

Central Islip Public Schools Voice Over Internet Bid



Bids will be received up to and until **10:00 a.m., March 3, 2025** at Central Islip School District, Business Office, Alfano Building, 50 Wheeler Road, Central Islip, NY 11722. Bid packages may be obtained at the same office daily from 10:00 A.M. to 3:00P.M., except Saturdays, Sundays, and Holidays.

Should you have any questions, please contact **Phil Voigt, Director of Technology at pvoigt@centralislip.k12.ny.us**.

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BID DUE DATE :

MARCH 3, 2025 10:00 a.m.

Central Islip UFSD
50 Wheeler Road
Business Office
Central Islip, NY 11722
Attn: Sharon Morgan

General Conditions

Invitations to bid issued by the Central Islip School District will bind all successful bidders to the terms and conditions set forth in these General Conditions, and such conditions shall be an integral part of each purchase contract awarded.

VOICE OVER INTERNET SERVICES

1. Sealed proposals for the furnishing, delivery, and installation where called for, of the services, materials, equipment and/or supplies, as required by the Central Islip School District and as set forth in the following specifications must be received no later than **10:00 a.m., Friday, March 3, 2025** at Central Islip School District, Business Office, Alfano Building, 50 Wheeler Road, Central Islip, NY 11722.
2. All bids must be submitted on and in accordance with the forms provided in the bid package, in a sealed envelope addressed to Central Islip School District, Business Office, Alfano Building, 50 Wheeler Road, Central Islip, NY 11722 on or before the hour and day stated above, and the envelope shall be endorsed on its face with the name of person, firm, or corporation submitting a bid, the date of bid opening, and title of the services, materials, equipment, or supplies for which such proposal is made.
3. Facsimile, telephone, or verbal bids or amendments of proposals will not be accepted or considered.
4. Bids received after the time stated in the Notice to Bidders will not be considered. The bidder assumes the risk of any delay in the mail or in the handling of the mail by Central Islip School District's employees. The bidder assumes all responsibility for having his bid deposited on time at the place specified.
5. Each bidder is requested to read carefully the Notice to Bidders, Instruction to Bidders, and the Specifications. Bidders will be held to strict compliance with such documents. Failure to fulfill the contract will result in removal of the bidder's name from the mailing list for future proposals, terminate his status as a responsible bidder, and further, at the discretion of the school district, may bar him for an indeterminate period from consideration for any subsequent award.
6. All information required in the Notice of Bidders, the Specifications, and the Bid Form must be provided by the bidder to constitute an acceptable bid.
7. Central Islip School District will interpret the submission of a bid to mean that the bidder is fully informed as to the extent and character of the services, supplies, materials, or equipment required and that the bidder can furnish same in complete compliance with the specifications.
8. The contract will be awarded to the vendor offering the lowest price, or Central Islip

School District will award this bid by item or item classification, whichever is in the best interest of Central Islip School District or the bid will be rejected within ninety (90) days of the date of the opening of bids, subject, however, to the discretionary right reserved by Central Islip School District to waive any informalities in, or to reject any or all bids and to advertise for new bids, if in its opinion, the best interest of the school district will thereby be promoted. All bids will be held firm for the duration of the contract. Central Islip School District reserves the right to award by item or in total, whichever is in the best interest of the school district.

9. This contract will be utilized at the discretion of the Central Islip School District. Consequently, there is no guarantee that the specified minimum amount of work will be authorized.
10. The Successful Bidder must comply with the New York State labor laws pertaining to the payment of prevailing wage rates, as provided for in the New York State Labor Law, Section 220. The required prevailing wage rate schedule is part of this document. Requests for payment must include certified payrolls for all workers.
11. The Successful Bidder must follow the rules and regulations of the Central Islip School District when he/she is performing the work. This includes but is not limited to employees wearing photo identification cards.
12. The Successful Bidder shall guarantee his/her products and services against defective workmanship for a period of one (1) year and for a period of two (2) years against defective material. The aforementioned periods begin to run the date of final payment for the authorized work.
13. Sales to political subdivisions are not affected by fair trade agreements. (General Business Law, Ch. 39, Sec. 369-a, Sub. 3, L. 1941).

No charge will be allowed for federal, state, or municipal sales and excise taxes, from which the political subdivisions are exempt. All bid prices shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder.

14. In all specifications, where a manufacturer's name, catalog number, or any patented article is referenced, it is to designate a standard of quality, and the words "or equal" are understood to be included. Alternate bids must be fully identified on the bid form, with descriptive literature to be included; otherwise, bid will be construed as submitted on the item specified. If bidding on items other than those specified, it is the responsibility of the bidder to provide the trade designation of the article, model number, manufacturer's name, and a detailed specification of item he proposes to furnish, which can be in the form of a catalog with the page number of the alternate item bid or samples supplied.
15. The provision of the vendor's item number is not sufficient as an item description. It is understood and warranted by the bidder (unless he/she states otherwise) that all

alternate bids are "equal to" item specified. Upon receipt of sample material, the equivalency of any "alternate" item will be reviewed and items found "not equal" will be rejected. The Central Islip School district's decision whether an alternate or substitution is in fact "equal" shall be final.

16. All regularly manufactured stock electrical items provided must bear the label of the Underwriter's Laboratories, Inc.
17. The price inserted must be net and must include delivery charges.

All prices submitted must be "per unit" as specified; e.g., do not submit a bid price "per case" when "per dozen" is specified, or bid may be rejected. If individual quantity within unit specified varies from bid, this must be clearly indicated. Prices shall be extended in decimals, not fractions, to no more than two (2) decimal places.

When the Bid Form requires bids for lump-sums, bidder must bid on each item in the lump-sum group. If bidder is not charging for an item in a group, the bidder must indicate "no charge" on the Bid Form or the bid for the group may be rejected.

18. Prices, and all required information, except signature of bidder, 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.
19. The non-collusive bidding certification must be filled out in entirety and included with each bid as required by General Municipal Law, Section 103-d. Under penalty of perjury, the bidder certifies that:
 - a. The prices in the bid have been arrived at by the bidder independently and have been submitted without collusion with any other vendor of services, materials, supplies, or equipment of the type described in the invitation for bids; and
 - b. The contents of the bid have not been communicated by the bidder, or, to the bidder's best knowledge and belief, by any of its employees, or agents, to any person not an employee or agent of the bidder or its surety on any bond furnished herewith prior to the official opening of the bid.
20. The vendor bid package should include one copy of each bid form with prices indicated. The failure to submit your bid on the forms provided by Central Islip School District may be grounds for bid rejection.
21. All specifications are designed to establish minimum levels of quality and accepted bid samples must meet the minimum specifications for quality. Deliveries must equal or exceed the quality of the accepted bid sample.

The District reserves the right to require a representative sample of the item bid prior to the award or before shipments are made. If the sample is not in accordance with the requirements of the specification, the district may reject

the bid or, if the award has been made, cancel the contract at the expense of the successful bidder.

When the district requires samples, all bidders shall label each of their submitted samples with the correct Program category and item number, or they may not be considered for award. If samples are requested subsequent to bid opening, they shall be delivered within ten (10) days of the request, or as directed, for the bid to be considered.

Samples, when required, must be submitted in accordance with instructions; otherwise, bid may not be considered. If samples are requested subsequent to bid opening, they shall be delivered within ten (10) days of the request, or as directed, for the bid to be considered. Samples must be furnished free of charge and indicating procedures for returning the samples, provided they have not been consumed or rendered useless by tests. Award samples may be held for comparison with deliveries. The participants will not be responsible for any samples destroyed or mutilated by examination or testing. Samples shall be 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 district shall have the right to dispose of them as its own property.

Unless previously submitted, specification sheets must be provided, before or at the bid opening, for all 'alternate' items that are being bid.

- 21a) Notwithstanding any provision herein, product that is equal or exceed the quality of a specified manufacturer's product shall be deemed in compliance with the bid condition.

AWARD

22. Awards will be made to the lowest responsible bidder(s) who meets the specifications for each item or item classification; whichever is in the best interest of Central Islip School District.

The 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. Reductions in time limits can be reason for the rejection of a bid.

If two or more Bidders submit identical Bids as to price, the decision of the school district to award a Contract to one of such identical Bidders shall be final.

The district reserves the right to reject all bids. Also reserved is the right to reject, for cause, any bid in whole or in part; and to waive non-material defects, qualifications, irregularities, and omissions, if, in its judgment, the best interests of the district will be served.

Also reserved is the right to purchase items on State or County contract if such items can be obtained on the same terms, conditions, specifications, and at a lower price.

TERM OF CONTRACT

23.

Bid prices to be in effect from March 3, 2025 to June 30, 2030.

When prices to the trade are decreased, the prices of the applicable items on this contract shall be decreased accordingly. It shall be incumbent upon the vendor to notify the school district's purchasing agent of such decreases immediately after they become effective.

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 bids on individual items or on total sums.

CONTRACT

24. Each bid will be received with the understanding that the acceptance thereof, in writing, by the district to furnish any or all of the items described therein shall constitute a contract between the successful bidder and the district. The contract shall bind the successful bidder on his part to furnish and deliver at the prices and in accordance with the conditions of this bid. The contract shall bind the district on its part to order from such successful bidder (except in the case of emergency) and to pay for at the contract prices, all items ordered and delivered. The district reserves the right to increase or decrease the quantities or supplies or equipment ordered. The unit price bid will be used to determine the amount of increase or decrease in the contract.

No items are to be shipped or delivered until receipt of a purchase order from the district is duly authorized and issued.

The placing in the mail of a notice of award to a bidder, to the address given in his bid, will be considered sufficient notice of award of contract. Failure of this contractor to contact the district to object to the award or prices therein, within seven (7) days of mailing of notice of award, will be considered an acceptance of the contract by the bidder.

No "conditional" freight charges will be accepted. All freight charges must be included within bid submission. Fuel charges under any name will not be assessed.

When materials, equipment, or supplies are rejected, they must be removed by the supplier from the premises of the school district within fifteen (15) days of written notification. Rejected items left longer than fifteen (15) days will be regarded as abandoned, and the school district, town or other Program participant shall have the right to dispose of them as its own property.

A bid offered in combination with another designated bid package will not be accepted.

In the event supplying of samples is impractical, the bidder shall furnish a place or places within a reasonable distance where the item bid can be inspected.

No charges will be allowed for cases, boxes, carboys, bottles, etc., nor for freight expenses, expressage or cartage. Cases, boxes, carboys, bottles, etc. will be removed by the contractor at no expense to the purchaser.

Any addenda sent to the bidders shall be binding and take precedence over the original specification to which it replaces.

CANCELLATION

26. Central Islip School District reserves the right to cancel the contract upon 30 days written notice to the awarded vendor.

No early cancellation or other penalties may be charged to Central Islip School District because of its decision to exercise this right.

Central Islip School District reserves the right to reject any bid if the vendor fails to satisfy Central Islip School District that they are properly qualified to carry out the obligations of the contract.

Central Islip School District further reserves the right to use outside vendors on an "as needed" basis, as determined by Central Islip School District.

TERMINATION OF CONTRACT

27. The Central Islip School District, by 30 days written notice, may terminate this contract, in whole or in part, when it is in the best interest of the district. If this contract is so terminated, the district shall be liable only for payment in accordance with the payment provisions of this contract for services or supplies rendered prior to the effective date of termination.

In the event the successful bidder fails to deliver as ordered, or within the time specified, or fails to abide by any of the provisions of the contract, including but not limited to, untimely performance, inadequate adherence to the schedule, or other unsatisfactory performance, such failure shall constitute a breach of contract. Upon such breach, Central Islip School District shall provide written notice of intention to terminate to the successful bidder setting forth the reasons for such termination and if the successful bidder does not cure such breach within a ten (10) day period of such notice the school district reserves the right to terminate said contract for default, and in order to protect the continuity of the operations, the required services may be procured from the apparent responsible second low bidder or other sources. In the event default action is carried out, the delinquent contractor agrees to reimburse the Central Islip School District promptly for excess costs occasioned by such expenditures from revenue owed to the original contractor or from the Performance Bond. However, should the

bidder cure such breach and perform its obligations during such ten (10) day notice period, the contract shall continue in full force and effect.

The contractor pursuant to the provisions of Section 220 of the Labor Law, as amended, shall comply with determinations of the State Industrial Commission as to schedules of wages and supplements to be paid to all laborers, workmen and mechanics employed in connection with the work. The hourly wage rates shall not be less than the prevailing union scale at the time such labor is performed.

No bid shall be accepted, or contract awarded, to any Contractor whose performance on any previous contract with this School District has been determined to be unsatisfactory. The Central Islip School Board reserves the right to be the sole judge in this decision.

The Central Islip School Board may make any investigation they deem necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the Central Islip School Board all such information and data for this purpose as the Board may request.

GUARANTEES BY THE SUCCESSFUL BIDDER

28. The successful bidder guarantees:
 - a. his or her 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 to the building or equipment for which he or his workmen are responsible.
 - c. all equipment is standard, new, latest model of regular stock product or as required by the specifications, with parts regularly used for the type of equipment offered, and no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.
 - d. every unit delivered must be guaranteed against faulty material and workmanship for a period of at least one (1) year from date of acceptance. If during this period such faults develop, the successful bidder agrees to replace the unit or the part affected without cost to the purchaser. 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 one [1] year from the date of acceptance of the replacement. The successful bidder shall make any such replacement immediately upon receiving notice from the participant.

29. No items are to be shipped or delivered until receipt of a purchase order from the school district.

Delivery must be made as ordered and in accordance with the bid and specifications. If delivery instructions do not appear on purchase order, it will be interpreted to mean prompt delivery (not to exceed thirty [30] days). The decision of the school district as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of order shall rest with the successful bidder. Failure to deliver because of delayed payments or for any other reason will be cause for open market purchase at the expense of the successful bidder. All deliveries shall be immediate, unless stated otherwise on the purchase order.

The district will not schedule deliveries for Saturdays, Sundays, or legal holidays, except where the convenience of the school districts shall govern. Deliveries shall be made between the hours of 9:00 a.m. and 2:00 p.m. unless otherwise instructed.

Items shall be securely and properly packed for shipment, storage, and stacking in new shipping containers and according to accepted commercial practice, without extra charge for packing cases, baling or sacks.

The successful bidder shall be responsible for delivery of items in good condition at point of destination. Bidder shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from bidder invoices. The receiving unit will note for the benefit of successful bidder when packages are not received in good condition. Bidder will replace all such damaged material without waiting for claim adjustments from carriers.

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 of the facility. The successful bidder will be required to furnish proof of delivery in every instance.

Unloading and placing of the equipment and furniture is the responsibility of the successful bidder. The school districts accept no responsibility for the 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 receiving unit, and suppliers should notify their truckers accordingly.

All deliveries shall be accompanied by packing slips, which must contain the following information for each item delivered:

- Purchase Order Number
- Name of Person to Receive Delivery
- Address of Delivery
- Name of Article
- Item Number
- Quantity
- Name of Supplier

Each carton shall be labeled with the purchase order number and name of person who will receive delivery. Failure to comply with this condition can be considered sufficient reason for refusal to accept the materials.

Time of delivery will be considered a factor in determining the awarding of contracts.

PAYMENTS

30. Payment will be made only after correct presentation of claim forms or invoice(s) obtained from the participating unit.

Payment of any claim shall not preclude the school districts from making claim for adjustment on any item found not to have been in accordance with General Conditions and Specifications.

No charges will be allowed for cases, boxes, carboys, bottles, etc., nor for freight expenses, expressage or cartage. Cases, boxes, carboys, bottles, etc. will be removed by the contractor at no expense to the purchaser.

SAVING CLAUSE

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

The vendor agrees to indemnify and save harmless the school district from all cost, expense, or liability to the extent permitted by law arising out of the operations performed hereunder including, without limitation of, the foregoing acts of the vendor's employees. In addition, the vendor agrees to indemnify the school district for any applicable deductibles.

TOXIC SUBSTANCE

32. The successful vendor must supply information on any items which contain any substance that is listed in the latest printed edition of the National Institute for Occupational Safety and Health Registry of Toxic Effects of Chemical Substance or which has yielded positive evidence of acute or chronic health hazards in human, animal, or other biological testing. Such information shall be sent to the Central Islip School District's Business Office and shall be in conformance with New York State Law. Such information shall include:

- a. the name or names of the toxic substance including the generic or chemical name;
- b. the trade name of the chemical and any other commonly used name, to be hazardous, if known;
- c. the level at which exposure to the substance is determined to be hazardous, if known;
- d. the acute and chronic effects of exposure at hazardous levels;

- e. the symptoms of such effects;
- f. the potential for flammability, explosion, and reactivity of such substance;
- g. appropriate emergency treatment;
- h. proper conditions for safe use and exposure to such toxic substance;
- i. procedures for clean up of leaks and spills of such toxic substance.

Each vendor furnishing a toxic substance, as defined by Section 875 of New York State Labor Law, to any Program participant shall provide at least two (2) copies of a material safety data sheet (MSDS), which shall include for each substance the information outlined in Section 876 of New York State Labor Law. For your information, Chapter 551 of the Laws of New York, 1980, Article 28 (toxic substances) can be found on pages TS-1 and TS-2.

VENDOR RESPONSIBILITY

33. Prevailing Wages:

- All vendors submitting bids are required to conform to all current NYS prevailing wage laws. The successful vendor(s) is/are responsible for complying with all current labor rates and regulations throughout the duration of any contract resulting from any bid award. Current rates are available by calling the NYS Department of Labor at (516) 228-3915. Rates are also available via the internet at:

<http://www.labor.state.ny.us/workerprotection/publicwork/countylistgeneral.shtm>
- The district will only pay and the vendor agrees to only charge prevailing wage rates to those employees of any organization that are required by New York State law to receive said rates in the course of doing work for the district;
- The contractor agrees to verify all rates with the New York State Department of Labor prior to submitting a proposal and prior to doing any work for the school district as well as to establish which of those workers involved in any part of a contract for the school district are required by law to receive said rates;
- Corporations and Partnerships submitting proposals are hereby informed that ALL personnel working on this project must be paid the prevailing rate or above in accordance with the current New York State Labor Laws in effect during the course of the project. This includes all owners, partners and other management and other employees as required; and
- NOTE: Vendors currently on the NYS Labor Department debarred list will not be considered for award of this contract. By submitting a bid for consideration, the vendor is indicating to the district that they are currently in good standing with the NYS Department of Labor at the time of the bid.

The vendor shall be solely responsible for complying with all applicable laws, regulations, etc., and paying the appropriate prevailing wage rates for the work herein. The cost of such compliance shall be borne entirely by vendor, who shall hold the school district harmless from any claims, demands or penalties arising from vendor's failure to comply with the above.

The vendor is obligated to abide by all applicable School Board policies and regulations.

TAX LAW CERTIFICATION REQUIREMENT

34. Effective January 1, 2005, Laws 2004, Chapter 60, Part N Tax Law § 5-a, becomes effective and applies to contracts resulting from solicitations to purchase products or services issued by covered agencies for contracts valued in excess of \$15,000.

The law requires that contractors, prior to approval of contracts valued at more than \$15,000, certify that they, their affiliates, subcontractors and the affiliates of their subcontractors have a valid certificate of authority to collect New York State and local sales and compensating use taxes if the contractors, affiliates, subcontractors and the affiliates of their subcontractors have made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000, during the four quarterly periods ending on the last day of February, May, August, and November which immediately preceded the quarterly period in which this certification is made.

Contractors must also certify, at specified intervals during the terms of multi-year contracts and those contracts subject to renewal upon expiration of an initial or renewal term, that they, as well as their affiliates, subcontractors and subcontractors' affiliates making sales delivered within New York State have a valid certificate of authority to collect New York State and local sales and compensating use taxes.

Proposed contractors to New York State are hereby notified that provisions to meet the statutory requirements will be contained in all bid documents for products and services valued in excess of \$15,000. Proposed contractors will be required to affirm, immediately upon request by the Office of General Services if affirmation is not contained in the bid documents, that proposed contractors, and to the best of their ability that their affiliates, subcontractors and subcontractors' affiliates are duly registered with the Tax Department and hold a valid certificate of authority.

The Tax Department is prepared to answer all questions relating to implementation of the new law. Please refer to the Tax web site for detailed information: http://www.nystax.gov/sbc/nys_contractors.htm. The Tax Department may also be reached at 1-800-698-2931 for additional clarification.

REQUESTS FOR CLARIFICATION/ADDITIONAL INFORMATION

35. **All requests for clarification or additional information related to this bid must be submitted in writing by e-mail on or before March 3, 2025 at 10:00 a.m. to:**

Phil Voigt
Director of Information Technology
pvoigt@centralislip.k12.ny.us
Voice: (631) 348-5000 ext. 1065 or 1066 (Phil Voigt)

SEVERABILITY

36. Should any provision of this agreement, for any reason, be judicially declared invalid and/or unenforceable, such declaration shall not affect the validity of the remaining provisions, which shall remain in full force and effect as if the agreement had been executed with the invalid provision(s) eliminated.

SUBSTITUTIONS/ALTERNATES

37. A contract, if awarded, will be on the basis of goods and/or services as described in the bid specification. When the bid indicates a specific manufacturer or dealer's catalog number for a line item, the bidder may furnish an alternate ("Substitution") equal to or better than that line item named within the bid specification. **The bidder must include with the bid package, documentation establishing equality of construction, operation or utility of such Substitution.**

In every case, such proposed Substitution shall be clearly indicated by the bidder. The Central Islip School District reserves the right to determine the equality of Substitutions.

Such decisions regarding the equality may be based upon performance tests or by an Independent Laboratory analysis. All costs associated with the review of any Substitution prior to the recommendation of an award, shall be at the bidder's expense.

The decision to accept or reject a Substitution rests solely with Central Islip School District. If a Substitution is not accepted by the school district, the line item and/or bid, whichever is applicable, will be deemed non-responsive and the next lowest responsive bid for said item shall then be reviewed for recommendation of award. In the event a line item is considered non-responsive, the bid may be considered responsive in the sole discretion of Central Islip

School District. If the bid is considered non-responsive, the next lowest responsive bid shall then be reviewed for recommendation of award.

FAILURE TO ENFORCE

38. The school district's failure to enforce at any time, or for any period of time, the provisions of this agreement shall not be construed to be a waiver of such provisions or of the right to enforce each and every provision.

RESERVATION OF RIGHTS

39. The district reserves the right to reject all bids. Also reserved is the right to reject, for cause, any bid in whole or in part; and to waive non-material defects, irregularities, and omissions, if, in its judgment, the best interests of the district will be served.

The district reserves the right to reject incomplete submissions. The district also reserves the right to reject any or all responses to this bid, request additional data or material at any time, or to cancel this bid in whole or in part.

The district reserves the right to reject any bid where investigation and evaluation of the vendor's qualifications indicate that the vendor may not promptly and efficiently complete the work as per the specifications.

Central Islip School District reserves the right to reject bids that impose conditions that would modify the terms and conditions of the specification, or limit the vendor's liability to the district on the contract awarded on the basis of such bid.

INDEMNIFICATION AND HOLD HARMLESS

40. The Contractor agrees to defend, indemnify and hold harmless Central Islip School District their officers, directors, agents, or employees against all claims, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts arising from any willful act, error or negligence of the Contractor, its offices, directors, agents or employees in relation to the performance of this Agreement.

INSURANCE REQUIREMENT

41. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor hereby agrees to effectuate the naming of the district as an additional insured on the contractor's insurance policies, with the exception of workers' compensation and NYS Disability Insurance.

The policy naming the District as an Additional Insured shall:

- Be an insurance policy from an A.M. Best A-rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred.

INSURANCE REQUIREMENTS (continued):

- State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in favor of the District.
- Additional insured status shall be provided by standard or other endorsements that extend coverage to the District for ongoing operations (CG 20 38) or equivalent and completed operations (CG 20 37) or equivalent.
- There will be no coverage restrictions and/or exclusions involving New York State Labor Law statutes or gravity related injuries.
- No policies containing escape clauses or exclusions contrary to the Owner's interests will be accepted.
- The certificate of insurance must describe the specific services provided by the contractor that are covered by the liability policies.
- At the District's request, the contractor shall provide a copy of the declaration page of the liability policies with a list of endorsements and forms. If requested, the contractor will provide a copy of the policy endorsements and forms.
- The maintenance, repair or service provider agrees to indemnify the District for applicable deductibles and self-insured retentions.

Minimum Required Insurance:

- **Commercial General Liability Insurance**

\$1,000,000 per occurrence/ \$2,000,000 Aggregate
\$2,000,000 Products and Completed Operations
\$1,000,000 Personal and Advertising Injury
\$1,000,000 Fire Damage
\$10,000 Medical Expense
The general aggregate shall apply on a per-project basis.

- **Automobile Liability (contractor's vehicles onsite)**

\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.

- **Workers' Compensation and NY State Disability Insurance**

Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers'

Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

- **Umbrella/Excess Insurance**

\$3,000,000 each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required Auto Liability coverages.

The maintenance, repair or service provider acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The vendor is to provide the District with a certificate of insurance, evidencing the above requirements have been met.

Central Islip Public Schools Voice Over Internet Bid

ENTIRE AGREEMENT

41. The vendor's bid submission and these bid specifications and documents attached or referenced hereunder shall constitute the entire understanding and agreement between the parties hereto with respect to its subject matter and supersedes any prior or contemporaneous written or oral agreements, representations or warranties between them respecting the subject matter hereof.

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 for equipment items. 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 district's bid list.

Signature

Title

Firm Name

NOTE: Any reference to specific hardware, manufacturer, vendor, software, etc. is simply to be used as a guide/sample used to represent the expected features, functionality, capability, size, etc. in no way is any vendor expected or limited to using any of the specific items or brands depicted in the examples.

NOTE: The district has the right to cancel this bid and reject all bids at its discretion.

Central Islip Public Schools Voice Over Internet Bid

Scope of Services and Bid Pricing

GOAL: To implement the Most Cost-effective Approach to Configuring, Deploying, Hosting and Managing Voice over IP in each of the district's buildings to establish a unified phone system throughout the Central Islip School District. The district is currently only considering HOSTED/CLOUD BASED phone systems with one monthly payment to include all installation, deployment, configuration, services, hardware, maintenance, carrier services, features and functionality. No proposals for "on-premises" or "non-hosted" solutions are being considered at this time. All POE Switching and cabling will be provided by the district.

- A. The respondent shall supply the Central Islip School District (hereinafter called CISD) a complete price to host, supply, install and configure a Voice over IP Telephone system, as well as on-going monthly contracted cost to host and maintain the system including carrier services.
- B. Provide, Configure and install NEW 1-Gigabit IP handsets powered over Ethernet (POE) including the on-going monthly contracted cost to maintain, repair and replace all endpoint equipment including accidental damage protection.
- C. Provide integrated carrier services with flat-rate pricing options and analysis indicating suggested number of lines/talk paths.
- D. Provide hosted solution that will be integrated and configured with Active Directory, Unified Messaging features, online meetings, and integration with district Office 365/Exchange Online e-mail system, including voicemail-to-text to email integration for all staff as part of this proposal. Proposal should include full integration and configuration.
- E. Configure entire district phone directory and all auto-attendant features. Including configuration of phones, voicemail, speed dials, call groups, coverage groups, call parks, etc.
- F. Plan, Schedule and Coordinate porting of existing phone lines to hosted solution including details on building-by-building transition and interoperability with existing systems during transition.
- G. Include carrier services with contracted rates for replacement of existing SIP VOIP HOSTED SYSTEM (include non-domestic long-distance options with security codes and/or class of service protection).
- H. Provide specific monthly cost for everything included in this bid for the full system and total monthly on-going cost for system for years 2-5 including all phones, hardware,

connectivity, system features and carrier services. What technical and billing options are available if the district requires more talk paths than originally proposed.

- I. Provide maintenance features included with the agreement, including hardware/phone repair and replacement, on-site and remote support coverage, system monitoring and management, firmware and system updates and client portal features.
- J. Provide schedule and upgrade path for replacement of phones and hardware under agreement or specify additional cost of same. Include all hardware lease-to-own and upgrade options for after year 5.
- K. Contract must include warranty extension of all phones and hardware through the life of the contract. The winning vendor will be responsible for all broken, damaged, non-functioning hardware replacements (including any programming) through the life of the contract. Any new hardware purchase from the vendor during the life of the contract would assume this warranty.
- L. Provide a hosted solution to replace existing fax functions with e-mail delivery direct to recipient of incoming faxes, and out-going digital fax capabilities for 100 users.

REGULATORY AGENCY COMPLIANCE

- A. UL Listing- All materials and equipment shall be clearly listed, labeled, or certified by Underwriters Laboratories, Inc. All hardware shall be clearly UL Listed. Any system, which is not UL Listed at time of the Proposal, will be rejected.
- B. FCC Compliance- All acceptable systems shall be approved under Part 15, Subpart B, Section 15.107b of the FCC Rules and Regulations. Respondent must provide the FCC Registration Number of the proposed system. Systems that are not in compliance with the FCC will not be considered.
- C. Local Electrical Codes- The system shall be installed in accordance with local and national electrical codes including the proper bonding and grounding of all new materials provided.
- D. Vendors must supply contractor New York licensing and insurance information.
- E. Vendors must supply all warranty and replacement cost information for all hardware.
- F. Monthly payments shall begin at the completion of the project.
- G. ALL VENDORS MUST PROVIDE DOCUMENTATION FOR CERTIFIED PAYROLLS AT THE PREVAILING RATE.

- H. Only complete responses for the entire project (Carrier Services, Installation, Configuration, Hardware, Licensing, Maintenance/Support, Training in one monthly cost will be considered. Incomplete or partial responses for specific portions of the project will be rejected.

LETTER OF INTENT:

Vendors wishing to submit proposals are encouraged to provide an emailed letter of intent to propose to pvoigt@centralislip.k12.ny.us. The letter should identify the name, address, and e-mail address of the person who will serve as the key contact for all correspondence regarding this Bid. **Any vendor who emails a letter of intent will be included on all Q&A communications throughout the process.** If you would like to receive updates and answers to all submitted questions, please email your letter of intent as soon as possible.

QUESTIONS REGARDING THE BID:

Vendors requesting clarification of the bid requirements may submit written questions to the district Director of Technology at pvoigt@centralislip.k12.ny.us. Emailed copies of all questions and answers will be provided to all vendors who have submitted letters of intent as requested above.

PHYSICAL WALKTHROUGH:

There will be no vendor visits or physical walkthroughs. Vendors requesting clarification of the bid requirements may submit written questions to the district Director of Technology at pvoigt@centralislip.k12.ny.us.

MULTI-YEAR CONTRACT:

The District is requesting that the selected vendor enter into a multi-year contract Equipment and Services with the option to extend the contract if determined to be in the best interest of the District. The contract shall begin on AUGUST 01, 2025 (installation may start earlier if necessary to meet the AUGUST 01, 2025 deadline) and can be extended on an annual basis for a maximum of five (5) years at the sole discretion of the District. All proposals must include year 1 and years 2-5 pricing in the proposals.

REVIEW AND CANCELLATION

All proposals may be reviewed by the district's Technology Director, Assistant Superintendents, Superintendent of Schools, Internal/External Auditors as well as the Board of Education prior to approval. The district reserves the right to reject any proposal that does not meet the minimum requirements and reserves the right to cancel the entire bid at any time without cause.

DESCRIPTION AND CONFIGURATION

- A. The Respondent is responsible for the timely procurement and installation of all equipment in their proposal.
- B. It is the responsibility of the Respondent to obtain the most recent software, patches, builds, drivers and upgrades, for all equipment. These devices will be upgraded, flashed and configured to the most recent set of available standards prior to turning the equipment over for CISD use.
- C. The Respondent is responsible for the configuration and integration of all proposed equipment.
- D. All labor associated with installation and configuration of equipment is part of this contract.
- E. System will allow the use of multiple connections to hosted server for purposes of fail-over, load-balancing and business continuity.
- F. Respondent must provide documentation of redundant systems and security of their hosted solution. Geographically separated redundant hosted is mandatory.
- G. All drops and switching including POE will be provided. Vendors may assume there will be an available network drop within 15' of the phone installation.
- H. Cat-5 patch cables from the phone to the data drop are the responsibility of the awarded vendor.
- I. Vendor should include details and options on endpoint ownership and equipment refresh. Include all hardware lease-to-own and upgrade options for after year 5.
- J. Vendor will be responsible for porting all phone numbers from our current system to the new system.
- K. Vendor will be responsible for exporting and importing all current phone extensions, hunt groups and directory information from our current system.
- L. Work should begin immediately following vendor selection and contract. Full turnover to the new system should occur **WITH FULL PROJECT COMPLETION AND TURN OVER TO THE NEW SYSTEM BY August 01, 2025.**
- M. Vendors may work afterschool hours (3:00pm-11:00pm) until June 24, 2025. For the system change over (starting July 1, 2025) vendors may work during the day and/or after hours (7:00am-9:00pm) with the expectation that all locations will be on the new system by August 01, 2025.

TESTING

Upon completion of the installation, the respondent shall conduct a functional system test in the presence of the CISD and the CISD's representatives. The respondent shall prepare and submit a written test plan that will demonstrate the system's operation, critical component operation, and software feature set functionality. A punch list of problems shall be generated. The respondent shall make all necessary modifications and/or adjustments of the punch list items. Following corrections, the respondent shall repeat any system test necessary to satisfy the CISD of the system's compliance with the specifications.

TRAINING, INSTRUCTION AND SUPPORT

The respondent shall provide training to the CISD. The training shall include the following elements (**all in-person and on-site**; no video, website or WebEx training will be accepted):

- A. A full-day on-site session with hands-on training covering the use, maintenance and management of the equipment and system with district technical staff prior to August 01, 2025.
- B. A follow-up full-day on-site session with district technical staff on all aspects of the system, basic maintenance, troubleshooting, advanced troubleshooting, and support procedures after initial training but before August 01, 2025.
- C. When a building goes live an installer to remain in the main office (for the entire workday) of that building for immediate support, additional training and to provide main office users training on advanced features and unified communications.
- D. Training aids, which shall provide the user with written instructions on the use of the installed equipment.
- E. System documentation, schematics and training aids for this training supplied by the respondent trainer.
- F. A final technical training session, which shall include hands-on training, accompanied by full system documentation and system as-built drawings and digital files for the District's Director of Instructional Technology before September 30, 2025.
- G. At a mutually beneficial time, but no more than 90-days after a building is live, a repeat of Item 3. A technician to revisit each main office (for one entire workday at each location) for additional support, additional training and to provide main office users training on advanced features and unified communications and/or follow-up training with the administration of that building.

MINIMUM PHONE SYSTEM FEATURES:

- Apple/Android Native Smartphone App
- AZURE AD Integration
- On-Screen directory and Menu System
- Automated Attendant
- Call Detail Records
- Call Forward on Busy
- Call Forward on No Answer
- Call Forward Variable
- Call Monitoring
- Call Parking
- Call Queuing
- Call Recording
- Call Retrieval
- Call Routing
- Call Transfer
- Call Waiting
- Caller ID
- Caller ID Blocking
- Caller ID on Call Waiting
- Conference Bridging
- Dial by Name
- Distinctive Ring
- Do Not Disturb
- E911 & ENUM
- Interactive Directory Listing (through LDAP)
- Interactive Voice Response
- Music On Hold
- Music On Transfer
- PC/Mobile App for presence, directory and dialing/messaging
- Privacy
- Remote Call Pickup
- Remote Office Support
- Roaming Extensions
- Route by Caller ID
- Supervised Transfer
- Talk Detection
- Three-way Calling
- Time and Date
- Unified Communication
- VoIP Gateways
- Voicemail (All Staff)
- Voicemail to text via email
- Voicemail Groups
- Web based Voicemail Interface
- Web Based phone administration portal for moves, changes, configurations, etc.
- Web Based user portal for simple configuration, button configuration, etc.

ADDITIONAL REQUIREMENTS:

1. Include License, configuration and update to our current QTY=8 Grandstream Video Phones for our security vestibules (Grandstream Model GXV3370) with the QTY=8 Helios Door Controller
2. Complete **web-based interface** for the district technicians to manage:
 - a. Directory/Extension updates
 - b. Adds/Moves/Changes
 - c. Auto Attendant Management, Recordings, Updates, Changes
 - d. On-Hold Music Updates
3. Native IOS/Android Smartphone App for Executives to use their cellphone like their office phone
4. Complete takeover and change from POTS Fax lines to EFAX Solution (Approx 100 users) including all hardware.
5. All Voicemails must be transcribed to Text and emailed in the body of an email as well as attached as an MP3 to the recipient.

RESOURCES/ADDITIONAL INFORMATION:

- The district is looking at the MOST COST EFFECTIVE FULLY HOSTED SOLUTION. The district will review quality/reputation/Technical Whitepages/Reviews of proposed hosted services, hardware, longevity, service costs, maintenance costs, replacement costs as well as Warranty information for a total perspective on the Cost Effectiveness of the Proposal. This includes but not limited to;
 - Reviewing current hardware standards and availability of replacement hardware.
 - Management Licensing/Updates and support expenses.
 - Ease of Management.
 - Growth Options – Room for expansion and modular add-ons.
- All proposals may be reviewed by the district’s Technology Director, Assistant Superintendents, Superintendent of Schools, Internal/External Auditors as well as the Board of Education prior to approval. The district reserves the right to reject any proposal that does not meet the minimum requirements and reserves the right to cancel the entire bid at any time without cause.
- The vendor must submit five reference customers. Reference information must include company/organization name, contact, telephone number and approximate size of installed Network system at each reference site or sites. Of these references, at least 3 must be educational institutions of equal or larger complexity to the Central Islip School District (Universities/Colleges are also acceptable).
- All proposals are to include year 1 monthly fees and years 2-5 monthly fees. The district reserves the right to decide on an annual vs 5-year contract.

IMPORTANT NOTE: ANY ALTERNATE SYSTEM OR ANY PROPOSAL THAT DOES NOT MEET ALL MINIMUM SPECS AND DOES NOT INCLUDE ALL COMPONENTS OF THE PROJECT (Carrier Services, Hardware, New Phones, Installation, Configuration, Licensing, Maintenance/Support, Training) WILL BE REJECTED!

MINIMUM HARDWARE SPECS

All proposals must include ALL costs associated with these minimum Hardware Specs as depicted throughout this document. Any minimum spec listed as “Available at additional cost” will result in a **proposal rejection**.

COUNTS AND DETAILS

The chart below is to be used for the purposes of client handsets and other hardware. The phone specifications listed below are a **baseline example** to show the desired features/specifications. **Vendors may propose any Make/Model as long as they meet/exceed the features of the example.**

****NOTE:** Regardless of Example below **Gigabit Ethernet Pass-through is a mandatory minimum requirement for ALL phones** except as specifically noted in the table below.

- **Switchboard Operator with 96 button side car(s) – QTY=1**
- **Administrative Executive Phone with 48 button side car(s) – QTY=35**
- **Office Assistant/Clerical Phone with 24 button side car – QTY=90**
- **Standard User Phone – QTY=120**
- **Hospitality Basic Phone – QTY=120**
- **Conference Room Speaker Phone – QTY=15**
- **Administrative/Clerical Headsets – QTY=30**
- **Virtual Extension/Voicemail Only Extensions (No Phone) QTY=800**

PROPOSAL SUBMISSION FORMAT

The Following format and proposal submission is the only acceptable format for proposals. Please be sure to follow these instructions and sections explicitly. **Vendors MUST include the completed 2 charts on pages 12 & 13 in their submissions.** Microsoft Word version of this RFP to complete pages 12 & 13 may be found at:

<https://www.centralislip.k12.ny.us/voip2025>

Respondent shall prepare three copies of a complete system submittal package.

- Two (2) Physical Bound Copies (Binder, Spiral or Comb Bound, or heat seal bound)
- One (1) Electronic Copy of the entire proposal and all related documents on a USB Thumb Drive
- Drive which shall become the property of the Central Islip School District.

RESPONSES TO INCLUDE:

- All Installation Labor, Hardware, Phones, Warranty Registration costs.
- Detail listing of all on-going monthly costs, including Phones, Hardware, Hosted Services, Maintenance, Support, Taxes and Carrier Services.
- Full Itemized Hardware Proposal with Pricing.
- Full Warranty Details for ALL Hardware (All Warranty information from either Manufacturer and/or Vendor, Length of Warranty, Exclusions, Coverage Details, Covered parts/components and Non-Covered Parts/Components).
- Sample billing and on-going cost analysis.

SECTION 1 – EXECUTIVE SUMMARY/COMPANY INFORMATION

SECTION 2 – PROPOSAL DETAIL SECTION

- Section 2.1 – Hosted Phone System Capabilities and Features
- Section 2.2 – Handsets Endpoint Detail
- Section 2.3 – Unified Communications Capabilities included in monthly cost
- Section 2.5 – Support and Service Overview
- Section 2.6 – Flat Rate Unlimited Domestic Carrier Services, and talk path summary with options and non-domestic Long Distance Carrier Service Options.
- Section 2.7 – Provide a hosted solution to replace existing fax functions with e-mail delivery direct to recipient of incoming faxes, and out-going digital fax capabilities for 100 users.
- Section 2.9 – Worksheets (Page 12 & 13 of this RFP)

SECTION 3 – PRODUCT SPECIFICATIONS AND WHITESHEETS

Include detailed product information, photos, screen shots, flyers, etc. on included products, endpoints, web portals, warranties, etc.

SECTION 4 – PROJECT TIMELINE

Detailed timelines of deliverables of all aspects of the project including project plan for each building including phone delivery/installation/configuration, training, number porting, transition plan and Go Live on new system. Vendors must include a timeline and options for monthly billing for July and August during the transition period and include any timeline/expectations with billing options for prior to July 1st if necessary to meet the August 01, 2025, full live deadline.

SECTION 6 – NETWORK TOPOLOGY DIAGRAMS

Provide visual diagrams depicting the network topology from Carrier Service to Endpoints.

SECTION 7 – 5 REFERENCES

Summary of work done for similar clients including dates of service and contact information. At least 3 of these references must be educational institutions (Colleges and Universities are acceptable) of similar size to the Central Islip School District.

SECTION 8 – ASSUMPTIONS

Detail which specifies any assumptions under which a solution is presented, responsibilities of district, materials or support to be provided by the district or other requirements. Automatic Assumption: The district will provide a POE Drop within 15 Feet of each endpoint installation.

WORKSHEETS – These must be completed and included in your proposal.
 All end points refer to minimum specifications as depicted on page 6 and pages 8-16.
 MS Word version to download and complete located at: <http://cischools.org/voip>

| END POINT DEVICE | TOTAL QUANTITY | COST PER UNIT | TOTAL COST FOR ALL SCHOOLS | TOTAL MONTHLY COST |
|---|-----------------------|----------------------|-----------------------------------|---------------------------|
| Administrative Executive Phone with side car | 35 | | | |
| Office Assistant/Clerical Phone with side car | 90 | | | |
| Standard User Phone | 120 | | | |
| Hospitality Basic Phone | 120 | | | |
| Switchboard Operator with side cars | 1 | | | |
| Clerical Headsets | 30 | | | |
| eFax Hardware/Cards | | | | |
| TOTALS | | | | |

TOTAL PROPOSAL

Enter any additional costs not outlined on the chart in the bottom 2 rows

| DESCRIPTION | Total Cost | Monthly Cost Year 1 | Monthly Cost Years 2-5 |
|---|-------------------|----------------------------|-------------------------------|
| Endpoints (Totals from chart above) | \$ | \$ /month | \$ /month |
| Unified Communication Licensing | \$ | \$ /month | \$ /month |
| User/Voicemail Portal Licensing | \$ | \$ /month | \$ /month |
| Other Hosting/Misc Licensing & Fees | \$ | \$ /month | \$ /month |
| Maintenance & Support Including Hardware Warranty | \$ | \$ /month | \$ /month |
| Flat Rate Unlimited Domestic Carrier Services | \$ | \$ /month | \$ /month |
| Monthly Non-Domestic Long-Distance Options | \$ | \$ /month | \$ /month |
| Installation, Configuration, Training, Implementation | \$ | \$ /month | \$ /month |
| EFAQ Solution | \$ | \$ /month | \$ /month |
| | \$ | \$ /month | \$ /month |
| | \$ | \$ /month | \$ /month |
| TOTALS | \$ | \$ /month | \$ /month |

Please include a sample bill depicting the total proposal.

**Central Islip Public Schools
Voice Over Internet Bid
Scope of Services and Bid Pricing**

Signature

Title

Firm Name

Central Islip Public Schools Voice Over Internet Bid

Non-Collusive Bidding Certification

- I. In accordance with Section 103-D of the General Municipal Law, the following must be subscribed to by every bidder:
 - A. By submission of this bid, each bidder and each person signing on behalf of any bidder certified, 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;
 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 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 the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the bidder (A) has published price lists, rates or tariffs covering items being procured, (B) has informed prospective customers of proposed for 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 subparagraph one (A).
- II. 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 certification referred to in subdivision one of the Section, 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.

**Central Islip Public Schools
Voice Over Internet Bid**
Non-Collusive Bidding Certification

Company

Signed

Title

Central Islip Public Schools Voice Over Internet Bid

RESOLUTION - FOR CORPORATE BIDDERS ONLY

RESOLVED that _____ be authorized to sign
(Individual)

Sign and submit the bid or proposal of this corporation for the following project

(Describe project)

and to include in such bid or proposal the certificate as to non-collusion required by Section One Hundred Three-D of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate, this corporate bidder shall be liable under the penalties of perjury.

(SEAL OF THE CORPORATION)

Signature

Title

Date

Central Islip Public Schools Voice Over Internet Bid

The Iran Divestment Act of 2012

DISCLOSURE FORM NO. 1

The below signed bidder affirms the following as true under penalties of perjury:

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

Corporate or Company Name

By: _____
Signature

Title

Sworn to before me this

_____ day of _____, 20__

Notary Public

PROVISION 2

Tax Provisions: Purchases made by the Central Islip School District are not subject to state or local sales taxes or federal excise taxes.

To satisfy the requirements of the New York State sales tax, either the purchase order issued by an agency or institution of New York State for supplies or equipment or the voucher forwarded to authorize payment for such supplies and equipment will be sufficient evidence that the sale by a contractor or vendor was made to the State of New York, an exempt organization under Section 1116(a) (1) of the tax law.

No person, firm, or corporation is, however, exempt from paying the New York State truck mileage and Unemployment Insurance or the federal social security taxes.

NOTE: Chapter 675 of the Laws of New York for 1966 provides that every bid made to the state or any public department, agency or official thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, shall contain the foregoing statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury.

A bid shall not be considered for award nor shall any award be made where (1) (2) and (3) of the Non-Collusive Bidding Certification 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 (1) (2) and (3) of the Non-Collusive Bidding Certification 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 state, public department or agency 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 has published price lists, rates, or tariffs covering items being procured, has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or 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 the paragraphs (1) (2) and (3) of the Non-Collusive Bidding Certification.

Central Islip Public Schools Voice Over Internet Bid

Affidavit of Compliance

STATE OF

COUNTY OF

_____, being duly sworn, deposes and says:

- 1) That (s)he is an officer or representative of _____
and that (s)he has the authority to sign this affidavit.

- 2) This affidavit is offered as an inducement to Central Islip School District to award
to _____
such purchase contracts for goods or services in accordance with New York
State law and with Central Islip School District's Policy.

- 3) That no Officer, Employee or Stockholder of the above referenced vendor is an
Employee, in any position, at Central Islip School District.

Signed

Date

Sworn to before me this _____

Day of _____, 2025

Notary Public

(SEAL OF THE CORPORATION)

Title

