amount available to the undersigned bidder and no bid may be withdrawn before the expiration of 45 days.

Subscribed and sworn to before me

This _____ day of _____

Signature of Bidder

Notary Public

Type or Print name signed above