

North Tonawanda City School District

REQUEST FOR PROPOSALS (RFP)

Districtwide Sewing Machine Bid (2026)

Bid Number: 2027-01

Issue Date: September 18, 2026

Bid Submission Date: October 15, 2026 at 4:00 PM

Bid Opening: October 16, 2026 at 4:00 PM

Anticipated Board of Education Bid Award Date: November 4, 2026 at 6:30 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 contractors to provide twenty seven (27) Bernina 335 3-Series sewing machines.

Sealed bids will be received until:

October 15, 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 2026-2027 Districtwide Sewing Machine Bid

ATTN: Joshua Janese, Assistant Superintendent for Administrative Services

Bids will be publicly opened and read aloud on October 16, 2026 at 4:00 PM in the district's board of education room located at 176 Walck Road, North Tonawanda NY 14120.

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 Janese – Assistant Superintendent for Administrative Services

jjanese@ntschoools.org

716.807.3511

*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. PURPOSE

The District seeks a qualified vendor to provide:

- Bernina 335 3-Series Sewing Machines (27)

Awarding contracts will be facilitated by the Assistant Superintendent for Administrative Services or Superintendent of Schools in their absence.

3. DISTRICT FACILITIES

Delivery of machines may occur at any of the following locations:

Primary Locations

North Tonawanda High School – 405 Meadow Drive, North Tonawanda NY 14120

Alternate Locations

North Tonawanda Middle School – 455 Meadow Drive, North Tonawanda NY 14120

4. PURCHASE TYPE

This contract is to purchase twenty-seven (27) Bernina 335 3-Series sewing machines for the district's Family and Consumer Sciences (FACS) program.

To defray a portion of the cost, the district has eleven (11) **used** Bernina 1008 model sewing machines that are available for trade in at the conclusion of the 2026-2027 school year. These machines are available for pickup by the vendor on or after June 14th, 2027. Prospective bidders may view the 11 machines to determine potential trade in value with an in-person inspection on October 6th at 3:00 at North Tonawanda High School located at 405 Meadow Drive, North Tonawanda NY 14120.

5. CONTRACT TERM

Initial term:

- **July 1, 2026 – June 30, 2027**

6. SCOPE OF SERVICES

The contractor shall provide twenty-seven (27) Bernina 335 3-Series sewing machines for the District's FACS program.

* While unlikely to occur, the District reserves the right to purchase additional sewing machines at the per unit price for the duration of the 2026-2027 school year through June 30th, 2027.

** Vendors may indicate a percent off other materials and services (machine repairing).

7. SEWING MACHINE SPECIFICATIONS

Bernina 335 3-Series sewing machine which will include:

- Touch screen
- LED sewing light
- Semi-automatic threader

* No substitutions will be accepted.

8. DELIVERY

Delivery will be coordinated with the district's Facilities department at North Tonawanda High School located at 405 Meadow Drive, North Tonawanda NY 14120. The building does not have a lift gate in the receiving area of the building. Delivery hours are on days of student attendance from 8:00 AM – 2:00 PM.

9. Payment Structure

Payment for sewing machines inclusive of potential future trade in value will be made after sewing machines have been inspected for defects and are ensured to be in good working order by the district's FACS teacher. An invoice shall be sent to Joshua Janese via email upon delivery of sewing machines. Due to BOCES auditing, payment will be made approximately 30 days after delivery and assurances that the product is free from defect by the district's FACS teacher.

10. BID SUBMISSION REQUIREMENTS

Bid packages must include:

- Completed Bid Form
- Non-Collusive Bidding Certification
- Iran Divestment Certification
- W9

11. NON-COLLUSIVE BIDDING CERTIFICATION

Bidders must certify compliance with NY State competitive bidding requirements.

Failure to submit this form may result in bid rejection.

12. IRAN DIVESTMENT CERTIFICATION

Pursuant to NY State Finance Law, bidders must certify they are not on the Iran Divestment list.

13. AWARD OF CONTRACT

Contracts will be awarded to the lowest responsible bidder meeting specifications under:

New York General Municipal Law §103

14. CONTRACT ADMINISTRATION

The District representative responsible for administering the contract is:

Joshua Janese, Assistant Superintendent for Administrative Services

North Tonawanda City School District

jjanese@ntschoools.org

716.807.3511

15. 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

716.807.3511

Questions must be submitted by October 6th, 2026 at 3:00 PM via email.

APPENDICES

The following documents are included:

- Appendix A – Bid Form
- Appendix B – Non-Collusive Certification
- Appendix C – Iran Divestment Certification
- Appendix D – W9

APPENDIX A

BID FORM

Bid Title: Districtwide Sewing Machine Bid (2026)

District: North Tonawanda City School District

Bid Number: 2027-01

Bid Opening Date: October 16, 2026

The undersigned bidder hereby proposes to provide equipment as specified in the bid without substitution.

Vendor Information

Vendor Name & Contact Person:

Mailing Address:

Phone:

Email:

Bid Certification

The bidder certifies that:

- Prices and quantity will remain firm for the contract term

Purchase

Price Per Sewing Machine

\$

Number of Sewing Machines Requested

X 27

Sewing Machine Bid Price

\$

Trade In

Price Per B-1008 Sewing Machine Trade In \$ _____

Number of B-1008 Machines Traded In X 11

Total Trade in Value \$ _____

Total Bid Price \$ _____

(Purchase Price – Trade In Value)

Additional vendor percentage off of other products and services _____ %

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

APPENDIX B

NON-COLLUSIVE BIDDING CERTIFICATION

Pursuant to Section 103-d of the General Municipal Law:

By submission of this bid, each bidder certifies that:

1. The bid has been arrived at independently and without collusion.
2. The bid has not been knowingly disclosed to another bidder prior to opening.
3. No attempt has been made to restrict competition.

Firm Name: _____

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

APPENDIX C

IRAN DIVESTMENT ACT CERTIFICATION

Pursuant to New York State Finance Law Section 165-a:

The bidder certifies that the company is not identified on the list of entities engaged in investment activities in Iran.

Firm Name: _____

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

APPENDIX D

W9

Please attach your organization's W9 to this worksheet.