

# North Tonawanda City School District

## REQUEST FOR PROPOSALS (RFP)

### North Tonawanda High School Ceramic Kiln & Pottery Wheel Bid (2026)

Bid Number: 2026-02

Issue Date: April 16, 2026 at 8:00 AM

Bid Submission Date: May 6, 2026 at 4:00 PM

Bid Opening Date: May 7, 2026 at 3:00 PM

Anticipated Board of Education Bid Award Date: May 12, 2026 at 7:00 PM

Location: District Office – 176 Walck Road, North Tonawanda NY 14120

## 1. NOTICE TO BIDDERS

The North Tonawanda City School District invites sealed bids from qualified vendors to purchase ceramic kilns and pottery wheels for the North Tonawanda High School art program.

Sealed bids will be received until:

May 6, 2026 at 4:00 PM

At: 176 Walck Road, North Tonawanda NY 14120

**\*Bids received after this date and time will not be accepted.**

Sealed bids should be labeled as follows:

NTCSD 2025-2026 NTHS Kiln and Pottery Wheel Bid

ATTN: Dr. Joshua R. Janese, Assistant Superintendent for Administrative Services

Bids will be publicly opened and read aloud on May 7, 2026 at 3:00 PM

This procurement is conducted in accordance with competitive bidding requirements under New York General Municipal Law §103.

The District reserves the right to:

- Reject any or all bids
- Waive informalities
- Award in the best interest of the District

### **Primary District Contact**

Dr. Joshua R. Janese – Assistant Superintendent for Administrative Services

[jjanese@ntschoools.org](mailto:jjanese@ntschoools.org)

716.807.3511

### **Secondary District Contact**

Mrs. Jackie McMahon – Senior Account Clerk

[jmcmahon@ntschoools.org](mailto:jmcmahon@ntschoools.org)

716.807.3503

\*Sealed bids with completed appendixes can be hand delivered to either Joshua Janese or Jackie McMahon in the business office. If sealed bids are mailed, emails should be sent to both district contacts upon mailing, so receipt of bids can be confirmed to interested vendors. Mailed bids must be received by the bid deadline.

\*\*Bid information will be posted in local papers. Hard copy bid packets are available for pickup at district office as well as found online at:

<https://www.ntschoools.org/departments/business-office/purchasing>

## 2. Introduction

The North Tonawanda City School District invites proposals from qualified vendors for the supply and delivery of ceramic kilns and pottery wheels for use in the high school's art program.

The District seeks to purchase:

- One (1) **Round Ceramic Kiln**
- One (1) **Oval Ceramic Kiln**
- Ten (10) **Electric Pottery Wheels**
- Discounted ceramic glaze and clay

All equipment must be **new, commercial-grade, and appropriate for educational use**. Payment will not be made until delivery of equipment. In the event of manufacturing and shipping delays, partial payments according to Appendix A will be made upon receipt of select equipment.

**While the district intends to purchase kilns and wheels immediately upon bid award and prior to the end of the June 30 fiscal calendar year, bid prices for kilns, wheels, as well as discounted glaze and clay must be honored for a period of 12 months through May 12<sup>th</sup>, 2027.**

## 3. Compliance with New York State Law

This procurement is conducted in accordance with:

- New York State General Municipal Law §103
- District purchasing policies
- Applicable federal and state laws

Contracts exceeding statutory thresholds must be awarded to the **lowest responsible bidder or best value proposer** where authorized.

Vendors must submit all required appendixes included in this RFP.

## 4. Scope of Work

The selected vendor shall provide in an all-encompassing bid proposal:

- Equipment
- Delivery to district location
- Manufacturer warranty documentation
- Assembly on or about 8/1/2027 due to the district's capital project construction timelines
- A minimum warranty of equipment through January 1<sup>st</sup>, 2028 due to the district's current capital project construction timelines
- Glaze and clay discount through 5/12/2027

### Delivery Location

#### Wheels and Kilns

North Tonawanda High School

405 Meadow Drive

North Tonawanda, NY 14120

#### Glaze and Clay

All district school buildings (6)

North Tonawanda, NY 14120

## 5. Equipment Specifications

Vendors must adhere to the following specifications identified below. Due to longevity, ease of repair, and safety technology, brands identified are preferred. Equivalents may be considered assuming products have equivalent longevity, ease of repair, and built-in safety technology such as but not limited to:

- Automatic or safety shut off feature
- Smart phone app technology
- Down draft energy efficiency and technology
- Shape and size requirements as listed below due to student project sizes and demands

## A. Round Kiln

Manufacturer: Skutt

Model: KMT-1227-PK

Specifications: <https://skutt.com/products-page/ceramic-kilns/kmt-1227pk/#specs>

### Specification

Voltage - 240

Phase – 3

Firing Temp – Cone 10 2350]

Cubic Feet – 9.9

Warranty Minimum – 2 Years

**Notes – Envirovent Exhaust will need to be included in the all-encompassing proposal as well as associated furniture kit**

**Skutt Furniture Kit 1227-3PK: (8)-1” x 26” half shelves, 1 large post assortment**

## B. Oval Kiln

Manufacturer: Skutt

Model: KMT-1627-3PK

Specifications: <https://skutt.com/products-page/ceramic-kilns/kmt-1627-3pk/#specs>

### Specification

Voltage - 240

Phase - 3

Firing Temperature – Cor

Cubic Feet – 18.5

Warranty Minimum – 2 Years

**Notes – Envirovent Exhaust will need to be included in the all-encompassing proposal as well as associated furniture kit**

**Skutt Furniture Kit 1627-3PK: (8)-1” x 26” half shelves, (8)-1” – 13” x 16” half shelves 1 large post assortment.**

## **C. Pottery Wheels (10 Units)**

Manufacturer: Brent

Model: C

Specifications: <https://shop.amaco.com/model-c-brent-pottery-wheel-110v/>

### **Specification**

Horsepower – 3/4 HP, 7 Amp

Clay Handling – 225 Pounds

Splash Pan/Guard Included - Yes

Color – Yellow

Reversible Direction - Yes

Cord Length – At least 4 feet

Wheel Head – 14" cast aluminium

Warranty Minimum – 10 Years

**Notes: In the event the pottery wheels have an associated parent company (AMACO/Brent) glaze rebate at the time of the bid, the glaze rebate will be transferred to NTCSD on a per wheel basis.**

## 6. Pricing Proposal

Vendors must provide itemized pricing in Appendix A. All pricing includes immediate delivery upon receipt of items. Future installation will occur on or about 8/1/2027 as is an assumed cost, not an additional cost, of the RFP award winner.

## 7. Proposal Evaluation

Proposals will be evaluated based on:

Criteria	Weight
Cost	60%
Compliance with specifications	40%

## 8. Proposal Submission

Sealed bids must be received no later than:

**May 6, 2026 at 4:00**

Submit to: Dr. Joshua R. Janese

176 Walck Road, North Tonawanda NY 14120

Sealed bids should be labeled as follows:

**NTCSD 2025-2026 NTHS Kiln and Pottery Wheel Bid**

**ATTN: Dr. Joshua R. Janese, Assistant Superintendent for Administrative Services**

## 9. CONTRACT ADMINISTRATION

The District representative responsible for administering the contract is:

**Dr. Joshua R. Janese, Assistant Superintendent for Administrative Services**

North Tonawanda City School District

[jjanese@ntschoools.org](mailto:jjanese@ntschoools.org)

716.807.3511

# 10. QUESTIONS

Contractors interested in potentially submitting bids are encouraged to provide a contact email to the district as soon as possible. If questions are asked by contractors, a response will be sent to all potential vendors to facilitate information sharing. Questions can be directed to:

**Joshua Janese, Assistant Superintendent for Administrative Services**

North Tonawanda City School District

[jjanese@ntschoools.org](mailto:jjanese@ntschoools.org)

716.807.3511

Questions must be submitted by May 5, 2026 at 4:00 PM

# APPENDICES

The following documents are included:

- Appendix A – Bid Form
- Appendix B – Non-Collusive Certification
- Appendix C – Iran Divestment Certification
- Appendix D – Vendor W9
- Appendix E – Vendor Information Sheet
- Appendix F – Sexual Harassment Certification
- Appendix G – Iran Divestment Certification



# APPENDIX B

## NON-COLLUSIVE BIDDING CERTIFICATION

Required by **New York General Municipal Law §103-d.**

By submission of this bid, each bidder and each person signing on behalf of the bidder certifies, under penalty of perjury, that:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement with any other bidder for the purpose of restricting competition.
2. Unless otherwise required by law, the prices quoted have not been knowingly disclosed prior to the bid opening to any other bidder or competitor.
3. No attempt has been made or will be made by the bidder to induce another party to refrain from submitting a bid.

Company Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# APPENDIX C

## IRAN DIVESTMENT ACT CERTIFICATION

In accordance with **New York State Finance Law §165-a**, bidders must certify that they are not engaged in investment activities in Iran.

By submission of this proposal, the bidder certifies:

- The bidder is **not on the New York State list of entities engaged in investment activities in Iran**.
- The bidder **cannot certify** the above and has attached a detailed explanation.

Company Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# APPENDIX D

## W-9 REQUIREMENT

The successful vendor must provide a completed **IRS Form W-9 (Request for Taxpayer Identification Number and Certification)** prior to payment.

Please attach a completed **W-9** to your proposal.

Vendor Name:

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Tax ID / EIN:

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**APPENDIX E**  
**Vendor Information Sheet**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Years in Business: \_\_\_\_\_