ROCKLAND BOCES
ROOTED IN THE COMMUNITY

JACKIE CINQUEMANI
PURCHASING AGENT

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WEST NYACK, NY 10994-0607
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NOTICE TO BIDDERS

The Board of Cooperative Educational Services, Rockland County, popularly known as Rockland BOCES, and its component school districts (in accordance with Section 103 of Article 5-A of the General Municipal Law), hereby invites the submission of sealed bids for the following:

PRINTING (VARIOUS) - BID #2026-27-20

Bids will be received until Tuesday, December 1, 2026, at 11:00 AM by the PURCHASING OFFICE at:

PURCHASING DEPARTMENT – BUILDING #4
Rockland County Board of Cooperative Educational Services (BOCES)
65 Parrott Road
West Nyack, NY 10994-0607

at which time and place all bids will be publicly opened. In the event that Rockland BOCES Purchasing Office is closed the day of the Bid Opening, the bid(s) will be opened at the same time, on the next day that the Rockland BOCES Purchasing Office is open. Specifications and bid forms may be downloaded from our website at http://www.rocklandboces.org or by contacting the Purchasing Department. Vendors are requested to carefully review the Instructions to Bidders contained therein.

ROCKLAND BOCES IS NOT RESPONSIBLE FOR BIDS OPENED PRIOR TO THE BID OPENING IF BID NUMBER AND OPENING DATE DO NOT APPEAR ON THE OUTSIDE OF THE ENVELOPE. BIDS OPENED PRIOR TO THE DATE AND TIME INDICATED ARE INVALID.

THE BIDDER ASSUMES THE RISK OF ANY DELAY IN THE MAIL OR IN THE HANDLING OF THE MAIL BY EMPLOYEES OF ROCKLAND BOCES, AS WELL AS IMPROPER HAND DELIVERY. Please refer to Instructions to Bidders Item 5 for details.

The Rockland County Board of Cooperative Educational Services reserves the right to waive any informalities in the bids, or to reject all bids, or to accept any bid which in the opinion of the Board will be to their best interest.

Board of Cooperative Educational Services
Sole Supervisory District
65 Parrott Road
West Nyack, NY 10994-0607

By: Jackie Cinquemani, Purchasing Agent

INSTRUCTIONS TO BIDDERS

1. **SEALED PROPOSALS** - Sealed proposals will be received by an authorized member of the Purchasing Office of the Rockland County Board of Cooperative Educational Services, (hereinafter referred to as Rockland BOCES) until:

Tuesday, December 1, 2026, at 11:00AM

in the Rockland BOCES Purchasing Department Building #4, 65 Parrott Road, West Nyack, New York 10994-0607, for the work, labor, supplies, materials or equipment set forth herein.

2. **DOCUMENTS** - Each Bidder is requested to read carefully the Notice to Bidders, Instructions to Bidders, Non Collusive Bidding Certification and the Specifications, since in fairness to those who submit properly, Bidders will be held to strict compliance with such Notice to Bidders, Instructions to Bidders Non Collusive Bidding Certifications and Specifications.

3. **SUBMITTAL** - Bids must be submitted on forms attached hereto IN SEALED ENVELOPES, BEARING ON THE OUTSIDE, THE NAME AND ADDRESS OF THE BIDDER AND THE NAME, NUMBER & DUE DATE OF THE BID i.e.

PRINTING (VARIOUS) - BID #2026-27-20
Due Tuesday, December 1, 2026, at 11:00AM

Incomplete, conditional or obscure bids may be rejected as not meeting bid specifications. Each Bidder must print, type, or stamp the Bidder's firm name on each bid sheet. BLACK INK or TYPEWRITER should be used.

4. **RECEIPT OF BIDS** - All bids received after the designated time as stated in the Notice to Bidders will not be considered by Rockland BOCES and will be returned to the Bidder unopened.

5. **BIDDER RESPONSIBILITIES** - The Bidder assumes all responsibility for receipt of his/her bid by Rockland BOCES. The Bidder assumes all risk of delay in the mail or in the handling of the mail by employees of Rockland BOCES. The Bidder further assumes the responsibility for having his/her bid deposited with an authorized member of the Purchasing Office on time, whether sent by mail courier or personal delivery.

6. **SCOPE OF SPECIFICATIONS** - All sections of the contract documents attached thereto or indicated to be included in the Specifications are to be an integral part of these and all specifications and contracts. Their provisions shall govern the performance and execution of the work to be done and/or the services to be rendered under a resultant contract.

7. **CERTIFICATION** - Submission of bid by a Bidder will be construed as indication that he/she is fully informed as to the extent and character of the work, labor, supplies, materials or equipment required and can perform the work, furnish the supplies, materials or equipment satisfactorily to the full intent of the Specifications without any extras. His/her bid shall include the furnishing of all labor, materials and equipment as required by the work to be done or the services to be rendered.

8. **OPENING OF BIDS** - The bids will be publicly opened by the Purchasing Agent, or designee, of Rockland BOCES, at 65 Parrott Road, West Nyack, NY. At bid opening, only Bidders' names will be read; unit prices will not be read, but will be available when bid summary sheet is prepared.

Initial _____

INSTRUCTIONS TO BIDDERS (Continued)

9. **REJECTION OF BIDS** - Rockland BOCES reserves the right to reject all bids if such bids are not deemed in the best interest of the Board and readvertise for new bids, or to accept the bid of the lowest responsible Bidder, or that bid which is in the best interest of the Board.

10. **AWARD** - Rockland BOCES reserves the right to award bids on individual items, by category, by groups of items or on total sum bids whichever will be in the best interest of the Board. Rockland BOCES reserves the right to allow all municipal and not for profit organizations authorized under General Municipal Laws of the State of New York, to purchase any goods and/or services awarded as a result of this bid in accordance with the latest amendments to NYS GML 100 through 104. However, it is understood that the extension of such contracts are at the discretion of the vendor and the vendor is only bound to any contract between the Rockland BOCES and the vendor. Additionally, Rockland BOCES reserves the right to purchase any goods or services included as a part of this bid from any means legally available to it at any time.

11. **AWARD OF CONTRACT** - Award of the contract shall be made according to law as soon as practicable after the public opening of bids.

12. **FORM OF PROPOSAL** - Each Bidder is required to state in his/her bid the names and places of residence, of any and all persons interested in the bid, that the bid is made without any connection with any person making another bid for the same contract, and that it is in all respects fair and without collusion or fraud; also, that no member of Rockland BOCES, or any person in the employ of this Board is directly or indirectly interested in the bid, or in the materials, supplies, or the work to which it relates or in any other portion of the profits thereof.

13. **COMPANY IN DEFAULT** - No bid will be considered from any person who is in arrears to Rockland BOCES or who is in default, as surety or otherwise upon any obligation to said Board, nor shall a bid be considered from any contractor whose performance or any previous contract with Rockland BOCES has been unsatisfactory in the opinion of this Board.

14. **UNIT PRICE** - The Bidder must insert in his/her bid, the price per unit specified, and the price extension of each item, if required. In the event of discrepancy between the unit price and the extension the unit price will govern. Prices must be extended in decimals, not fractions.

15. **INVOICING** - Upon the complete satisfaction of Rockland BOCES, payment will be made after presentation of the vendor's invoice.

16. **TAX** - Purchases by Rockland BOCES are not subject to any sales or Federal Excise Tax. BOCES' Federal Identification number appears on all of its purchase orders. Exemption Certificates will be furnished upon request.

17. **SAMPLES** - The Board reserves the right to require any Bidder to submit a sample either before or after the awarding of the bid to ascertain whether or not the product will be suitable for the purpose for which it is to be used.

18. **QUANTITY** - In awarding any bid Rockland BOCES may select a number of units within a range of 25% above or below the number of units for which a bid was required for such item. The purchase of additional units during the contract period shall be at the same price per unit as quoted in this bid.

19. **DELIVERY** - The successful Bidder shall include in his/her bid and pay all freight and inside delivery charges (**FOB Destination**). A distribution by teacher, if applicable, will be included with purchase orders to successful Bidders. It will be the responsibility of the Bidder to package each item with the appropriate teacher's name on the outside of each package. The successful Bidder shall be responsible for delivery of the merchandise in good condition to the place set forth in the Specifications or the purchase order, in compliance with the Specifications. Any damaged merchandise or merchandise which does not comply with the Specifications will not be accepted by Rockland BOCES. The successful Bidder must replace such damaged merchandise or merchandise which does not comply with the Specifications before payment will be made.

Initial _____

INSTRUCTIONS TO BIDDERS (Continued)

Delivery of all supplies and equipment must be made as indicated in the Specifications. Failure to deliver as specified may result in rejection. Replacement will then be made through open market sources. Any increase in price will be chargeable against the original vendor and/or deducted from future payments by the Board.

20. **WARRANTY** - Whenever, within one year of final acceptance of the apparatus, equipment supplies or materials by Rockland BOCES, the Bidder is notified in writing by the Board that any item of apparatus, equipment, supply, material and/or workmanship has proved defective or is not meeting the Specification requirements, he/she shall immediately replace, repair or otherwise correct as the Board may determine, the defect or deficiency without cost to the Board.

21. **EQUIVALENT** - When any particular brand or article is specified it is to be regarded as a standard. Any other equal in quality, finish and durability, in the opinion of the Board, will be considered. When a Bidder proposes to furnish the equivalent of any article described in these Specifications, Bidder shall attach to their bid complete specifications including pictures or written notations showing in detail where deviations from the original request are not being met. The Bidder may later be required to submit samples before contract is awarded. If no such information is attached to the bid, it shall be taken for granted that Bidder will furnish the article specified and will not submit an equivalent after the bid is opened and recorded.

22. **TERMINATION OF CONTRACT/DEFAULT OF CONTRACT** - In the event that the Bidder fails to perform and/or is in violation of any of the provisions as set forth in these contract documents, Rockland BOCES may serve written notice to the Bidder and their Surety. Written notice shall list all violations and/or failure of the Bidder to perform the work as described herein. Rockland BOCES will consider the Bidder in default when they have failed to correct any violations within ten (10) working days. Rockland BOCES will then request the Surety to assume the performance of the contract. The evaluation of the Bidder's performance in meeting the standards of the work as described herein shall be the function and the responsibility of Rockland BOCES' Designee.

23. **BID BOND** - Unless otherwise mentioned in the Specifications, no bid bond is required.

24. **PERFORMANCE BOND** - Not applicable.

25. **CHANGES** - Any changes made in specifications after the Contract is awarded must be made in writing. No oral agreement made between any party of the first part and Rockland BOCES and/or its representative(s) will be valid.

26. **FINAL AUTHORITY** - In all cases the decision of Rockland BOCES will be final.

27. **TERMS OF CONTRACT** - After award the successful Bidder will be given written notice to proceed and shall provide supplies/services for the period of the Contract.

28 **MATERIAL SAFETY DATA SHEETS (MSDS)** - After award, and prior to first shipment or installation, the successful Bidder will be required to provide Rockland BOCES with a master set of Material Safety Data Sheets for any items containing toxic materials per Federal OSHA Standard 29 CFR 1910.1200 and New York State Labor Law 551. **The master set shall be mailed to Health & Safety Department Building #4, Rockland BOCES, 65 Parrott Road, West Nyack, NY 10994-0607**. MSDS' must also accompany any shipment to the individual participating school districts (if applicable) for each item containing toxic materials. Failure to comply with this clause shall result in shipment(s) being refused. Questions regarding this clause should be addressed to the Health, Safety & Security Coordinator at (845) 627-4761.

Initial _____

BID PROPOSAL CERTIFICATIONS

Firm Name _____ Phone _____

Business Address _____ Email _____

_____ Date _____

_____ Fax_____

I. General Bid Certification

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

II. 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 of the State of New York as follows:

§ 103-d. Statement of non-collusion in bids and proposals to political subdivision of the state

1. 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 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 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 where (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 therefor. 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 (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 of subparagraph one (a).

2. 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 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.

_____Dollars

See Specifications and Pricing Pages 1 through 26 of 26

$_____

See Specifications and Pricing Pages 1 through 26 of 26

_____

Authorized Signature

_____

Printed Name

_____

Title

SPECIFICATIONS AND INSTRUCTIONS

Period of Performance: One year from date of award.

Delivery Schedule: Items on the following detailed **Specifications A through W located on Specifications and Pricing pages 1 through 26 shall be ordered on an "as-needed" basis** throughout the period of performance. Certain of those items may be ordered several times throughout that period

Pricing for all identified quantities is required. Bids submitted without complete pricing shall be considered non-compliant with this specification. **Respondents shall not utilize third-party/outside contractors to complete printing-related mailing materials requiring postal delivery.**

Note: Please read carefully the DELIVERY, WARRANTY, EQUIVALENT and TERMINATION OF CONTRACT/ DEFAULT OF CONTRACT clauses of the INSTRUCTIONS TO BIDDERS.

ROCKLAND BOCES
PRINTING BID #2026-27-20
Project Specifications

Contract Period – 1/16/2027 – 1/15/2028

ITEM	DESCRIPTION	PAGE
A	Books (Budget Books, Services Guide, etc.)	1
B	Books (Annual Report)	2
C	Books (Program Guides)	3
D	Bookmarks (2-sided)	4
E	Business Cards	5
F	Business Cards (2-sided)	6
G	Calendars (2-Color or 4-Color)	7
H	Envelopes	8
I	Flyers	9
J	Forms – Multi-part (NCR)	10
K	Newsletter 8.5" x 11"	11
L	Postal Cards - 6"x 9" (2-sided)	12
M	Postal Cards - 5"x 7" (2-sided)	13
N	Postal Cards - 6"x 11" (2-sided)	14
O	Posters – 11" x 17"	15
P	Posters – 18" x 24"	16
Q	Posters – 24" x 36"	17
R	Tri-Panel Brochures - 5" x 7"	18
S	Tri-Panel Brochures – 3.6" x 11"	19
T	Tri-Panel Brochures – 5.5" x 9"	20
U	Adult Ed/Continuing Education Catalog – with mailing	21-22
V	Postal Cards – 8.5"x 5.5" (2-sided) – with mailing	23
W	Postal Cards - 6"x 9" & 6"x11" (2-sided) – with mailing	24
X	Adult Ed/Continuing Education Flyer – with mailing	25-26

Respondents shall not utilize third-party/outside contractors to complete printing-related mailing materials requiring postal delivery.

See the following pages for specifications for the above items.

SPECIFICATIONS AND PRICING

A. BOOKS - VARIOUS – (Budget Book, Services Guide, etc.)

QUANTITY	200, 300, 500 *or* 1,000
STOCK	80 lb. Cover - 70 lb. Text (Coated or Non-Coated)
BINDING	Fold, collate, stitch and trim to final size
FINISHED SIZE	17" X 11" finished to 8.5" X 11", saddle stitched
NUMBER OF PAGES	40, 44, *or* 48 numbered pages plus 4-page cover
INK	Four-Color cover with Two-Color inside pages with Bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The size and or quantity of Books is subject to change for each printing.

QUANTITY OF BOOKS

Two-Color cover with Two-Color inside pages with Bleeds

PAGES	200	300	500	1,000
40	$_____	$_____	$_____	$_____
44	$_____	$_____	$_____	$_____
48	$_____	$_____	$_____	$_____

Four-Color cover with Two-Color inside pages with Bleeds

PAGES	200	300	500	1,000
40	$_____	$_____	$_____	$_____
44	$_____	$_____	$_____	$_____
48	$_____	$_____	$_____	$_____

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

B. BOOKS – ANNUAL REPORT

QUANTITY	250 or 500
STOCK	80 lb. Cover - 70 lb. Text (Coated or Non-Coated)
BINDING	Fold, collate, stitch and trim to final size
FINISHED SIZE	20" X 8.5" finished to 10" x 8.5", saddle stitched
NUMBER OF PAGES	24, or 28 numbered pages plus 4-page cover
INK	Four-Color cover with Four-Color inside pages with Bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The size and or quantity of Books is subject to change for each printing.

QUANTITY OF BOOKS

Four-Color cover with Four-Color inside pages with Bleeds

PAGES	250	500
24	$_____	$_____
28	$_____	$_____

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

C. BOOKS – (Program Guides)

QUANTITY	250, 500, 1,000, 1,500 *or* 2,000
STOCK	80 lb. Cover - 70 lb. Text (Coated or Non-Coated)
BINDING	Fold, collate, stitch and trim to final size
FINISHED SIZE	12" X 9" finished to 6" X 9", saddle stitched
NUMBER OF PAGES	20, 24 or 28 numbered pages plus 4-page cover
INK	Four-Color cover with Two-Color inside pages with Bleeds Four-Color cover with Four-Color inside pages with Bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

QUANTITY OF BOOKS

Four-Color cover with Two-Color inside pages with Bleeds

PAGES	250	500	1,000	1,500	2,000
20	$_____	$_____	$_____	$_____	$_____
24	$_____	$_____	$_____	$_____	$_____
28	$_____	$_____	$_____	$_____	$_____

Four-Color cover with Four-Color inside pages with Bleeds

PAGES	250	500	1,000	1,500	2,000
20	$_____	$_____	$_____	$_____	$_____
24	$_____	$_____	$_____	$_____	$_____
28	$_____	$_____	$_____	$_____	$_____

SPECIFICATIONS AND PRICING

D. BOOKMARKS (2-sided)

QUANTITY	250, 500 or 1,000
STOCK	100 lb. (Coated or Non-Coated)
FINISHED SIZE	2.5" X 8.5"
INK	Four-Color with Bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The information to be printed on Bookmarks is subject to change for each printing.

PRICE PER 250 $_____ 500 _____ 1,000 _____

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

E. BUSINESS CARDS

QUANTITY	250
STOCK	80 lb. Cover, Sundance Felt, Natural White
FINISHED SIZE	2" X 3.5"
INK	Two-Color, flat, Black plus one PMS color – Blue 2747
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The information to be printed on Business Cards is subject to change for each printing.

PRICE PER 250 CARDS $ _____

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

F. BUSINESS CARDS – (2-sided)

QUANTITY	250
STOCK	80 lb. Cover, (Coated or Non-Coated)
FINISHED SIZE	2" X 3.5"
INK	Four-Color, with bleeds, flat
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The information to be printed on Business Cards is subject to change for each printing.

PRICE PER 250 CARDS $ _____

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

G. CALENDARS

QUANTITY	2,500 *or* 3,000
STOCK	70 lb. inside - 80 lb. cover (Coated or Non-Coated)
FINISHED SIZE	11" X 17" sheets finished to 8.5" X 11" landscape, saddle stitched, with one hole punched for hanging
NUMBER OF PAGES	24 inside pages plus a 4-page cover
INK	Two-Color cover with Two-Color inside pages with Bleeds or Four-Color cover with Two-Color inside pages with Bleeds or Four-Color cover with Four-Color inside pages with Bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The quantity of Calendars is subject to change for each printing, the following price schedule is offered for alternate quantities:

	2/2 COLOR	4/2 COLOR	4/4 COLOR
PRICE PER 2,500 COPIES	$_____	$_____	$_____
PRICE PER 3,000 COPIES	$_____	$_____	$_____
PRICE PER 21,000 COPIES**	$_____	$_____	$_____
REPRINT 500 COPIES	$_____	$_____	$_____

****Includes mail services, Residential carrier route, delivery to Monsey Bulk Mail Center and local post offices as well. (postage not included) - Respondents shall not utilize third-party/outside contractors to complete printing-related mailing materials requiring postal delivery.**

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

H. ENVELOPES (LOGO)

QUANTITY	1,000 *or* 5,000 *or* 15,000
STOCK	24 lb. White wove
FINISHED SIZE	#10, 9" X 12" *or* 7.5" X 10.5"
PRINTING	One-sided
INK	One-Color flat (2-Color for 7.5" x 10.5")
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The type and quantity of Envelopes is subject to change for each printing, the following price schedule is offered for alternates:

	Regular Non-Window	Regular Window	Safety Window
1,000 #10 ENVELOPES	$ _____	$ _____	N/A
5,000 #10 ENVELOPES	$ _____	$ _____	$ _____
15,000 #10 ENVELOPES	$ _____	$ _____	$ _____
1,000 9" X 12" ENVELOPES	$ _____		
500 7.5" X 10.5" ENVELOPES	$ _____		
1,000 7.5" X 10.5" ENVELOPES	$ _____		

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

I. FLYERS (Four-Color)

QUANTITY	250, 500 or 1,000
STOCK	80 lb. (Coated or Non-Coated)
FINISHED SIZE	8.5" x 11"
INK	Four-Color with bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Printing shall be of the highest quality and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The quantity of Brochures is subject to change for each printing.

PRICE PER 250 COPIES $_____

PRICE PER 500 COPIES $_____

PRICE PER 1,000 COPIES $_____

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

J. FORMS (Multiple Part Forms - Two-Color 2-part, 3-part, 4-part & 5-part forms)

QUANTITY	300, 500, 1,200 *or* 2,000
STOCK	NCR – **2-Part** (white & canary), **3-Part** (white, canary, pink) **4-Part** (white, canary, pink & goldenrod), **5-Part** (white, green, canary, pink & goldenrod)
FINISHED SIZE	8.5" X 11"
NUMBER OF PAGES	2-part, 3-part, 4-part or 5-part – single sided
INK	Two-Color
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Printing shall be of the highest quality and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The type and or quantity of forms is subject to change for each printing.

QUANTITY		2-Part		3 -Part		4-Part		5-Part		4-Part Numbered
300										
500										
1,200										N/A
2,000										N/A

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

K. NEWSLETTER (Four-Color)

QUANTITY	10,000
STOCK	80 lb. (Coated or Non-Coated)
FINISHED SIZE	11" x 17" folded to 8.5" x 11"
INK	Four-Color with bleeds
NUMBER OF PAGES	4 or 8
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Printing shall be of the highest quality and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.
DELIVERY	Mail Services, Count by route, tray or bag, delivery to Monsey Bulk Mail Center, then to local post offices in the district.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The information printed on Newsletter is subject to change for each printing.

	4 PAGES	**8 PAGES**
PRICE PER 2,500 COPIES	$_____	$_____
PRICE PER 5,000 COPIES	$_____	$_____
PRICE PER 10,000 COPIES	$_____	$_____
PRICE PER 19,500 COPIES	$_____	$_____

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

L. POSTAL CARDS – (2-sided)

QUANTITY	250, 500, 1,000, 10,000 or 15,000
STOCK	100 lb. Card Stock, Coated
FINISHED SIZE	6" X 9"
INK	Two-Color *or* Four-Color with Bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The color and or quantity of Postcards is subject to change for each printing, the following price schedule is offered for alternates:

			2-Color	4-Color
PRICE PER	250 CARDS	6" X 9"	$ _____	$ _____
PRICE PER	500 CARDS	6" X 9"	$ _____	$ _____
PRICE PER	1,000 CARDS	6" X 9"	$ _____	$ _____
PRICE PER	10,000 CARDS	6" X 9"	$ _____	$ _____
PRICE PER	15,000 CARDS	6" X 9"	$ _____	$ _____

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

M. POSTAL CARDS – (2-sided)

QUANTITY	250, 500 or 1,000
STOCK	100 lb. Card Stock, Coated
FINISHED SIZE	5" X 7"
INK	Two-Color *or* Four-Color with Bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The color and or quantity of Postcards is subject to change for each printing, the following price schedule is offered for alternates:

			2-Color	4-Color
PRICE PER	250 CARDS	5" X 7"	$ _____	$ _____
PRICE PER	500 CARDS	5" X 7"	$ _____	$ _____
PRICE PER	1,000 CARDS	5" X 7"	$ _____	$ _____

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

N. POSTAL CARDS – (2-sided)

QUANTITY	500, 1,000 or 100,000
STOCK	100 lb. Card Stock, Coated
FINISHED SIZE	6" X 11"
INK	Two-Color *or* Four-Color with Bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The color and or quantity of Postcards is subject to change for each printing, the following price schedule is offered for alternates:

			2-Color	4-Color
PRICE PER	500 CARDS	6" X 11"	$ _____	$ _____
PRICE PER	1,000 CARDS	6" X 11"	$ _____	$ _____

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

O. POSTERS (Four-Color)

QUANTITY	25, 50 ,100 or 250
STOCK	80 lb. (Coated or Non-Coated)
FINISHED SIZE	11" x 17"
INK	Four-Color with bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Printing shall be of the highest quality and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The quantity of Posters is subject to change for each printing.

PRICE PER 25 COPIES $_____

PRICE PER 50 COPIES $_____

PRICE PER 100 COPIES $_____

PRICE PER 250 COPIES $_____

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

P. POSTERS (Four-Color)

QUANTITY	50 ,100 or 250
STOCK	80 lb. (Coated or Non-Coated)
FINISHED SIZE	18" x 24"
INK	Four-Color with bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Printing shall be of the highest quality and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The quantity of Posters is subject to change for each printing.

PRICE PER 50 COPIES $_____

PRICE PER 100 COPIES $_____

PRICE PER 250 COPIES $_____

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

Q. POSTERS (Four-Color)

QUANTITY	50 ,100 or 250
STOCK	80 lb. (Coated or Non-Coated)
FINISHED SIZE	24" x 36"
INK	Four-Color with bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Printing shall be of the highest quality and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The quantity of Posters is subject to change for each printing.

PRICE PER 50 COPIES $_____

PRICE PER 100 COPIES $_____

PRICE PER 250 COPIES $_____

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

R. TRI-PANEL BROCHURES (Four-Color)

QUANTITY	250, 500, 1,000 or 12,000
STOCK	100 lb. (Coated or Non-Coated)
FINISHED SIZE	15" X 7" roll fold to 5" x 7"
INK	Four-Color with bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Printing shall be of the highest quality and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The quantity of Brochures is subject to change for each printing.

PRICE PER 250 COPIES $_____

PRICE PER 500 COPIES $_____

PRICE PER 1,000 COPIES $_____

PRICE PER 12,000 COPIES $_____

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

S. TRI-PANEL BROCHURES (Four-Color)

QUANTITY	250, 500, 1,000 or 2,000
STOCK	80 lb. (Coated or Non-Coated)
FINISHED SIZE	11" X 8.5" roll fold to 3.6" x 11"
INK	Four-Color with bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Printing shall be of the highest quality and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The quantity of Brochures is subject to change for each printing.

PRICE PER 250 COPIES $_____

PRICE PER 500 COPIES $_____

PRICE PER 1,000 COPIES $_____

PRICE PER 2,000 COPIES $_____

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

T. TRI-PANEL BROCHURES (Four-Color)

QUANTITY	500 or 1,000
STOCK	80 lb. (Coated or Non-Coated)
FINISHED SIZE	17.88" X 9" roll fold to 5.5" x 9"
INK	Four-Color with bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Printing shall be of the highest quality and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

The quantity of Brochures is subject to change for each printing.

PRICE PER 500 COPIES $_____

PRICE PER 1,000 COPIES $_____

VENDOR NAME _____ BY _____ DATE _____
Signature

U. ADULT ED/CONTINUING EDUCATION CATALOG

SPECIFICATIONS AND PRICING

QUANTITY	113,000
STOCK	70 lb. coated text for cover and 70 lb. uncoated for inside
FINISHED SIZE	11.5" x 10.75" folded in half to 5.75" x 10.75" saddle-stitched
INK	Four-Color cover/ Two-Color inside with Bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

DELIVERY	There shall be two destinations as designated below.
QUANTITY "A"	113,000
DESTINATION "A"	Printer must be able to transport print job directly to bulk mail center, Monsey, NY for postal verification. **RESIDENTIAL CARRIER ROUTE.** Direct delivery to 18 post offices in Rockland County. The six smaller post offices (Bear Mountain, Hillburn, Palisades, Sparkill, Thiells and Tomkins Cove) would remain at Monsey for distribution. Delivery to White Plains, NY or any other bulk mail centers is unacceptable.
QUANTITY "B"	Balance of unmailed catalogs
DESTINATION "B"	BOCES Educational Resource Center 131 Midland Avenue North Nyack, NY 10960 Attn: Lori Yakawiak

U. ADULT ED/CONTINUING EDUCATION CATALOG

SPECIFICATIONS AND PRICING – (Continued)

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES.
MUST PROVIDE PROOF OF DROP SHIPMENT TO VERIFY LOCAL DROP.
Respondents shall not utilize third-party/outside contractors to complete printing-related mailing materials requiring postal delivery.

SPRING/SUMMER - 2026 COURSE CATALOGS

113,000 Copies to be delivered week of January 19, 2026

4-Color Cover w/ 2-Color inside

8 Pages $ _____

12 Pages $ _____

16 Pages $ _____

20 Pages $ _____

FALL/WINTER – 2026-2027 COURSE CATALOGS

113,000 Copies to be delivered week of July 20, 2026

4-Color Cover w/ 2-Color inside

8 Pages $ _____

12 Pages $ _____

16 Pages $ _____

20 Pages $ _____

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

V. POSTAL CARDS – (2-sided) – with mailing

QUANTITY	19,500, 65,000 & 113,000
STOCK	100 lb. Card Stock, Coated
FINISHED SIZE	8.5" X 11" Folded in half to 8.5" x 5.5"
INK	Four-Color with Bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES.
MUST PROVIDE PROOF OF DROP SHIPMENT TO VERIFY LOCAL DROP.
Respondents shall not utilize third-party/outside contractors to complete printing-related mailing materials requiring postal delivery.

PRICE PER	19,500 CARDS**	8.5" X 5.5"	$ _____
PRICE PER	65,000 CARDS*	8.5" X 5.5"	$ _____
PRICE PER	113,000 CARDS*	8.5" X 5.5"	$ _____

DELIVERY

*Printer must be able to transport print job directly to bulk mail center, Monsey, NY for postal verification. **RESIDENTIAL CARRIER ROUTE.** Direct delivery to 18 post offices in Rockland County. The six smaller post offices (Bear Mountain, Hillburn, Palisades, Sparkill, Thiells and Tomkins Cove) would remain at Monsey for distribution. Delivery to White Plains, NY or any other bulk mail centers is unacceptable.

**Includes mail services, Residential carrier route, delivery to Monsey Bulk Mail Center and local post offices as well. (postage not included)

VENDOR NAME _____ BY _____ DATE _____
Signature

SPECIFICATIONS AND PRICING

W. POSTAL CARDS – (2-sided) – with mailing

QUANTITY	113,000
STOCK	100 lb. Card Stock, Coated
FINISHED SIZE	6" X 9" or 6" X 11"
INK	Four-Color with Bleeds
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES.
MUST PROVIDE PROOF OF DROP SHIPMENT TO VERIFY LOCAL DROP.
Respondents shall not utilize third-party/outside contractors to complete printing-related mailing materials requiring postal delivery.

			4-Color
PRICE PER	113,000 CARDS	6" X 9"	$ _____
PRICE PER	113,000 CARDS	6" X 11"	$ _____

DELIVERY Printer must be able to transport print job directly to bulk mail center, Monsey, NY for postal verification. **RESIDENTIAL CARRIER ROUTE.** Direct delivery to 18 post offices in Rockland County. The six smaller post offices (Bear Mountain, Hillburn, Palisades, Sparkill, Thiells and Tomkins Cove) would remain at Monsey for distribution. Delivery to White Plains, NY or any other bulk mail centers is unacceptable.

VENDOR NAME _____ BY _____ DATE _____
Signature

X. ADULT ED/CONTINUING EDUCATION FLYER

SPECIFICATIONS AND PRICING

QUANTITY	113,000
STOCK	80 lb. Gloss text
FINISHED SIZE	17" x 11" folded in half to 5.5" x 8.5"
INK	Four-Color
TYPE/MECHANICALS VISUAL/STATS	Use of vendor's FTP site, or via e-mail as a PDF.
QUALITY	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
PROOFS	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
PACKAGING	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES

DELIVERY	There shall be two destinations as designated below.
QUANTITY "A"	113,000
DESTINATION "A"	Printer must be able to transport print job directly to bulk mail center, Monsey, NY for postal verification. **RESIDENTIAL CARRIER ROUTE.** Direct delivery to 18 post offices in Rockland County. The six smaller post offices (Bear Mountain, Hillburn, Palisades, Sparkill, Thiells and Tomkins Cove) would remain at Monsey for distribution. Delivery to White Plains, NY or any other bulk mail centers is unacceptable.
QUANTITY "B"	Balance of unmailed catalogs
DESTINATION "B"	BOCES Educational Resource Center 131 Midland Avenue North Nyack, NY 10960 Attn: Lori Yakawiak

U. ADULT ED/CONTINUING EDUCATION FLYER

SPECIFICATIONS AND PRICING – (Continued)

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES.
MUST PROVIDE PROOF OF DROP SHIPMENT TO VERIFY LOCAL DROP.
Respondents shall not utilize third-party/outside contractors to complete printing-related mailing materials requiring postal delivery.

SPRING/SUMMER - 2027 COURSE CATALOGS

113,000 Copies to be delivered week of January 18, 2026

4-Color

8 Pages $ _____

FALL/WINTER – 2027-2028 COURSE CATALOGS

113,000 Copies to be delivered week of July 19, 2027

4-Color

8 Pages $ _____

VENDOR NAME _____ BY _____ DATE _____
Signature

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
65 PARROTT ROAD, WEST NYACK, NY 10994-0607

FORM-A

VENDOR IDENTIFICATION

Name of Organization: _____
Address of Organization: _____
_____
_____
_____
_____
Contact Person and Title: _____
Phone: ( ) _____
Fax: ( ) _____
E-Mail: _____
Website: _____
Federal ID #: _____

WMBE (if applicable, please check): ☐ WBE ☐ MBE ☐

Are you incorporated: ( ) Yes ( ) No

a) If yes, in what State are you incorporated? _____

b) If you are not incorporated in New York State, are you authorized to do business in New York? _____

If you are not incorporated, you are a (n):

_____ Partnership
_____ Sole Proprietorship
_____ Unincorporated association
_____ Other (please specify)

	Firmwide Totals	Responsible Office
No. of Shareholders	_____	_____
No. of Principals	_____	_____
No. of Managers	_____	_____
No. of Staff	_____	_____
No. of Support Staff	_____	_____

This form, together with the Bid Proposal Certification, must be returned with your bid.

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
65 PARROTT ROAD, WEST NYACK, NY 10994-0607

FORM-A

VENDOR IDENTIFICATION (continued)

List all Principals of the bidding firm:

_____

_____

List all individuals who will be available throughout the term of the agreement for continuing advice and counsel:

_____

_____

List all Business Names, Corporate or otherwise, used by the above listed Principals over the past ten (10) years:

_____

_____

Have any of the projects represented by the above resulted in litigation?_____
If yes, please explain:

_____

_____

_____

I, _____, _____as Principal of the bidding firm,
(Print name) (Print title)
hereby certify that the above listed information is complete, true and accurate.

_____
(Signature)

This form, together with the Bid Proposal Certification, must be returned with your bid.

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
65 PARROTT ROAD, WEST NYACK, NY 10994-0607

IRAN DIVESTMENT ACT CERTIFICATION

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), 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 submitting a Request for Proposal (RFP) in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer/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, Proposer/Contractor is advised that once the list is posted on the OGS website, any Contractor seeking to 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 renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the Rockland BOCES receive information that a person is in violation of the above-referenced certification, Rockland BOCES 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 Rockland BOCES shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

Rockland BOCES reserves the right to reject any 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 contract award.

Signature:_____

Print Name:_____

Title:_____

Company Name:_____

Date:_____

This form, together with the Bid Proposal Certification, must be returned with your bid.

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
65 PARROTT ROAD, WEST NYACK, NY 10994-0607

INSTRUCTIONS FOR COMPLETING AND SUBMITTING BID

This page must be completed, signed and returned with the bid forms

In the appropriately marked columns, enter the complete unit price and extended price for the quantity and unit of measure specified. Do not enter price per thousand or bid on any configuration other than what is specifically requested. Bids improperly filled out are subject to rejection.

Do not use ditto marks or squiggly lines to indicate that the price is the same as above. Each item you bid on must have an actual price entered in the appropriate box. Items that do not have a price entered will be considered as No-Bid's

BID FORMS MUST BE SUBMITTED IN SEALED ENVELOPES. **BIDS SENT BY COURIER OR BY OVERNIGHT MAIL MUST BE IN A SEALED ENVELOPE, WITHIN THE COURIER PACKAGING, BEARING ON THE OUTSIDE THE NAME AND ADDRESS OF THE BIDDER AND THE NAME, NUMBER & DUE DATE OF THE BID.** BIDS SUBMITTED INCORRECTLY ARE SUBJECT TO REJECTION.

The following items must be submitted with your bid:

THIS FORM, completed and signed, signed BID PROPOSAL CERTIFICATION form, signed VENDOR IDENTIFICATION form, any PAGES OF THE BID form you have filled out. It is necessary to return all pages, even if you have not bid on any items on the page.

Questions regarding this bid should be directed to: Jackie Cinquemani at: (845) 627-4746

Please check (x) the following:

_____ I have read the specifications and instructions and am bidding to specification.

_____ I have included all necessary forms with the bid.

Company Name _____

Signature _____

Printed Name _____

Title _____

Date _____

This form, together with the Bid Proposal Certification, must be returned with your bid.

HOLD HARMLESS

(BIDDER)

_____ does hereby covenant and agree to
(Individual/Firm)
defend, indemnify and hold harmless the Rockland BOCES from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the _____
(Name of project)
by the _____, it's agents, servants and
(Individual/Firm)
employees.

Signature: _____

Date: _____

This form, together with the Bid Proposal Certification, must be returned with your bid.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

ROCKLAND BOCES
65 PARROTT ROAD
WEST NYACK, NY 10994

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	**Signature of U.S. person**	**Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
65 PARROTT ROAD, WEST NYACK, NY 10994-0607

NON-BIDDER'S RESPONSE

The Rockland County Board of Cooperative Educational Services is interested in the reasons why prospective Bidders fail to submit bids. Failure to submit a bid without explanation may result in removal of your firm from our Bidders' list. If you are NOT submitting a bid in this proposal, please indicate the reason(s) by checking off one or more of the items below and return this form to us.

1. _____ Unable to bid at this time, but would like to receive future bid proposals.

2. _____ Items or material not _____ manufactured, _____ distributed, _____ stocked, _____ furnished.

3. _____ Materials or items we have to offer do not fully meet all the requirements of standards specified.

4. _____ Multiplicity of delivery points.

5. _____ Delivery quantities are too small.

6. _____ We cannot meet the time of delivery of items or materials specified.

7. _____ Insufficient time allowed for preparation and submission of bid.

8. _____ Other reasons_____

_____

You may remove our name from the Bid List for:

_____ This Commodity Group

_____ This Commodity Class

_____ This Item or Material

_____ All Bids

Company Name _____

Authorized Signature _____

Printed Name _____

Date _____