

**PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
241 SOUTH OCEAN AVENUE
PATCHOGUE, NY 11772**

SCHOOL PHYSICIAN RFP #2026-09

NOTICE IS HEREBY GIVEN, that the Patchogue-Medford Union Free School District will receive proposals for **School Physician**. Such proposal must be filed with the Patchogue-Medford UFSD's Assistant to the Superintendent, 241 South Ocean Avenue, Patchogue, NY 11772, **PRIOR TO 11:00 a.m. prevailing time, May 20, 2026.**

NOTE: The Patchogue-Medford School District shall not be held responsible for the completeness or accuracy of any proposal documents received by a vendor that were not directly issued to that vendor by the Patchogue-Medford School's Business Office.

Any vendor submitting a proposal based on incomplete or inaccurate information resulting from documentation received from any third party, shall not have cause for relief from award or completion of a contract in accordance with the official documents on file with the Patchogue-Medford School District's Business Office.

It is HIGHLY recommended that all vendors interested in participating in this request for proposal, contact the Patchogue-Medford School District's Business Office directly at the above address to assure they have received the most accurate and up to date materials concerning this request.

The District does not offer or supply anyone the list of people that have obtained a copy of these proposal specifications or cost estimates for the project prior to the opening of the proposals. **NO EXCEPTIONS ARE MADE TO THIS PROCEDURE.**

Patchogue-Medford School District reserves the right to reject any or all proposals.

Patchogue-Medford Union Free School District

Nicole Ciminiello
Assistant to the Superintendent
Patchogue-Medford UFSD

PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
241 SOUTH OCEAN AVENUE
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SCHOOL PHYSICIAN RFP #2026-09

DATE: April 29, 2026

NOTICE IS HEREBY GIVEN THAT SEALED PROPOSALS ARE SOUGHT AND REQUESTED FOR THE FOLLOWING:

RFP NAME:

RFP #2026-09 REQUEST FOR PROPOSAL FOR SCHOOL PHYSICIAN

PLACE OF OPENING:

PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
District Office
241 South Ocean Avenue
Patchogue, NY 11772

DATE OF OPENING:

May 20, 2026

TIME OF OPENING:

11:00 AM

CONTACT PERSON:

Nicole Ciminiello
Assistant to the Superintendent
631-687-6334
nciminiello@pmschools.org

VENDORS MUST SUBMIT PROPOSAL IN SEALED ENVELOPE.

PLEASE PRINT ON THE FACE OF ENVELOPE:

- 1) NAME & ADDRESS OF BIDDER
- 2) BID NAME & NUMBER

It is the proposer's responsibility to read the attached SPECIFICATIONS and GENERAL CONDITIONS, which outline proposal rules of the Patchogue-Medford Union Free School District

Upon submission of proposal, it is understood that the proposer has read, fully understands and will comply with said GENERAL CONDITIONS and specification requirements.

Patchogue-Medford Union Free School District requires that this document be returned intact, that it be signed by an authorized representative, and filled out completely. PLEASE DO NOT REMOVE ANY PAGES FROM THIS RFP PACKAGE. Therefore, PLEASE MAKE A COPY OF PROPOSAL DOCUMENT FOR YOUR RECORDS. Thank you.

PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
241 SOUTH OCEAN AVENUE
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SCHOOL PHYSICIAN RFP #2026-09

REQUEST FOR PROPOSAL

PROPOSERS NAME:

PHYSICAL ADDRESS:

(Bidders must list a physical address)

MAILING ADDRESS:

(P.O. BOX NUMBER, IF APPLICABLE)

TELEPHONE #

FAX #

E-MAIL ADDRESS / WEBSITE

Bids for the above referenced bid number and title will be received until **11:00 A.M.** on **Wednesday, May 20, 2026**, at the Patchogue-Medford UFSD Administrative Offices.

TERM:

TERM PRICING TO REMAIN FIRM FROM JULY 1, 2026-JUNE 30, 2027, WITH THE OPTION TO RENEW FOR THREE ADDITIONAL ONE-YEAR TERMS. The additional one-year term contracts will be in an amount not to exceed the annual C.P.I. published in April. The terms will be July 1, 2027-June 30, 2028, July 1, 2028-June 30, 2029, and July 1, 2029-June 30, 2030.

NOTE:

The proposal of each bidder shall contain the certification to non-collusive proposal as set forth in section 103-d of the General Municipal Law included in the specifications. This requirement must be strictly complied with. Filing of Affidavit of Disclosure is mandatory when submitting your bid for this project.

The undersigned reserves the right to reject any and all proposals and to accept any proposal or proposals as submitted, or as modified, which in the opinion of the undersigned will be in the best interest of the Patchogue-Medford Union Free School District.

**PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
241 SOUTH OCEAN AVENUE
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SCHOOL PHYSICIAN RFP #2026-09

1. GENERAL INFORMATION:

The Patchogue-Medford Union Free School District is requesting proposals from physicians duly licensed or otherwise authorized to practice a health profession pursuant to applicable law to provide services as the School Physician for the Patchogue-Medford Union Free School District. There is no expressed or implied obligation for the Patchogue-Medford Union Free School District to reimburse responding persons for any expenses in preparing proposals in response to this request.

To be considered, two (2) copies of a proposal must be received by the Assistant to the Superintendent by Wednesday, May 20, 2026, at 11:00 a.m. The Patchogue-Medford Union Free School District reserves the right to reject any or all proposals submitted.

During the evaluation process, the Patchogue-Medford Union Free School District reserves the right, where it may serve the Patchogue-Medford Union Free School 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 Patchogue-Medford Union Free School District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Patchogue-Medford Union Free School District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the person of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Patchogue-Medford Union Free School District and the firm selected.

Following the notification of the selected person, it is expected a contract will be executed between both parties by July 1, 2026.

2. TERM OF ENGAGEMENT:

An annual contract is proposed, for the 2026-2027 school year subject to annual review and concurrence of the Board of Education of the Patchogue-Medford Union Free School District, and the annual availability of an appropriation.

3. DESCRIPTION OF SERVICES:

The School Physician agrees to perform his/her duties as prescribed by the State of New York and the rules and regulations of the State of New York Education Department and to serve and perform the twenty-four (24) specific duties as outlined under the Nature of Services Required.

The School Physician shall be responsible for directly providing all the medical services as outlined under Nature of Services Required and, barring unforeseen circumstances, shall meet these responsibilities by him/ her. In the event that he/she cannot personally perform a service,

**PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
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SCHOOL PHYSICIAN RFP #2026-09

he/she shall notify the Superintendent of Schools or his/her designee and may delegate said responsibility to a qualified individual, i.e., another physician, physician's assistant, or nurse practitioner, without any additional cost or expense to the Board of Education of the Patchogue-Medford Union Free School District. If the School Physician is not able to provide coverage personally at football games, with notification to the Director of Athletics, another physician, emergency medical technician, physician's assistant, or nurse practitioner may be used for that responsibility. In the event the Board of Education is not satisfied with the performance of a temporary substitute, then and in that event the Board shall so notify the School Physician in writing, and after receipt of said written notice, the School Physician will refrain from utilizing the services of an individual who is not acceptable to the Board of Education.

The School Physician will render all services required in connection with the Patchogue-Medford Union Free School District's Committees on Pre-school Special Education and Special Education, except for testimony before a Hearing Officer and/or Court.

The School Physician agrees to maintain and operate a professional office outside the public schools of the District and the Physician agrees to see District students and employees, as directed by the District at the Physician's office.

The Physician agrees to see District students and/or employees on any day that the Physician's office is open for business, within the context of ordinary and reasonable scheduling and appointments.

The Physician shall (unless otherwise agreed to by the parties) perform all sports physicals on-site at the District's schools, at times and locations mutually agreed upon by the parties.

The School Physician will submit a year-end medical report, if so, requested by the Board of Education.

4. NATURE OF SERVICES REQUIRED:

- a)** Provision of medical services, including the rendering of medical advice, as directed and/or requested by the District. When requested by the District in writing, said services and advice will be provided by Doctor in a format specified by the District.
- b)** Conduct Districtwide physical examinations aligned with NYSED for students participating on athletic teams.
- c)** Conduct physicals for new employees as requested by the District.
- d)** The school physician would be required to possess certification to administer physicals to district bus drivers, i.e. *Federal Motor Carrier Safety Examiner*.
- e)** Conduct "working paper" physicals as requested by District.

**PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
241 SOUTH OCEAN AVENUE
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SCHOOL PHYSICIAN RFP #2026-09

- f)** Administration of immunizations as requested by the District.
- g)** Provide counseling to the District with respect to emergency communicable disease health concerns as requested by the District.
- h)** Assist the District to develop, monitor and improve the District's health services program, policies and procedures.
- i)** Assist the District in resolving differences of professional opinion between private physician and District personnel in such matters as, staff related issues, student participation in sports activities, student employability, student transportation needs, student home instruction needs, student absenteeism, student immunization needs, modified program needs and the like.
- j)** Physician must be able to interpret public health law to health services program personnel and other professional, administrative, and lay staff.
- k)** Assist the District in establishing policies and procedures governing the exclusion or re-admission of pupils and staff in connection with infectious or contagious diseases.
- l)** Assist the District to develop, implement and regularly review policies and procedures to be followed in each District building in the event of injury, emergency illness or similar crisis involving student(s) and/or District employee(s).
- m)** Physician must examine all newly registered children who do not present health certificates from family physicians.
- n)** Conduct examinations for special class placement.
- o)** Conduct special examinations of referrals by school nurse.
- p)** Work closely with the District's health services staff in reviewing, upgrading and maintaining the health records of each student.
- q)** Recommends modifications to the District's educational programs based on individual students' health needs, and consulting with parents, teachers and students periodically in this regard.
- r)** Assist the school nurse in follow-through efforts to secure remedial care for students.
- s)** Participate in student case conferences.
- t)** Review accident reports and excuses from school activities and making appropriate recommendations to school personnel.

**PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
241 SOUTH OCEAN AVENUE
PATCHOGUE, NY 11772**

SCHOOL PHYSICIAN RFP #2026-09

- u)** Provide health information to pupils, teachers, school nurses, administrators and civil service lay staff.
- v)** Act as a consultant to school nurses and administrators with respect to medical problems and public health procedures.
- w)** When deemed necessary and appropriate based upon circumstances and medical necessity, consulting with school physicians from neighboring school districts on medical matters that are of mutual interest to the respective school districts.
- x)** Conduct Districtwide physical examinations aligned with NYSED, i.e. students entering school district for the first time and all students entering Pre-K, K, 1st, 3rd, 5th, 7th, 9th, and 11th grade.
- y)** Provide and maintain current physician-issued standing orders and ensure appropriate medical oversight for all contracted Athletic Trainers assigned to the Patchogue-Medford Athletic Department. Oversight must include regular review of clinical practices, compliance with New York State regulations, and accessibility to a supervising physician for consultation as needed.
- z)** Provide physician coverage for all home football contests and designated high-risk athletic events ensuring the on-site presence of a licensed physician for medical supervision, injury evaluation, and emergency response in coordination with Athletic Trainers and emergency personnel.

5. REQUIREMENTS:

The detailed proposals shall be accompanied by the following information:

- a) General background information in regard to medical practice and resume
- b) Evidence of insurance coverage, as outline in Attachment A.
- c) Abide by HIPPA laws.

6. CONTRACT NOT TO BE ASSIGNED:

It is mutually understood and agreed that the School Physician shall not assign, transfer, convey, sublet, or otherwise dispose of the contract, of his right, title or interest therein, or his power to execute such contract to any other person, company or corporation.

**PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
241 SOUTH OCEAN AVENUE
PATCHOGUE, NY 11772**

SCHOOL PHYSICIAN RFP #2026-09

7. INVOICING:

Billing shall be made by monthly invoice, in duplicate, to Patchogue-Medford Union Free School District. All invoices shall be presented for payment by the 10th day of each month for the past month's service. No partial payments will be paid except when determined that this practice will be in the best interest of the Patchogue-Medford Union Free School District, and upon mutual agreement of contractor. All invoices shall contain the following information:

- Name
- Description of services performed
- Date of services performed

Payments will be made in ten (10) monthly installments.

8. LAWS AND REGULATIONS:

The School Physician shall comply with all laws, ordinances and rules and regulations which may govern the work as specified in this contract.

9. INDEMNIFY:

The School Physician agrees to indemnify, defend, and hold the Patchogue-Medford Union Free School District, its Board of Education, officers and employees harmless from and against all liability, claims, actions, proceedings and suits, of any name and nature, as the same may relate to the services provided by the Contractor pursuant to this Agreement.

10. VEHICLE:

The School Physician shall provide his/her own transportation and gas in the execution of the duties, and shall always, carry vehicle insurance as outlined in Attachment A of this agreement.

All costs related to the Contractor's vehicle shall be the responsibility of the owner/ Contractor.

11. RENEWAL:

Renewal may be negotiated for additional one-year terms, by giving written notice of the desire to extend the Agreement with the District at least sixty (60) days prior to termination. The additional one-year terms contracts will be in an amount not to exceed the annual **C.P.I. published in April.**

12. TERMINATION:

This contract may be terminated by either party by a thirty (30) day written notice to the other party.

**PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
241 SOUTH OCEAN AVENUE
PATCHOGUE, NY 11772**

SCHOOL PHYSICIAN RFP #2026-09

13. PROPOSAL EVALUATION:

A. Proposals received will be evaluated by the Assistant to the Superintendent, Assistant Superintendent for Special Education and Pupil Services or Athletic Director to determine whether the requirements of this RFP are met and to make a recommendation to the Board of Education for contract award.

Proposals shall be evaluated based upon the following:

1. Proposer's comprehension of the required (work) Nature of Services Required
2. Prior experience in similar projects
3. Professional Qualifications
4. Total proposed price
5. Length of Time in Business
6. Client References

B. The evaluation process is designed to award the proposal not necessarily to the proposer of least cost, but rather to the proposer with the best combination of attributes based on the evaluation criteria.

Contractor

Patchogue-Medford Union Free School District

Person Submitting RFP (Please Print)

Date

Address

City, State & Zip

Phone

Fax

Date

**PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
241 SOUTH OCEAN AVENUE
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SCHOOL PHYSICIAN RFP #2026-09

Pricing:

Cost should be expressed as an all-inclusive fee to provide services as specified in these pages. All administrative and out-of-pocket costs should be included in the quoted fee. No additional charges will be permitted. Please provide the annual rate below which will be paid over a 10-month period. The first payment will be scheduled for September 2026.

Cost for services 2026-2027

\$ _____

**PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
241 SOUTH OCEAN AVENUE
PATCHOGUE, NY 11772**

SCHOOL PHYSICIAN RFP #2026-09

ATTACHMENT A

REQUIRED INSURANCE

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the consultant hereby agrees to effectuate the naming of the district as an additional insured on the consultant's insurance policies, except for workers' compensation and NY State Disability insurance.
2. 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.
 - 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 including Workers' Compensation.
 - Additional insured status for General Liability coverage shall be provided by standard or other endorsements that extend coverage to the district (CG 20 26) or equivalent. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.
3.
 - a. The certificate of insurance must describe the services provided by the consultant that are covered by the liability policies.
 - b. At the district's request, the consultant shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the consultant will provide a copy of the policy endorsements and forms.
 - c. Coverage for sexual misconduct must be affirmed. There will be no coverage restrictions and/or exclusions involving Sexual Assault and Molestation related claims.
4. The consultant agrees to indemnify the district for applicable deductibles and self-insured retentions.
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
 - \$1,000,000 Sexual Misconduct and Assault
 - \$100,000 Fire Damage
 - \$10,000 Medical Expense

**PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
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PATCHOGUE, NY 11772**

SCHOOL PHYSICIAN RFP #2026-09

- b. **Automobile Liability**
\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
 - c. **Workers' Compensation and N.Y.S. Disability Insurance**
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees per NYS WC and Disability laws. 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 "claim-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**
\$3,000,000 each occurrence and aggregate. Umbrella/excess coverage shall be on a follow-form basis or provide broader coverage over the required Auto Liability (where applicable), General Liability and Professional Liability coverages.
6. Consultant 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 legal remedies available to the district. The consultant is to provide the district with a certificate of insurance, evidencing the above requirements have been met, prior to the provision of services. The failure of the district to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the district.

If the Consultant or Healthcare Provider utilizes independent contractors, then they must provide verification that coverages extend to the independent contractors. If independent contractors are required to provide Professional Errors and Omissions coverage of their own, then proof of this coverage must be provided.

PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
241 SOUTH OCEAN AVENUE
PATCHOGUE, NY 11772

SCHOOL PHYSICIAN RFP #2026-09

Conflict of Interest Certification

The proposer declares and certifies:

1. That said proposer is of lawful age and the only one interested in this proposal, and that no one other than said proposer has any interest herein.
2. That this proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a proposal for the same purpose and is in all respects fair and without collusion or fraud.
3. That no member of the Board of Education of the Patchogue-Medford Union Free School District, Town of Brookhaven, Suffolk County, New York, nor any officer or employee or person whose salary is payable as a whole or in part from the treasury of said Board of Education, is directly or indirectly interested in this proposal or in the supplies, materials, equipment, work or services to which it relates, or in any portion of the profits thereof.
4. That said proposer has carefully examined the specifications in the RFP and schedules prepared under the direction of the Board of Education, and will, if successful in this proposal, furnish and deliver at the prices proposal and within the time stated, all materials, supplies, apparatus, goods, wares, merchandise, services, or labor for which this proposal is made.
5. That the prices quoted are net and exclusive of all federal, state and municipal sales and excise taxes.

Subscribed and sworn to before
This _____ day of _____.

Notary Public

Person, Firm or Corporation

Authorized Signature

**PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
241 SOUTH OCEAN AVENUE
PATCHOGUE, NY 11772**

SCHOOL PHYSICIAN RFP #2026-09

STATEMENT OF NON-COLLUSION

Your proposal is subject to the following Non-Collusion Statement of Section 103-D of the General Municipal Law, which reads as follows:

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

- a) By submission of this proposal, the proposer and each person signing on behalf of the proposer, certifies, and if this is a joint proposal each party thereto certifies as to its own organization, under penalty of perjury that to the best of the proposers knowledge and belief:

The prices in this proposal 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 proposer or with any competitor;

Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly to any other proposer or to any competitor; and

No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit a proposal for the purpose of restricting competition.

- b) A proposal shall not be considered for award nor shall any award be made where (A), (1), or (2) and (3) above have not been complied with provided, however, that if in any case the proposer shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore, where (A), (1) and (2) and (3) above have not been complied with, the proposal 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 proposal is made, or designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the proposer (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publications of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposal, does not constitute without more, a disclosure within the meaning of paragraph A above.

- c) If the proposer is a corporation, the corporation shall be deemed to have been authorized by the board of directors of the proposer to make the above certification and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

(SEAL OF CORPORATION)

Corporate or Company Name

By: _____
Signature Title

**PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
241 SOUTH OCEAN AVENUE
PATCHOGUE, NY 11772**

SCHOOL PHYSICIAN RFP #2026-09

IRAN ENERGY SECTOR DIVESTMENT BID CERTIFICATION

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision 165-a has been added to the State Finance Law, and a new provision 103-g has been added to the General Municipal Law, effective April 12, 2012. The New York State Commissioner of the Office of General Services ("OGS") will be developing a list of prohibited entities detailing "persons" engaging in "investment activities in Iran," as defined within section 165-a of the State Finance Law. Pursuant to State Finance Law § 165-a(3)(b) and General Municipal Law § 103-g, the initial list is expected to be issued no later than 120 days after the Act's effective date, at which time it will be posted on the OGS website.

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.

By submission of this bid or by assuming the responsibility of a Contract awarded hereunder, each bidder/contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, each bidder/contractor (or any assignee) is advised that once the prohibited entities list is posted on the OGS website, any contractor seeking to enter into, renew, or extend a contract or assume the responsibility of a contract awarded in response to the solicitation, must certify at the time the contract is bid upon or a proposal submitted, or the contract is renewed, extended, or assigned that it is not included on the prohibited entities list.

Pursuant to section 103-g of the General Municipal Law, a bid shall not be considered for award nor shall any award be made where the bidder has not made the above certification, 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 therefor.

During the term of the contract, should the District receive information that a person is in violation of the above-referenced certification, the District will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the District shall take such action as may be appropriate, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the contract in default.

The District reserves the right to reject any bid, proposal, or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after a contract award.

(SEAL OF CORPORATION)

Corporate or Company Name

By

Signature

Title