

**REQUEST FOR PROPOSAL**

**NOT A PURCHASE ORDER**

**MAIL FORM TO: CLARENCE CENTRAL SCHOOL DISTRICT  
9625 Main Street  
Clarence, New York 14031  
Attn: Ashley Fohrd  
Purchasing Department**

Sealed proposals will be received and publicly opened at 9:00 A. M., Tuesday, May 26th, 2026 at the office of the School District Clerk, 9625 Main Street, Clarence, New York, for a Musical Instruments proposal in accordance with specifications and instructions on file at the above office.

**Dr. Patricia Grupka  
Assistant Superintendent for  
Finance and Operations**

**BID FORM**

**MUSICAL INSTRUMENTS**

The \_\_\_\_\_  
(Name and Address of Bidder)

\_\_\_\_\_ hereby proposes to furnish and deliver to the Clarence Central School District, Clarence, New York, subject to the specifications and instructions to bidders, the following Musical Instruments proposal for the amounts stated. It is hereby certified that no officer or employee of the School District or member of the Board of Education is directly or indirectly interested in this proposal.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name/Title (Please Print)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fax Number

## CLARENCE CENTRAL SCHOOL DISTRICT

### GENERAL INSTRUCTIONS TO BIDDERS

THESE INSTRUCTIONS APPLY TO ALL BIDS UNLESS MODIFIED BY SPECIAL INSTRUCTIONS OF THE SPECIFICATIONS FOR A PARTICULAR BID.

1. Sealed proposals for the furnishing and delivery, and installing, where called for, of the services, materials, equipment and/or supplies, as required by the Board of Education of the Clarence Central School District, County of Erie, popularly known as Clarence Central Schools, and as set forth in the following specifications prepared under the direction of said Board of Education, will be opened in the Board of Education Conference Room, located at 9625 Main Street, Clarence, New York 14031, on the day and hour stated on page 1 hereof.

2. The person, firm, or corporation making such proposal shall submit it in a sealed envelope to the Purchasing Agent, or his duly designated representative at the place herein mentioned on or before the hour and day stated on page 1 hereof, and the envelope shall be endorsed on its face with the name of the person, firm, or corporation making such proposal, the date of its presentation, and the title of the services, materials, equipment, or supplies for which such proposal is made.

3. Any bid submitted will be binding for 45 days subsequent to the date of bid opening. This period may be extended by mutual agreement.

4. The Board of Education reserves the right to accept this bid by items or as a whole, or, in its discretion, to reject all bids and readvertise in the manner provided by Section 103 of the General Municipal Law.

5. Brand Names: When articles are designated by a manufacturer's or brand name, it is for the purpose of establishing and indicating a standard of quality and type of article desired, but it is not the intention to limit competition exclusively to the names listed. However, the decision of the Board of Education shall be final as to whether or not a substitute or alternate article is satisfactorily equal to and in accord with the specifications, design, and requirements indicated for the article in the base bid.

6. The bidder shall insert the price per stated unit and the extension against each item in the schedule hereto annexed, which he proposes to furnish and deliver. In the event of a discrepancy between the unit price and the extension, the unit price will govern. The price inserted must be net and must include delivery charges. Computation must be made of the total amount of the bid for all items bid upon, and the total shall be stated in the space provided at the end of the schedule.

7. To avoid any misunderstanding, all discounts shall be deducted from the list prices in arriving at the bid price. Thus, unit prices bid and any extension thereof shall be net of any and all discounts.

## GENERAL INSTRUCTIONS TO BIDDERS (CONTINUED)

8. No charge will be allowed for cases, boxes, carboys, bottles, etc. nor for freight expenses, expressage, or cartage. No empty packages, cases, boxes, carboys, bottles, etc., will be returned to the bidder or contractor, and none will be paid for by the Board of Education. Such empty cases, boxes, etc. may be removed by the bidder or contractor at his own expense.

9. No charge will be allowed for federal, state, or municipal sales and excise taxes, from which the Board of Education is exempt. The price bid 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.

10. If a bidder desires to bid on an alternate or substitute article, which is claimed to be equal to the standard specified, it should be identified as such on the bid form and a complete description and specification given either in or with the bid.

11. Packaging and method of shipment shall be strictly in accord with our requirements. General shipping instructions are attached.

12. Qualifications of Bidders: The competency and responsibility of bidders and their proposed subcontractors will be considered in making the award. The owner does not obligate himself to accept the lowest or any other bid.

13. Warranty: All equipment, materials, and work shall be guaranteed free from defects for a period of not less than 1 year, and if found defective within the period specified, shall be replaced by the contractor at no cost to the owner.

14. Samples: If available, catalogs or other descriptive literature should be submitted with the bid. Samples indicative of the construction, style, finish, and quality of all items bid upon shall be available to inspection at the regular business establishment of the bidder and, if requested, shall be delivered to the Clarence Central School District, Administration Building, at the bidder's expense for further inspection.

15. Delivery: Delivery is required on or before September 1st following the date of bid opening, unless otherwise specified. Bidder shall state the earliest date on which he can reasonably expect to make delivery.

16. The Board of Education reserves the right to make awards, in part or as a whole.

17. When a catalog reference follows the description of an item, such catalog reference is intended as a means of more fully describing the item in the shortest possible space and is to be regarded as part of the description of the item. All catalogs to which reference is made are available at the office of the Purchasing Agent. The use of such catalog or catalog names or numbers is not intended to limit competition.

## GENERAL INSTRUCTIONS TO BIDDERS (CONTINUED)

18. Unless the schedule contains a complete specification, items listed in the schedule must be equal to the sample on exhibition in the office of the Purchasing Agent. Items delivered by successful bidder must be equal in all respects to the sample or those referred to by catalog number. If the bidder proposes to furnish a substitute for the item called for on an "or equal or approved" basis, the determination of whether it is the equal shall be by the Board of Education.

19. Each bidder must state that no member of the Board of Education, Clarence Central School District, Towns of Clarence, Lancaster, Newstead and Amherst, nor any officer or employee thereof, is directly or indirectly interested in the proposal.

20. Delivery will be required to be made to the receiving platform of buildings as specified on the bid form or on the purchase order issued to the successful bidder. Where the schedule or purchase order provides for direct delivery to schools, the items must be placed at a point within the building as directed at the place of delivery. The weight, count, measure, etc., will be determined at the points of delivery. The contractor will be required to furnish proof of delivery in every instance. Bulk materials are to be placed on skids or pallets on the receiving platform as directed by the receiving clerk. Suppliers shall deliver between the hours of 9 A. M. and 4 P. M. on weekdays other than Saturdays and holidays. All material and supplies must be securely packed in uniform containers, adequately marked as to contents, and delivered without damage or breakage in such units as are specified in the schedule.

21. These instructions are to be considered an integral part of all proposals.

CLARENCE CENTRAL SCHOOL DISTRICT  
NON-COLLUSIVE BIDDING CERTIFICATION

General Municipal Law Section 103-d to political subdivision of the state. Statement of non-collusion in bids and proposals.

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

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

- 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 an 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 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 there for.

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 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 a disclosure within the meaning of subparagraph A. 1).

C. 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 A. 1), 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.

THE FOREGOING STATEMENT IS SUBSCRIBED AND AFFIRMED BY THE  
UNDERSIGNED AS TRUE UNDER THE PENALTIES OF PERJURY.

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Authorized Signature

## 2026-2027 MUSIC DEPT. BID LIST

Items	Request Amounts
Men's Concert Tuxedo Jackets (23 total) <i>Tailcoat Tuxedo: Neil Allyn Single-Vented with Double Pleats, Fully-lined with Telescopic Arms</i>	34R - 5 Qty 36R - 10 Qty 38R - 8 Qty
Men's Concert Tuxedo Pants (30 total) <i>Tuxedo Pants: Neil Allyn Fully Pleated, Adjustable waist with Satin Stripe</i>	Size 27-28-29 - 9 Qty Size 30-31-32 - 12 Qty Size 33-34-35 - 9 Qty
Baldwin L Grand Piano ( <i>Fully Reconditioned</i> )	1
1/4 Shen Bass, Carbon German Bow, case	1
1/2 Violin Core CC399 cases	20
3/4 Violin Core CC399 cases	20
Fox Renard 330 Oboe	2
Fox Renard Model 51 Bassoon	2
Wenger Black Student Chairs, 18.5"	80
1/2 Shen cello, Carbon cello bow, case	4
Black Choir Performance Folders, Leatherette, Handstrap, Personalized, Numbered	120
600 Series Industrial Stool, Adjustable Height 21-33"	8
Wenger Mobile Choral Folio Cabinet, 3 Columns, adjustable shelf spacing to 3.5", White, no doors	3
<b>** ABSOLUTLY NO SUBSTITUTIONS ON ABOVE LISTED ITEMS **</b>	