



To All Providers:

Please submit a sealed proposal for **PROFESSIONAL ELECTRICAL TRAINING PROGRAM SERVICES** to the Westbury Union Free School District. The district will receive sealed proposals on or prior to **11:00 am on Thursday, July 6, 2023**. Whether sent by mail or by means of personal delivery, the proposer assumes responsibility for having his proposal deposited on time at the place specified. Proposals must be submitted in a sealed envelope plainly marked on the outside: **RFP#2022-21 PROFESSIONAL ELECTRICAL TRAINING PROGRAM SERVICES**.

Proposals will be opened on the stated date at 11:00 in the District Office located at 2 Hitchcock Lane, Old Westbury, NY. There will be no discussion at the time of the opening of the proposals. The names of the proposing firms shall be available following the proposal opening.

Proposals shall be irrevocable for a minimum period of One Hundred Twenty (120) days from the date of proposal opening. Alterations to said proposals must be submitted in writing. Consideration shall be given only to those alterations, which may be caused by unforeseen circumstances beyond the control of the firm submitting said proposal. The Assistant Superintendent for Finance & Operations or his / her designee shall make such determination.

The Westbury Union Free School District reserves the right to reject any or all proposals that it considers not to be in the best interest of the school district.

Please read the attached material carefully before submitting your proposal.

The District invites a competitive RFP from experienced professionals or firms, hereinafter referred to as (Proposer”), to provide **PROFESSIONAL ELECTRICAL TRAINING PROGRAM SERVICES** for 2023-2024 for the Westbury Union Free School District. In accordance with the District’s policies and procedures, contracts for Labor and Materials services requiring special skill or training are subject to competitive bidding requirements of §103 of General Municipal Law when these services exceed \$35,000. The District anticipates that these services for 2023-2024 to be approximately \$70,000.

I. PURPOSE

The Westbury Union Free School District, hereinafter referred to as “the District”, invites quotations/proposals from providers of **PROFESSIONAL ELECTRICAL TRAINING PROGRAM SERVICES** for the 2023-2024 School Year beginning August 15, 2023, and ending June 30, 2024, extendable up to a maximum of four (4) years.

II. RECEIPT OF PROPOSALS

An original and one (1) copy of the proposal must be submitted to the Business Office. Envelopes must be clearly marked **RFP#2022-21 PROFESSIONAL ELECTRICAL TRAINING PROGRAM SERVICES** and the name and address of the proposer.

Proposals must be received no later than **11:00 AM on THURSDAY, JULY 6, 2023** at the following address:

Mr. Robert Stein
Deputy Purchasing Agent
2 Hitchcock Lane
Old Westbury, NY 11568

Please note that, in the unforeseen event that the School District is closed for instruction due to COVID or other emergency situation, essential employees will be on-site. Therefore, we will continue to receive proposals in response to this RFP on or before the due date and time. Whether sent by mail or by means of personal delivery, the proposer assumes responsibility for having his proposal deposited on time at the place specified.

There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals, attending pre-proposal conferences, or interview(s) in responding to this request. Proposals submitted after the stated time and date may not be considered and may be returned to the firm unopened.

During the evaluation process, the School District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the School District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

III. PROPOSAL SUBMISSIONS

All proposals must be submitted in two parts. Part 1 must address experience and references. Part 2 must consist of complete cost and pricing information. Incomplete submissions will not be considered for award. Proposals should not be excessively long and should be submitted in a format that permits copying for review.

In addition, all proposals must include a completed Vendor Information Acknowledgment Form, References, Vendor Disclosure, Non-Collusive Certification, and Certification of Compliance with the Iran Divestment Act of 2012. All materials submitted in response to this request for proposal shall become the property of the District.

IV. BACKGROUND

The following is a brief description of the School District:

1. Student Enrollment at Westbury School District – approx. 4,700
2. Number of Schools – 6
3. Management
 - a. Superintendent
 - b. Assistant Superintendent for Curriculum and Instruction
 - c. Assistant Superintendent for Personnel
 - d. Assistant Superintendent for Finance & Operations

V. SCOPE OF SERVICES

The Proposer will provide Professional Electrical Training Program Services to the District and Board, including, but not limited to the following:

PROFESSIONAL ELECTRICAL TRAINING PROGRAM SERVICES

1. All Trades Program - 150 Hours

OSHA Outreach Training Program for Construction Industry

This is a comprehensive safety course designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues. OSHA recommends Outreach Training Programs as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. Construction workers must receive additional training, when required by OSHA standards, on specific hazards of the job.

Fall Prevention

This will cover generally familiar terms associated with falls in construction. Trainees will be able to recognize avoid and prevent falls hazards from causing harm. Trainees should become aware of regulatory safety requirements associated with falls, including OSHA's Subpart M. Trainees will learn how to make informed decisions when working at heights. This course is a required course that can help fulfill the requirement for an individual applying for a Site Safety Training Card. THIS IS AN AWARENESS-LEVEL TRAINING ONLY and does not provide any other qualification or authorization outside of the Site Safety Training Card.

Drug and Alcohol Awareness

This will allow trainees to become generally familiar with adverse effects of drug and alcohol in the workplace. Trainees will be able to recognize problems associated with substance dependency. This seminar will explain that the purpose of this training helps trainees avoid working while under the influence of drugs and/or alcohol; also adding that this training can help trainees be less susceptible and better at recognizing, avoiding and preventing (RAP) adverse consequences of drug and/or alcohol use and abuse. This training may also help

trainees better recognize and understand issues of chemical dependence that may adversely affect the lives of others who they know and love. This course is a required course that can help fulfill the requirement for an individual applying for a Site Safety Training Card. THIS IS AN AWARENESS-LEVEL TRAINING ONLY and does not provide any other qualification or authorization outside of the Site Safety Training Card.

Introduction to Construction Math

In the construction trades, workers must use math day in and day out. Electricians and HVAC/R Technicians use math to calculate pipe length, read plans and lay out equipment. To work on all jobsites, you will use math to measure floor systems, walls and ceilings to install Electrical and HVAC/R systems. In some cases, algebra, geometry and even trigonometry may be required. This course reviews basic mathematical procedures and provides the opportunity to practice mathematical tasks related to construction activities.

Trade Mathematics

Math is an essential skill required to advance in the Electrical and HVAC/R profession. Math is used when cutting and fitting pipe, sizing and installing ductwork, and when calculating electrical values such as current flow.

Introduction to Hand Tools:

The construction trades require a broad collection of hand tools, such as hammers, screwdrivers, and pliers, that almost every craftworker uses. Even if you already familiar with some of these tools, everyone needs to learn how to select, maintain, and use them safely. A quality tool may cost more up front, but if properly maintained, it will last for years and remain safely intact.

Introduction to Power Tools:

Power tools are used in almost every construction trade to make holes; to cut, smooth, and shape materials; and even to demolish pavement. All construction workers are certain to use power tools on the job eventually. This course provides an overview of the common types of power tools and how they work. It also describes the proper techniques required to safely operate these tools.

Introduction to Material Handling:

Lifting, stacking, transporting and unloading materials such as brick, pipe, and various supplies, are routine tasks on a job site. Whether performing these tasks manually or with the aid of specialized equipment, workers must follow basic safety guidelines to keep themselves and their coworkers safe. Our training provides guidelines for using the appropriate PPE for the material being handled and using proper procedures and techniques to carry out this job.

Fasteners, Hardware and Wiring Terminations:

During the installation and maintenance of Electrical and HVAC/R equipment, Electricians and HVAC/R Technicians work with a variety of fasteners, hardware, and wiring terminations. These Components must be carefully selected for the specific application and installed according to accepted practices. Using the correct components ensures that the assembled system will perform properly, and will not fail because of the wrong choice of component or its incorrect installation.

Basic Communication Skills:

The construction professional communicates constantly. The ability to communicate skillfully will help to make you a better worker and a more effective leader. Our training provides guidance in listening to understand, and speaking with clarity. It explains how to use and understand written materials, and it also provides techniques and guidelines that will help you to improve your writing skills.

Basic Employability Skills:

Becoming gainfully employed in the construction industry takes more preparation than simply filling out

a job application. It is essential to understand how the construction industry and potential employers operate. Your trade skills are extremely important, but all employers are also looking for those who are eager to advance and demonstrate positive personal characteristics. Basic employability skills are needed to pursue employment successfully.

2. Electrical Level One - 150 Hour Program

Orientation to the Electrical Trade:

Skilled people in the electrical field are essential to maintain electrical systems and equipment in residential, commercial and industrial settings. Our training describes the various career paths in the Electrical industry. It also covers the apprenticeship requirements for electricians and discusses the employer/employee responsibilities.

Introduction to Electrical Circuits:

All kinds of instruments use electrical circuitry to function. Our training discusses basic atomic theory and electrical theory, which are the fundamental concepts behind electricity in every setting. It also covers electrical units of measurement and explains how Ohm's law and the power equation can be used to determine unknown values. This training also includes electrical schematic diagrams.

Electrical Theory:

Knowledge of electrical circuits is essential in the electrical field. Sound understanding of basic circuits, as well as the methods for calculating the electrical energy within them, forms the foundation for utilizing these principles in practical applications. Our training explains how to apply Ohm's law to series, parallel and series parallel circuits. It also covers Kirchhoff's voltage and current laws.

Alternating Current:

The foundation for safe and successful electrical installation is a sound understanding of DC and AC electrical principles. AC Electricity also has a frequency component, so knowledge of AC waveforms and the effects of reactive and inductive components in a circuit is essential. Our training describes AC circuits and explains how to apply Ohm's law to solve for unknown circuits values.

Introduction to the National Electrical Code:

The NEC is one of the most important tools for the electrician. When used together with the electrical code for your local area, the NEC provides the minimum requirements for the installation of electrical systems. Our training describes the purpose of the NEC and explains how to use it to find the installation requirements for various electrical devices and wiring methods. It also provides an overview of the National Electrical Manufacturers Association and Nationally Recognized Testing Laboratories.

Raceway and Fittings:

Electrical raceways present challenges and requirements involving proper installation techniques, general understanding of raceway systems, and applications of the NEC to raceway systems. Acquiring quality installation skills for raceway systems requires practice, knowledge, and training. Our training describes various types of raceway systems, along with their installation and NEC requirements. It also describes the use of various conduit bodies.

Device Boxes:

Electricians work with device boxes almost every day on every project, making a thorough understanding of the types of boxes available and their applications essential. Our training describes the various types of boxes and explains how to calculate the NEC fill requirements for outlet and junction boxes under 100 cubic inches (1,650 cubic centimeters).

Conductors and Cables:

As an Electrician, you will be required to select the proper wire and/or cable for a job. You will also be required to pull this wire or cable through conduit runs in order to terminate it. Our training discusses the conductor types, cable marking, color codes and ampacity derating. It also describes how to install conductors using fish tapes and power conduit fishing systems.

HVAC Controls:

Heating, Ventilation and Air Conditioning (HVAC) systems are among the electrically powered and controlled systems that electricians will encounter, especially in the residential and commercial construction. During installation, electricians will be called upon to provide power and control connections to the various components of these systems. For this reason, it is important that electricians develop a basic understanding of HVAC systems and their components.

3. Electrical Level Two - 150 Hour Program

Basic Electrical Construction Drawings:

In all large construction projects and in many of the smaller ones, an architect is commissioned to prepare to complete working drawings and specifications for the project. These drawings include site plans, floor plans, detail drawings, lighting plans, power riser diagrams, equipment schedules and specifications. Our training describes how to interpret electrical drawing, and covers the use of architects and engineers' scales.

Electrical Test Equipment:

The test equipment selected for a specific task depends on the type of measurement and the level of accuracy required. Our training covers the applications of various types of electrical test equipment. It also describes meter safety precautions and category ratings.

Conductor Terminations and Splices:

Anyone involved with electrical systems of any type must be familiar with wire connectors and splicing, as they are both necessary to make the numerous electrical joints required during the course of an electrical installation. Our training explains how to prepare cable ends for terminations and splices and describes crimping techniques.

Load Calculations – Branch and Feeder Circuits:

The purpose of branch circuit load calculations is to determine the sizes of branch circuit overcurrent protection devices and branch circuit conductors using NEC requirements. Sizing loads and protection devices appropriately ensures safe, reliable electrical systems. Our training explains how to calculate branch circuit and feeder loads for residential and commercial applications. It also covers various derating factors.

Residential Electrical Systems:

When planning any electrical system, there are certain general steps to be followed., regardless of the type of construction. Residential electrical systems are essential for many everyday necessities, including heating and air conditioning, lighting, and household appliances. Our training discusses basic load calculations and NEC requirements for residential electrical systems. It also describes how to lay out branch circuits, install wiring, size outlet boxes and install wiring devices.

Electric Lighting:

Electric Lighting is used extensively throughout residential structures, commercial businesses, industrial plants, and outdoor sites. It serves to provide illumination for the performance of visual tasks with a maximum of comfort and a minimum of eyestrain and fatigue, allowing individuals to perform their daily

living and work-related tasks more easily. Our training introduces the principles of human vision and the characteristics of light. It also covers different kinds of lamps, lighting fixtures (luminaries), and related components.

Grounding and Bonding:

The grounding system is a major part of the electrical system. Its purpose is to protect life and equipment against the various electrical faults that can occur. Our training explains the grounding and bonding requirements of NEC Article 250. It also explains how to size the main and system bonding jumpers as well as the grounding electrode conductor for various AC systems.

Overcurrent Protection:

Electrical distribution systems are often quite complicated, and cannot be absolutely fail-safe. Circuits are subject to destructive overcurrent's due to harsh environments, general deterioration, damage, excessive expansion, or electrical distribution system overload. For this reason, protective devices are essential for the prevention of costly damage to distribution systems components, as well a for protection against fire hazards in all electrical systems. Our training explains how to size and select circuit breakers and fuses for various applications. It also covers short circuit calculations and troubleshooting.

Distribution Equipment:

An electrical power system consists of several subsystems on both the utility (supply) side and the customer (user) side. Our training discusses switchboards and switchgear, including installation, grounding, and maintenance requirements. It also covers ground fault relay testing.

Load Calculations – Branch and Feeder Circuits:

The purpose of branch circuit load calculations is to determine the sizes of branch circuit overcurrent protection devices and branch circuit conductors using NEC requirements. Sizing loads and protection devices appropriately ensures safe, reliable electrical systems. Our training explains how to calculate branch circuit and feeder loads for residential and commercial applications. It also covers various derating factors.

Commercial Electrical Systems:

No matter the size or complexity, all electric services have the same purpose: to deliver electrical energy safely. Our training covers the components, installation considerations, and NEC requirements for commercial services.

Fire Alarm Systems:

Fire Alarms provide an essential service that protects both human life and property from the effects of fire. Fire alarms can be complex systems made up of many different technologies. Numerous codes govern fire alarms to ensure that they operate in useful and predictable ways. Our training explores the technologies, codes, and wiring approaches used to assemble a fire alarm system. Installation and troubleshooting techniques are also examined.

PART 1 – EXPERIENCE AND REFERENCES

In setting forth its qualifications, each individual or firm submitting a proposal shall:

- a. Provide the name and or names of the firm as well as a brief description of its business activities and history.
- b. Provide information on how long the firm or individual has been in business and length of its experience in providing electrical training to school districts.
- c. Identify the firm's professional staff members, who specifically will be involved in this program as the services relate to public school electrical training program services, and the location of the office from which they work. Provide a detailed biography and/or resume outlining the experience and credentials of all staff members who will provide these services to the District.
- d. Provide a listing of Electrical Training Program Services contracts and/or projects awarded with other organizations giving dates of service.
- e. Provide the name and title of person(s) submitting the proposal, the firm's main office address, and primary and secondary points of contact and their telephone and fax numbers (including area codes).
- f. Detail the experience your firm and its staff have in working with public sector clients. Describe how needs specific to the public sector were met. Highlight any experience specific to Pre K - 12 public school districts.
- g. Provide at least *three* (3) client references from similar projects. Include contact names, addresses and telephone numbers. Provide a list of current and former educational clients and describe the nature of the work experience with these clients. Identify the nature of any potential conflict of interest (in fact or appearance) the individual or agency might have in providing these services to the District.
- h. Complete the attached non-collusion statement.

PART 2 – COSTS / FEES

The minimum number of students in the class will be 10, max will be 20. The tuition includes all books and Instructor.

The tuition/cost per student will be \$ _____.

ADDITIONAL PRICING

Yearly cost for training materials which the District will purchase from the Professional Electrical Training Program Services Provider will be as follows: (Based on 20 students in the class.)

Classroom and Lab Supplies and Materials \$ _____.

All Trades Program Supplies \$ _____.

Electrical Prog. Level One Supplies and Materials \$ _____.

Electrical Prog. Level Two Supplies and Materials \$ _____.

Lab Power Tools \$ _____.

Lab Hand Tools \$ _____.

Total Cost of Training Materials \$ _____.

*Supply an itemized list with individual prices and extensions of all training materials and submit with the proposal.

REVIEW OF PROPOSALS

Proposals shall be evaluated based upon the following:

- a. Professional qualifications and prior experience, proposer's demonstrated capabilities and references.
- b. Total proposed price.

SCORING AND EVALUATION

The District will evaluate each proposal using the following criteria:

DESCRIPTION	PERCENT
Professional Qualifications / Experience / Capabilities / References	60%
Cost / Fees	40%

TERM OF CONTRACT

Contract Period: August 15, 2023 through June 30, 2024

INFORMATION FOR THE PROFESSIONAL ELECTRICAL TRAINING PROGRAM SERVICES

Any question(s) submitted by an individual for firm regarding this RFP must be directed to:

Mr. Robert Stein
Deputy Purchasing Agent
Phone: (516) 874-1895
Fax: (516) 876-2351

VI. INSURANCE REQUIREMENTS

The Professional Consultant will obtain and keep in full force and effect during the term of this Agreement, at its sole cost and expense, the following insurance:

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the professional consultant hereby agrees to effectuate the naming of the District as an Additional Insured on the professional consultant's insurance policies, except for workers' compensation and N.Y. State Disability insurance.
2. The policy naming the District as an Additional Insured Must:
 - a. 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.
 - b. 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.

- c. Additional insured status shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26 11 85) or equivalent. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance.
3.
 - a. The certificate of insurance must describe the services provided by the professional consultant (e.g. physical therapy, psychological services, electrical training services, etc.) that are covered by the commercial general liability policy and umbrella policy.
 - b. At the District's request, the professional consultant shall provide a copy of the declarations page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the professional consultant will provide a copy of the policy endorsements and forms.
4. The professional consultant agrees to indemnify the District for applicable deductibles and self-insured retentions all of which are the sole responsibility of the Consultant, to the extent not covered by the applicable policy.
5. Minimum Required Insurance:
 - a. **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
\$100,000 Fire Damage
\$10,000 Medical Expense

Coverage for sexual misconduct must be affirmed.
 - b. **Automobile Liability**
\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.
 - c. **Workers' Compensation and NYS 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.
 - d. **Professional Errors and Omissions Insurance**
\$2,000,000 per occurrence/\$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the District. If written on a "claims-made" basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.
 - e. **Umbrella/Excess Insurance**
\$3 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required Auto Liability, General Liability and Professional Liability coverages.
6. The Professional Consultant acknowledges that failure to obtain the forgoing insurance on behalf

of the District constitutes a material breach of contract. The professional consultant must provide the District with proof satisfactory to the District that the above requirements have been met. The failure of the District to object to the contents of the certificate or the absence of same will not be deemed a waiver of any and all rights held by the District. Upon request, the Professional Consultant will provide the District with a copy of the Professional Consultants applicable insurance policies including any endorsements, modifications, or exclusions thereto.

The District is a member/owner of the New York Schools Insurance Reciprocal (“NYSIR”). The Professional Consultant acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also NYSIR, as the District’s insurer.

VII. INTERVIEW

The award process may include an interview with Central Office Administrative Staff. Date of interview to be determined.

VIII. FREEDOM OF INFORMATION LAW

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84-90, mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the Proposer’s competitive position or constitute a trade secret. Proposers who have a good faith belief that the information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law must clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page, “THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.” The District assumes no liability for disclosure of information so identified, provided that the District has made a good faith legal determination that the information is not protected under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

IX. TERMINATION OF CONTRACT

Any contract agreed to under this Request for Proposal is subject to termination by either party with thirty (30) days written notice. In the event of termination of the contract, the District’s responsibility shall be to pay for unpaid services performed and authorized costs incurred by the Technology Consulting Services provider.

X. RIGHT TO REJECT A REQUEST FOR PROPOSAL

The District reserves the right to reject without prejudice any and all quotations received under this Request for Proposal, to request additional information and clarifications from proposers, to allow corrections of errors or omissions, and to negotiate with one or more of the finalists regarding the terms of the engagement. Any information given, either orally or in writing, is not given in confidence and may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without any liability of any kind whatsoever. The District intends to select the Technology Consulting Services provider that, in its opinion best meets the District’s needs, and not necessarily the provider whose fees are the lowest.

XI. REQUESTS FOR CLARIFICATION/INFORMATION

All requests for clarification or additional information as related to this Bid/Proposal shall be submitted in writing via fax or e-mail to:

Mr. Robert Stein
Deputy Purchasing Agent
Fax (516) 876-2351
Email: rstein@westburyschools.org

Please include the firm's name, a contact person's name, a fax number and an email address.

XII. ACKNOWLEDGMENT FORM

Included within this Request for Proposal is the acknowledgment form to be used in connection with the services to be provided. Proposers should review the contents of the acknowledgment form and base his/her/its proposal on the provisions therein. The terms and conditions set forth in the Request for Proposal are incorporated into the acknowledgment form by reference and shall form a part of the Agreement executed by the Board of Education and the successful proposer.

VENDOR INFORMATION & ACKNOWLEDGMENT FORM

The undersigned, as a duly authorized representative of the Vendor, hereby proposes to furnish such services, materials, supplies, and equipment as required by the General Terms and Conditions and Specifications contained within the Request for Proposal Documents at the prices indicated on the Rate Sheet Form.

Company Name _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone (____) _____ Fax (____) _____ E-mail _____

Signature _____ Date _____

Print Name _____ Title _____

Please indicate the representative from your company who should receive all correspondence relating to this bid:

Name: _____ Title: _____

Address: (if different from above) _____

Telephone: _____ Fax: _____ Email: _____

Vendor Acknowledgement

Vendor, by checking and signing below, confirms that he/she has read and understands and will comply with the terms, conditions and specifications/scope of this Request for Proposal and any addenda, if issued.

Yes No

Proposers Authorized Signature: _____

REFERENCES

Company Name:

Address:

Contact Person:

Telephone:

Dates of Contract(s)

Company Name:

Address:

Contact Person:

Telephone:

Dates of Contract(s)

Company Name:

Address:

Contact Person:

Telephone:

Dates of Contract(s)

Proposer's Name: _____

WESTBURY UNION FREE SCHOOL DISTRICT
REQUEST FOR PROPOSAL FOR PROFESSIONAL ELECTRICAL TRAINING
PROGRAM SERVICES

**PROPOSER'S CERTIFICATION OF COMPLIANCE WITH
IRAN DIVESTMENT ACT OF 2012**

In accordance with General Municipal Law §103-g, which generally prohibits the School District from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

[Please Check One]

Proposer's Certification

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

- I am unable to certify that my name and the name of the bidder/proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

Dated: _____, New York
_____, 20__

Name of Bidder/Proposer

Signature of Authorized Official

Printed or Typed Name of Official and Title

Sworn to before me this
day of _____, 20__

Notary Public

Dated:

**WESTBURY UNION FREE SCHOOL DISTRICT
REQUEST FOR PROPOSAL FOR PROFESSIONAL ELECTRICAL TRAINING
PROGRAM SERVICES**

BID PROPOSAL NON-COLLUSIVE CERTIFICATION

Firm Name _____

Business Address _____

Telephone Number _____ Date of Bid _____

1. General Bid Certification

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

2. Non-Collusive Bidding Certification

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

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal here-after made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

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

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not 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 shall so state and shall furnish with the bid a signed statement which set 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.

- (1) 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 subparagraph one (a).
- (2) Any bid hereafter made to any 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 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 _____