BOARD OF EDUCATION
MAMARONECK UNION FREE SCHOOL DISTRICT
1000 WEST BOSTON POST ROAD
MAMARONECK, NEW YORK 10543

NOTICE TO BIDDERS

26-27-MUFSD-008

CONTRACT FOR:
PRINTING OF THE PEN POURRI AND HIGH SCHOOL COURSE CATALOG

The Board of Education of the Mamaroneck Union Free School District, Mamaroneck, New York, popularly known as Mamaroneck Union Free School District, in accordance with Section 103 of Article 5-A of the General Municipal Law, hereby invites the submission of sealed bids from reputable and qualified contractors for the provision of service and materials for the following contract:

BID SCHEDULE

Event	Date
Bid Issue Date	Wednesday, November 18, 2026
Written Questions Due	Wednesday, November 25, 2026
Bid Opening	Tuesday, December 1, 2026 at 10:00 AM
Award Date	Tuesday, December 8, 2026

Bids will be received until the above-stated hour of prevailing time and date at the School District Purchasing Office, 1000 West Boston Post Rd., Mamaroneck, New York, 10543, at which time and place all bids will be publicly opened and read. Specifications and bid forms may be obtained electronically via email request, Monday through Friday between the hours of 8:00am.and 4:00pm., excluding holidays as well as on the District website https://www.mamkschools.org/district/business-office. Please contact the Purchasing Office at 914-220-3042 or via e-mail at jbobet@mamkschools.org.

Please be reminded that USPS, UPS and FedEx delivery schedules are limited. Please allow enough time for your proposal to arrive on or before the due date and time.

Bids must be presented on the proposal forms in the manner designated therein and as required by the specifications. **All bids must be enclosed in a sealed envelope clearly marked with the Bid Title, Due Date and Time.** Do not staple documents. Place all pertinent documents in the envelope. No need to provide duplicates.

The Board of Education reserves the right to waive any informality in or to reject any or all bids, or to accept that bid which, in the Board of Education's judgment, is in the best interest of the School District.

BOARD OF EDUCATION
MAMARONECK UNION FREE SCHOOL DISTRICT
District Office
1000 West Boston Post Road
Mamaroneck, New York 10543
By: Joel Bobet
Purchasing Agent

BOARD OF EDUCATION
MAMARONECK UNION FREE SCHOOL DISTRICT
1000 WEST BOSTON POST ROAD
MAMARONECK, NEW YORK 10543
PRINTING OF THE PEN POURRI AND HIGH SCHOOL COURSE CATALOG
26-27-MUFSD-008

The Mamaroneck Union Free School District is soliciting bids for the printing and delivery of the District Pen Pourri Booklet and the District High School Course Catalog as per the specifications and details herein.

GENERAL CONDITIONS FOR BIDDERS

NOTICE: Bids not made in strict conformity with terms of this proposal may be rejected. In the event that a bid is accepted, the terms of this proposal will constitute part of a contract between the Board of Education of the Mamaroneck Union Free School District (hereinafter the "Board of Education" or "the District") and the successful bidder.

FORM, CONTENT AND SUBMISSION OF BIDS

1. FORM. Bids must be properly made out on the forms provided by the Board of Education and signed by the bidder, or where the bidder is a corporation, by a duly authorized officer, in pen and ink.

2. LATE BIDS. Bids which are received after the time stated for the opening of bids cannot be considered or accepted.

3. VERIFICATION OF BID. The bid shall be verified by the oath, in writing, of the party or parties making it, that the matters stated therein are in all respects true. If the bidder is a corporation, the verification shall be made by an officer of such corporation with knowledge of the facts and having authority to make such sworn statement.

4. DELIVERY HOURS. All supplies and equipment must be delivered during the hours of 9:00 A.M. to 11:00 A.M. or 1:00 P.M. to 3:00 P.M.

5. F.O.B. DELIVERY POINT. Bid must be F.O.B. delivery point, unloaded and placed inside building door or at points of delivery, in manner and quantities as directed the Board of Education.

6. TAX EXEMPTIONS. The Board of Education is exempt from federal, state or municipal sales and excise taxes. The bid price 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.

7. PARTIAL BIDS. The Board of Education reserves the right to solicit and award bids on an item-by-item basis, group basis, or on the total bid. Where the Board of Education has solicited bids on an item-by-item or group basis, bidders may quote on any or all items or groups.

8. PRICE QUOTATIONS. The price of each item which bidder agrees to furnish must be written in ink or typed in the blank space provided on the proposal form and must include all charges for packing, marking, delivery and installation. In the event of a discrepancy, the unit price will govern.

9. PRICE WARRANTY. The bidder certifies, warrants and represents the prices quoted are the lowest offered to any governmental or commercial consumer located within New York State, and should the successful bidder offer any such consumer a lower price during the contract period, such lower price shall apply on all unshipped orders for the balance of the contract period.

10. PAYMENTS. The terms of payment are, except for discounts: Net cash by thirtieth of month following month of complete receipt, installation and acceptance by the Board of Education provided the contractor has rendered itemized invoices in quadruplicate on Claim Forms furnished by the Board of Education. Separate claim forms in quadruplicate must be made out for items delivered at different locations. If any items remain to be delivered on back-order, Claim Forms must show item number and quantities back-ordered.

11. QUALITY. All material, supplies and equipment must be in strict conformity with the Board of Education's descriptions and specifications. Any and all references by the Board of Education to type, style, trade name and catalog are intended to be descriptive only and not restrictive, and equivalents are acceptable. The intention is to indicate to bidders the character and quality of items which will be satisfactory. Bids on other makes, or with references to other catalogs, will be considered, in which case the bidder must clearly state in his bid exactly what he intends to furnish and submit with his bid a cut or illustration or other descriptive matter which will clearly indicate what he proposes to furnish. In all cases, bidder shall state the name of the manufacturer as well as stock number of the items he proposes to furnish; and any statement concerning substitutions, alternates or changes in the specifications which are placed elsewhere on the bid form other than in the Bidder's Comments section, will be disregarded. Where a successful bidder fails to comply with the requirements of this paragraph, the Board of Education may, in its sole discretion, reject any and all materials and require the successful bidder to provide the materials and supplies identified in the bid description and specifications.

12. SAMPLES. Samples must be furnished, if requested, at the time specified by the Board of Education. Samples must be furnished at the bidder's expense and if not destroyed in testing or retained as a standard, must be picked up by bidder, at his expense, within ten days after notification. Any samples left with the Board of Education

after the ten-day period may be disposed of by the Board of Education without any liability or responsibility.

13. CONFLICTS OF INTEREST. As a condition of bidding, each bidder certifies, warrants and represents that no member of the Board of Education of the Mamaroneck Union Free School District, N.Y. nor any officer or employee thereof, is directly or indirectly benefited from the bid proposal.

14. TRANSACTIONS WITH PUBLIC ENTITIES.

(a) As a condition of bidding, each bidder certifies, warrants and represents that he or it is not disqualified to contract with municipal corporations or fire districts as provided by Section 103-b of the General Municipal Law of the State of New York, or as provided by any successor stature thereto.

(b) Each bidder further agrees that upon the refusal by him or it, including the refusal of his or its officers, employees, servants or agents, when called before a grand jury, head of a state department, temporary state commission or other state agency, the organized crime task force in the department of law, head of a city department or other city agency, which is empowered to compel the attendance of witnesses and examine them under oath, to testify in an investigation concerning any transaction or contract had with the state, any political subdivision thereof, a public authority or with any public department, agency or official of the state or of any political subdivision thereof or of a public authority to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract, he or it, and any firm, partnership or corporation of which he or it is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with the Board of Education for a period of five years after such refusal; and that any and all contracts made with the Board of Education on or after the first day of July, nineteen hundred and fifty-nine by him or it and by any firm, partnership or corporation of which he or it is a member, partner, director or officer may be cancelled or terminated by the Board of Education without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the Board of Education for goods delivered or work done prior to the cancellation or termination shall be paid.

15. WITHDRAWAL OF BIDS BECAUSE OF ERROR MADE BY BIDDER. After the opening of bids, a bidder may request that the Board of Education grant consent to the withdrawal of his or its bid because of error made by said bidder under the following terms and conditions:

(a) The request to withdraw a bid must be in writing, addressed to the Purchasing Agent, and must give reasons for the request;

(b) The request must be received by the Purchasing Agent not later than 72 hours following the opening of bid;

(c) A bidder requesting consent to the withdrawal of a bid shall appear and testify under oath, if requested to do so by the Board of Education, and shall make available to the Board of Education all worksheets, summary sheets and other data requested by it. Failure to appear or to make available data as requested by the Board of Education may result in refusal of consent to the withdrawal of bids;

(d) Whenever any bidder requests the consent of the Board of Education to withdrawal of his or its bid, the Board of Education may grant such request in any case which it deems just and proper, but such request shall be made and such consent to withdraw shall be accepted by the bidder upon the express condition that said bidder shall be excluded from bidding again on the re-advertisement of bids for the same item or proposal. Should any bidder request the withdrawal of more than one bid in any twelve-month period, he or it shall be disqualified from bidding on any Board of Education work for a period of twelve months from the date of the second request.

AWARD OF BIDS

16. IRREGULARITIES. The Board of Education reserves the right, in its sole discretion, to waive any irregularity or informality in any bid.

17. REJECTION OF BIDS. The Board of Education reserves the right, in its sole discretion, to reject any bid for failure to conform to the instructions and specifications governing said bid; and further reserves the right, in its sole discretion, to reject all bids for any reason.

18. AWARD. Awards will be made to the lowest responsible bidder, as will best promote the public interest, taking into consideration all relevant factors, including but not limited to the reliability of the bidder, the quality of the materials, equipment or supplies to be furnished and their conformity with the instructions and specifications, the purposes for which required, and the terms of delivery.

19. TIME FOR AWARD. The Board of Education reserves the right to make awards within 60 days after the date of the bid opening, during which period bids may not be withdrawn, unless the bidder distinctly states in his bid that acceptance thereof must be made within a shorter specified time.

20. NOTICE OF AWARD. The mailing by the Board of Education to the successful bidder at the address herein specified of a Purchase Order, Notice of Award, or Acceptance of Bid for any of the items for which his or its bid is submitted, shall, together with the terms of this document, constitute a contract between the Board of Education and the successful bidder to furnish and deliver the items set forth in said Purchase Order, Notice of Award or Acceptance of Bid.

PERFORMANCE

21. ASSIGNMENT, ETC. FORBIDDEN. The successful bidder may not assign, transfer, convey, subcontract, or otherwise dispose of the award, his or its right, title or interest therein, or any contract entered pursuant thereto, to

any other person or entity without the previous consent in writing of the Board of Education and/or its representatives.

22. COMPLIANCE WITH APPLICABLE LAW. The successful bidder will comply with all the provisions of the laws of the State of New York and of the United States of America which affect School Districts and School District contracts and awards, including but not limited to: the Labor Law; the General Municipal Law; the Education Law; the Worker's Compensation Law; the Lien Law; the Personal Property Law; Federal and State Unemployment Insurance Laws; Federal and State Social Security Laws; State, Local and Municipal Health Laws; administrative rules and regulations pertaining to any of the foregoing; regulations promulgated by the Commissioner of Education and the Commissioner of Labor (Industrial Commission) of the State of New York; and all applicable laws and administrative rules and regulations affecting equality of opportunity in employment.

23. MATERIALS, SUPPLIES AND EQUIPMENT. All materials, supplies and equipment provided by the successful bidder must be in strict compliance with bid specifications, and are subject to the approval of the Board of Education. The Board of Education may reject any or all non-conforming materials, supplies and equipment, and its judgment as to conformity or non-conformity will be final and conclusive. Upon rejection of any item, the successful bidder shall remove and replace it with conforming goods without expense to the Board of Education.

24. DELIVERY. Delivery and placement of materials, supplies, equipment and furniture is the responsibility of the successful bidder, and the Board of Education accepts no responsibility for unloading and placing of same. Any costs incurred by the Board of Education due to the failure of the successful bidder to comply with this requirement will be charged to him. No help for unloading will be provided by the Board of Education, and suppliers should notify their truckers accordingly. Contractors should be prepared to furnish proof of delivery, if requested.

25. PACKING. All materials and supplies must be packed in specified quantities, securely wrapped and plainly labeled to show the contents of each package. Each box or case in which these items are delivered shall be marked for the location at which it is to be delivered, and shall contain a memorandum showing the quantities and description of each of the items contained in such box or case, and if any items remain to be delivered on back-order, said memorandum must show item number and quantities back-ordered. The purchase order number or contract number must appear on all packages.

26. INSTALLATION OF EQUIPMENT.

(a) The successful bidder shall clean up and remove all debris and rubbish resulting from his work from time to time as required and directed. Upon completion of the work, the premises shall be left in a neat, unobstructed condition, and the buildings broom cleaned, and everything in perfect repair and order. Old materials are the property of the successful bidder, unless otherwise stated.

(b) Equipment, supplies and materials shall be stored at the site only on the approval of the Board of Education and at the successful bidder's risk. In general, such on-site storage should be avoided to prevent possible damage or loss of the material.

(c) Work shall progress so as to cause the least inconvenience to the Board of Education and school system, and with proper consideration for the rights of other successful bidders or workmen. The successful bidder shall keep in touch with the entire operation and install his work promptly.

(d) Bidders shall acquaint themselves with conditions to be found at the site and shall assume full responsibility for placing and installing the equipment in the locations required.

27. TRADE-INS. Equipment for trade-in shall be dismantled by the successful bidder and removed at his expense. All trade-in equipment is offered and represented simply "as is". Equipment for trade-in is available for inspection at the delivery point listed for new equipment, unless otherwise stated.

28. GUARANTEES.

(a) Neither acceptance nor payment shall relieve the successful bidder of responsibility for faulty or defective materials, supplies or equipment.

(b) In addition to any guarantees or warranties provided by manufacturers, the successful bidder represents, warrants and guarantees as follows:

(1) That all materials, supplies and equipment furnished under this bid proposal shall be guaranteed for a minimum period of one year (after date of acceptance by the Board of Education) against defective workmanship and/or material:

(2) That equipment or furniture offered is standard, new, latest model of regular stock product; or as required by the specifications; with parts regularly used for the type of equipment or furniture offered and that no attachment or part has been substituted or has been applied contrary to manufacturer's recommendations and standard practice.

(c) Any equipment provided under the bid proposal which is or becomes defective during the guarantee period, shall be replaced by the successful bidder, free of charge, with the specific understanding that all replacements shall be similarly guaranteed for one year from the date of the acceptance and replacement. The successful bidder shall make any such guarantee replacement promptly upon receiving notice from the Board of Education.

29. GOODS DAMAGED IN TRANSIT. The successful

bidder will replace all materials, supplies and equipment received damaged or broken, without charge, to the Board of Education and without regard to the actions of any shipper or carrier.

30. FAILURE TO PERFORM. In the event the successful bidder should at any time refuse or neglect to prosecute the work in such manner as will in the judgment of the Board of Education result in a failure of the satisfactory completion of all or part of the work within the time stipulated, then, after three days' written notice to the successful bidder the Board of Education shall be at liberty to complete the work at the successful bidder's expense or to consider the award void without prejudice to any other remedy it may have.

31. ADDITIONAL QUANTITIES.

(a) Additional quantities of any materials, supplies and equipment may be purchased at the contract price by the Board of Education during the contract period.

(b) Provided it is mutually agreed between the parties, the Board of Education may extend this bid contract for one or more additional years. The extended contract shall equal the terms and conditions and prices of the original bid contract.

32. INDEMNIFICATION. The successful bidder agrees to indemnify and save harmless the Board of Education against and from all costs, damages and legal fees to which it may be put by reason of any lawsuit, action or proceeding of any nature and description against it, its officers, servants, agents and employees on account of any injury or damage to the person or property of another, in consequence of materials, equipment and supplies provided by said successful bidder, or in consequence of any act or omission to act of said successful bidder, its officers, servants, agents or employees; or on account of any claim for infringement of patent rights or copyright arising from the sale, supply or use of any materials, equipment or supplies provided by said successful bidder; and the successful bidder further agrees that the whole or so much of the monies due to it under and by virtue of this agreement as may be considered necessary by the Board of Education may be retained by the Board of Education as partial indemnity until all such suits or claims for damages shall have been settled and evidence to that effect furnished to the satisfaction of the Board of Education.

GENERAL PROVISIONS

33. SPECIAL REQUIREMENTS. Where special requirements promulgated by the Board of Education for this document, the terms of said special requirements shall control.

34. INTEGRATION. With the exception of section and paragraph headings, which are descriptive only, the terms of this document shall be deemed a part of every bid proposal submitted to the Board of Education, and shall be deemed a part of every contract entered between the Board of Education and successful bidders pursuant to the award of such bids.

35. NEW YORK LAW.

(a) All bidders agree the New York State law will govern any and all disputes concerning the application, interpretation, or performance of bid instructions, specifications and proposals, and any contracts or agreements entered pursuant thereto; and that no action, proceeding, appeal or other litigation of any description whatsoever concerning the foregoing shall be commenced against the Board of Education, its officers, employees, servants or agents in any forum other than in the Supreme Court of the State of New York in Westchester County, New York, or before the Commissioner of Education of the State of New York.

(b) All bidders consent to the jurisdiction of the Supreme Court of the State of New York in Westchester County, New York for any litigation which may be commenced against them by the Board of Education concerning the matters set forth in the preceding sub-paragraph; and waive any objection which they may have as to venue or the convenience of said forum.

36. TERMINATION. The Board of Education reserves the right to terminate this bid contract, with or without cause, upon 30 days written notice to the bidder.

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INSTRUCTIONS FOR BIDDERS

Bidders and the successful bidder(s) will be bound to the conditions and requirements set forth in these general instructions and such instructions shall form an integral part of each purchase/service contract awarded by the School District.

DEFINITIONS

"School District" - shall be the legal designation of the District.
"Board" - the Board of Education of the School District.
"Bid" - an offer to furnish services, materials, supplies and/or equipment in accordance with the notice to bids, the general and special instructions, and the specifications.
"Bid Proposal" - the form on which the bidder submits his bid.
"Bidder" - any individual, company or corporation submitting a bid.
"Successful Bidder" - any bidder to whom an award is made by the Board
"Specification" - description of services, materials, supplies, and/or equipment and the conditions for its purchase.
"Contract" - a notice to the successful bidder by the issuance of a purchase order.

BIDS

1. The date, time and place of bid opening will be given in the Notice to Bidders.

2. All bids must be submitted on and in accordance with the instructions provided by the specifications. Each bid must be made upon a standard printed Bid Offer sheet sealed within a standard plain and opaque envelope. **The bid envelope must clearly be marked ·Bid 26-27-MUFSD-008 · PRINTING OF THE PEN POURRI AND HIGH SCHOOL COURSE CATALOG**" Telephone quotations or amendments will not be accepted by the School District.

3. All bids received after the date and time stated in the Notice to Bidders will not be considered and will be returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the School District. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid deposited on time at the place specified.

4. All information required by the Notice to Bidders, the General and Special Instructions, the Specifications and the Bid Proposal must be provided to the School District to constitute a bid.

5. The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the service, supplies, materials, or equipment required and a representation that the bidder can furnish the service, supplies, materials, or equipment in

complete compliance with the specifications.

6. No alteration, erasure, or addition is to be made in the typewritten or printed bid. Deviations from the specifications will render the bid non-responsive.

7. Prices and information required must be legible. Illegible or vague bids may be rejected. All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.

8. In all specifications, the words "or equal" are understood after each article giving manufacturer's name or catalog reference, or on any patented article. The decision of the School District as to whether an alternate of substitution is in fact equal shall be final. If bidding on items other than those specified, the bidder must in every instance give the trade designation of the article, manufacturer's name, and detailed specification of items it proposes to furnish. Otherwise, the bid will be construed as submitted on the identical item as specified.

9. When bids are requested on a lump sum basis, the bidder must bid on each item in the lump sum group.

10. All prices quoted must be as specified by the School District on the bid proposal forms.

11. The School District reserves the right to make awards by items, groups of items, or by total bid, or to reject all bids.

12. Prices shall be net, including transportation and delivery charges fully prepaid by the successful bidder to destination indicated in the proposal.

    No interpretation of the meaning of the specifications or other contract document will be made to any bidder orally. Every request for such interpretation should be in writing, addressed to the School District Purchasing Department, Joel Bobet, by facsimile transmission at (914) 220-3091 or via e-mail jbobet@mamkschools.org, not later than WEDNESDAY, NOVEMBER 25, 2026. Notice of any and all such interpretations and any supplemental instructions will be sent to all bidders of record by the School District in the form of addenda to the specifications. All addenda so issued shall become a part of the bid documents.

13. The submission of a proposal by a bidder will be construed as an indication that he/she is fully informed as to the extent and character of the goods or services required and can furnish the same in complete compliance with the specifications without any extras. Bidders shall acquaint themselves with requirements of the specifications and shall assume all responsibility for the goods and services required.

14. The School District will provide the successful vendor with the High School Course Catalog information in PDF format as per the technical specification in this bid document.

15. The School District will provide the successful vendor with the Pen Pourri information in either, hard copy or PDF format.

16. Successful bidder will deliver with final shipment of printed materials, a copy of the final print file for the Course Catalog and the Potpourri, in PDF format, on a flash drive.

SAMPLES

1. The School District reserves the right to request a representative sample of the item quoted upon either prior to the award or before shipments are made. If the sample is not in accordance with the requirements of the specification, the School District may reject the bid; or, if award has been made, cancel the contract without penalty.

2. Samples, when required, must be submitted strictly in accordance with instructions; otherwise, bid may not be considered. Samples must be furnished free of charge and shall become the property of the School District.

AWARD

1. Award will be made to the lowest responsible bidder, as will best promote the public interest, taking into consideration the reliability of the bidder, the quality of the materials, equipment, or supplies to be furnished, their conformity with the specifications, the purposes for which they are required, and the terms of delivery.

2. The School District reserves the right to reject all bids. Also reserved is the right to reject, for cause, any bid in whole or in part; to waive technical defects; qualifications; irregularities; and omissions if in its judgment the best interests of the School District will be served. Also reserved is the right to reject bids and to purchase items on State, County or BOCES contract as permitted by law if such items can be obtained on the same terms, conditions and specifications.

3. The School District reserves the right to make awards within forty-five (45) days after the date of the bid opening during which period bids may not be withdrawn except pursuant to the provisions of General Municipal Law, section 103.

4. Where a bidder is requested to submit a bid on individual items and also on a total sum or sums, the right is reserved to award contracts on individual items or on total sums.

5. If two or more bidders submit identical bids as to price, the decision of the Board to award a

contract to one of such identical bidders shall be final.

6. The School District reserves the right to increase or decrease quantities and/or to strike items from the list at any anytime.

CONTRACT

1. The School District will not require the successful bidder to execute formal contract documents after the award of the bid. Instead, the notification to the successful bidder by the Board of Education of the award of the bid will be deemed an acceptance by the School District of the offer of such bidder to furnish the goods or services set forth in his bid offer and will thereby create a contract.

2. The contract created between the successful bidder and the School District will be based on the bidder's documents submitted at the time of bid opening (including Notice to Bidders, Specifications and Bid Offer), any subsequent correspondence clarifying the offer, and the School District's notification of award. This shall bind the successful bidder on his part to furnish and deliver at the prices and in accordance with the conditions of his bid.

3. The placing in the mail or e-mail from the Purchasing Department of a notice of award or purchase order to a successful bidder, to the address given in his bid, will be considered sufficient notice of acceptance of his bid.

4. If the successful bidder fails to deliver within the time specified, or within reasonable time as interpreted by the school district, or fails to make replacement of rejected articles, when so requested, immediately or as directed by the School District, the school district may purchase from other sources to take the place of the item rejected or not delivered. The School District reserves the right to authorize immediate purchase from other sources against rejections or may contract when necessary and seek the excess cost of said purchase from the bidder.

5. No items are to be produced or shipped or delivered until receipt of an official purchase order from the School District.

6. No items are to be produced or shipped or delivered until receipt of an official purchase order from the School District.

7. It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or his right, title, or interest therein, or his power to execute such contract, to any other person, company, or corporation, without the previous written consent of the School District.

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QUALIFICATIONS

The successful bidder must be a responsible bidder qualified and equipped to perform the work required as indicated in these specifications, and who has the necessary financial backing and ability to complete the contract. The Board of Education may make such investigation as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the School District all such information and data for this purpose as the School District may request. The School District reserves the right to reject any bid if the evidence submitted by or the investigation of such bidder fails to satisfy the School District that such bidder is qualified to carry out the obligations of the contract and to complete the work contemplated therein.

TERMINATION

A contract may be terminated by the Board of Education or the School District for any reason or no reason at all.

GUARANTEES

1. The successful bidder guarantees:
    a. Its products against defective material or workmanship and to repair or replace any damages or marring occasioned in transit.
    b. That all deliveries will be equal to the accepted bid sample.
    c. That any merchandise provided under the contract which is or becomes defective shall be replaced by the successful bidder free of charge to the School District. The successful bidder shall make any such replacement immediately upon receiving notice from the School District.

DELIVERY

1. Shipments of the final approved High School Course Catalog are to be made to Mamaroneck Union Free School District·s Assistant Principal·s Office no later than February 27, 2027. In the event that the successful bidder fails to deliver the catalogs by the time specified, the School District reserves the right to assess liquidated damages against the successful bidder in the amount of $300 per day for each day after the specified delivery date, which shall be back charged against the contract sum.

2. There will be two print runs/shipments of the Pen Pourri Booklets. One in February 2027 and one in June 2027. Printing and coordination for delivery of these will be made with James Short, the District designee, jshort@mamkschools.org. In the event that the successful bidder fails to deliver the catalog by the time specified and agreed upon in writing by the successful bidder and the District designee, the School District reserves the right to assess liquidated damages against the successful bidder in the amount of $300 per day for each day after the specified delivery date as agreed upon between the vendor and the District designee, which sum shall be back charged against the contract sum.

3. All delivery charges are to be included in bid sum.

4. The successful bidder is not to ship or deliver items until receipt of an official purchase order from the School District has been received by the successful bidder.

5. Delivery must be made in accordance with the proposal and specifications. The decision of the School District as to reasonable compliance with delivery terms shall be final.

6. Items shall be securely and properly packed for shipment, storage, and stocking in shipping containers according to accepted commercial practice, without extra charge to the School District for packing cases, baling, or sacks.

7. The successful bidder shall be responsible for delivery of items in good condition at the point of destination set forth in the specifications.

PAYMENTS

1. The successful vendor shall submit an itemized invoice, listing the line items with the individual prices and extensions.

2. Payment will be made only after correct presentation of claim forms and/or invoices as may be required and within thirty (30) days of receipt of the same except for any item in dispute or disputed by the School District.

3. Payments of any claim shall not preclude the School District from making a claim for adjustment on any item found not to have been in accordance with the specifications.

SAVING CLAUSE

The successful bidder shall not be held responsible for any delays caused by wars, acts of public enemies, strikes, fires, floods, and/or acts of God.

SAFETY

All products offered shall meet the standards set by the Consumer Products Safety Commission. Bidders must complete and submit with its bid, the attached form concerning “Toxic Substances” as required by the New York State Labor Law.

FEDERAL, STATE AND LOCAL REGULATIONS

1. The successful bidder is to comply with all Federal, State and Local regulations relating to labor, such as, but not limited to, minimum hour/prevailing wage, working conditions, insurance and safety factors in cases where installation of equipment is involved.

2. No charge will be allowed for federal, state, or municipal sales and excise taxes since the

School District is exempt from such taxes. The price bid shall be net and shall not include the amount of any such tax.

3. In accordance with Section 220-E of the Labor Law of the State of New York, it is agreed that:
    a. In the hiring of employees for the performance of this contract or any subcontractor hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or sub-contractor shall by reason of race, creed, color, sex or national origin discriminate against any citizen of the State of New York who is qualified and

       available to perform the work to which the employment relates.
    b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, color, creed, sex or national origin.
    c. There may be deducted from the amount payable to the successful bidder a penalty of one hundred dollars for each person for each catalog day during which such person was discriminated against or intimidated in violation of the provisions of the Contract.
    d. This Contract may be cancelled or terminated by the Board and all monies due or to become due hereunder may be forfeited for a second or any subsequent violation of the terms or conditions of this section of the Contract.
    e. The aforesaid provisions of this section shall be limited to operations performed within the territorial limits of the State of New York.
    f. The successful bidder shall conform to the guidelines spelled out in applicable county Affirmative Action Programs.

4. The successful bidder shall comply with all of the provisions of the Immigration Reform and Control Act of 1986 and regulations promulgated pursuant thereto and shall require its subcontractors to comply with the same.

5. In compliance with Section 103-d of the New York State General Municipal Law, each bidder must complete and attach to his bid offer a "Bidding Certifications" form. Sections 103-a and b of the General Municipal Law permit cancellation of contract when a member of a firm involved in a contract refuses to sign a waiver of immunity or to answer any relevant question concerning such contract.

6. The successful bidder shall and does hereby agree to fully indemnify, protect, defend, and hold harmless the Board of Education, its agents and employees from and against any penalties, fees, costs, liabilities, suits, claims, or expenses of any kind or nature, including reasonable attorneys fees, arising out of or resulting from any violation or alleged violation of the provisions of said laws in connection with the work performed hereunder.

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1000 WEST BOSTON POST ROAD
MAMARONECK, NEW YORK 10543
PRINTING OF THE PEN POURRI AND HIGH SCHOOL COURSE CATALOG
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INSURANCE REQUIREMENTS

I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor hereby agrees to effectuate the naming of the district as an unrestricted additional insured on the contractor's insurance policies, with the exception of workers' compensation.

II. The policy naming the district as an additional insured shall:

- Be an insurance policy from an A.M. Best rated "secured" or better, New York State admitted insurer.
- Provide for 30 days notice of cancellation.
- State that the organization's coverage shall be primary coverage for the district, its Board, employees and volunteers.
- The district shall be listed as an additional insured by using endorsement CG 2010 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.

III. The contractor agrees to indemnify the district for any applicable deductibles.

IV. Required Insurance:

- **Commercial General Liability Insurance**
  $1,000,000 per occurrence / $2,000,000 general and products/completed operations aggregates. The general aggregate shall apply on a per-project basis.
- **Automobile Liability**
  $1,000,000 Combined single limit for owned, hired and borrowed and non-owned motor vehicles.
- **Workers' Compensation**
  Statutory Workers' Compensation & Employers' Liability Insurance for all employees.
- **Owners Contractors Protective Insurance**
  (Required for construction projects in excess of $200,000)
  $1,000,000 per occurrence / $2,000,000 aggregate, with the district named as the additional insured.
- **Excess Liability**
  $2,000,000 per occurrence / $2,000,000 aggregate, with the district named as the additional insured.
- **Bid, Performance and Labor & Material Bonds**
  If required in the specifications, these bonds shall be provided by a New York State admitted surety company, in good standing.
- **Product-Completed/Operations**
  $1,000,000.00
- **Personal & Advertising Injury**
  $1,000,000.00
- **Medical Expenses**
  $10,000.00 per occurrence

V. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.

VI. Contractor 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 other legal remedies

available to the district. The contractor is to provide the district with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work.

VII. The district is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The contractor further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the district but also the NYSIR, as the district's insurer.

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LOT 1
TECHNICAL SPECIFICATIONS FOR THE COURSE CATALOG

1. Quantity: 50 catalogs in English and 50 catalogs in Spanish

2. Page size: Finished size approximately 8 1/2 x 11, saddle stitched books

3. Number of Pages: 44-46 pages plus cover

4. Stock: 70# Cougar Opaque White, Cover Stock 80# Gloss 2 Sided Cover

5. Ink: All black and white inside; full color front and back

6. Inside pages to contain copy and photographs. Approximately 47 photographs and/or drawings will be supplied by client for front and back covers and inside pages. Pictures are to be 133-line screens. Quality of half-tones is very important. Copy is to be set in type size and face selected by the client.

7. The School District will provide a final and complete PDF of the artwork.

8. Excellent quality printing is to be used throughout the book in make-ready half-tones, reverse areas, large solid areas, in work spacing, hyphens, in uniformity of style and the best possible line-up in rules and tabular composition.

9. **PROOF WILL BE REQUIRED FOR LAYOUT PURPOSES ONLY. There will not be changes to content.**

10. All work must be done in a professional manner. Clients will expect a reprint at no charge of any jobs printed with defects such as imprecise registration, splotches, or dirt on printed pages, inaccurate matches of PMS colors, or copy aligned differently from our mechanicals, dummy and printing instructions. If time constraints require distribution of a publication with defects attributable to printing errors, the printer at fault will not receive full payment for said unsatisfactory work.

11. Coordination with client - vendor should be available to client for questions during the printing project. Production schedule to be developed with client within two weeks of notice of bid award. District contact is Mario Washington 914-220-3211 or mwashington@mamkschools.org.

12. Production timeline:

    Bid Due: Tuesday, December 1, 2026, at 10:00 AM
    Award Date Tuesday, December 8, 2026
    Final PFD of art to print vendor January 16, 2027
    Proof approval from District due January 26, 2027
    Delivery of Printed Materials to District February 9, 2027

13. Books are to be delivered to:

    Mamaroneck High School
    Mario Washington
    1000 West Boston Post Rd
    Mamaroneck, NY 10543

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LOT 1I
TECHNICAL SPECIFICATIONS FOR THE PEN POURRI BID

1. Quantity: 500 Catalogs

2. Print Runs: 2 total, one in December/January and one in June

3. Page size: Finished size approximately 8 1/2 x 7, saddle stitched books

4. Number of Pages: Various pages, see form of proposal, plus cove

5. Stock : Inside stock 50# finch, Cover stock 80# gloss 2 sided cover

6. Ink: All black

7. Inside pages to contain copy and photographs. Approximately 12 photographs and/or drawings will be supplied by the client for front and back covers and inside pages. Pictures are to be 133-line screens. Quality of half-tones is very important. Copy is to be set in type size and face selected by the client.

8. The School District will provide the successful vendor with the Pen Pourri information in either, hard copy or PDF format.

9. Excellent quality printing is to be used throughout the book in make-ready half-tones, reverse areas, large solid areas, in work spacing, hyphens, in uniformity of style and the best possible line-up in rules and tabular composition.

10. **Approximately 4 to 5 proofs will be required as changes are made and we will require 1 set in full book paginated form each time.**

11. All work must be done in a professional manner. Clients will expect a reprint at no charge of any jobs printed with defects such as imprecise registration, splotches, or dirt on printed pages, inaccurate matches of PMS colors, or copy aligned differently from our mechanicals, dummy and printing instructions. If time constraints require distribution of a publication with defects attributable to printing errors, the printer at fault will not receive full payment for said unsatisfactory work.

12. Coordination with client - vendor should be prepared to work at the School District location, planning on a minimum of two days, on layout, mock-up for each page,

    a. and design. Production schedule to be developed with the client within two weeks of notice of bid award.

13. Booklets must arrive at Mamaroneck High School by the agreed upon date at time of final approval of the project printing anticipated for the February and June runs for 2027.

PRINTING OF THE PEN POURRI AND HIGH SCHOOL COURSE CATALOG
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BID PROPOSAL LOT I –COURSE CATALOG

Name of Bidder: _____
(Corporation, Individual or Partnership)

Address: _____

_____

Phone:_____E-Mail_____

Pursuant to and compliance with the bid specifications, the undersigned hereby offers to furnish all printing services in accordance with the Bid Documents issued by the District. Bids will be awarded to the bidder submitting the lowest responsible bid for the printing of the catalogs using the "Total Cost" provided below; however, the Board of Education hereby reserves the right to accept or reject any item set forth individually below or to accept the whole or part of a bid, or to accept and award parts of bids from more than one bidder as in the Board's judgment, it deems to be in the best interest of the School District.

Printing Project	**Total Cost for Lot**
Course Catalog – 100 Copies (50 in English and 50 in Spanish)	$ _____ (written in numerals) $_____ (written in words)
<u>Unit Prices</u>: In the event that the School	

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District requires additional pages, or reduces the number of pages contained in the catalog, each bidder shall provide the cost for adding or reducing the number of pages. Cost for 4 additional catalog pages.	$ _____ (written in numerals) $_____ (written in words)

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BID PROPOSAL LOT II · 2026/2027 PEN POURRI

Name of Bidder: _____
(Corporation, Individual or Partnership)

Address: _____

_____

Phone:_____E-Mail_____

Pursuant to and compliance with the bid specifications, the undersigned hereby offers to furnish all printing services in accordance with the Bid Documents issued by the District. Bids will be awarded to the bidder submitting the lowest responsible bid for the printing of the catalogs using the "Total Cost" provided below; however, the Board of Education hereby reserves the right to accept or reject any item set forth individually below or to accept the whole or part of a bid, or to accept and award parts of bids from more than one bidder as in the Board's judgment, it deems to be in the best interest of the School District.

Printing Project	**Total Cost for Lot**
Pen Pourri Booklet Bid **500 COPIES, 44 PAGES 40 PAGES + 4 FOR COVER · February 2027**	$ _____ (written in numerals) $_____ (written in words)
Pen Pourri Booklet Bid **500 COPIES, 40 PAGES 36 PAGES + 4 FOR COVER · February 2027**	$ _____ (written in numerals) $_____ (written in words)
2026/2027 Pen Pourri Booklet Bid **500 COPIES, 44 PAGES 40 PAGES + 4 FOR COVER · June 2027**	$ _____ (written in numerals) $_____ (written in words)

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2026/2027 Pen Pourri Booklet Bid **500 COPIES, 40 PAGES 36 PAGES + 4 FOR COVER · June 2027**	$ _____ (written in numerals) $_____ (written in words)
<u>Unit Prices</u>: In the event that the School District requires additional pages, or reduces the number of pages contained in the catalog, each bidder shall provide the cost for adding or reducing the number of pages. Cost for 4 additional catalog pages.	$ _____ (written in numerals) $_____ (written in words)

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ACKNOWLEDGEMENTS
This form must be submitted with your bid.

Please check completed items:

1. ____ This proposal is made out in the corporate or other name of the bidder and is fully and properly **executed by an authorized person**, with full knowledge and acceptance of all provisions of the Instructions to Bidders, the Proposal and all enclosed bid documents.
2. ____ Bid must **be submitted on the bid form**. Bid may be on any or all items. **UNIT PRICE MUST BE INCLUDED AND PRINTED IN INK OR TYPED IN THE SPACE PROVIDED.**
4. ____ Bid must be accompanied by the enclosed properly signed and stamped **Non-Collusive Bidding Certification and Verification of Bid form.**
5. ____ Has the bidder ever been deemed irresponsible by any federal, state, or local Governmental agency? _____yes _____no

The bidder certifies that he/she has familiarized himself with the specifications, has carefully read them, understands their contents and agrees to furnish the services requested at the prices quoted herein.

The undersigned attests to receiving all of the pages of this Bid Solicitation. There are twenty-nine (29) pages to this original Bid Document.

If applicable, the undersigned also acknowledges receipt of any addenda applicable to this bidding process by initialing next to the addenda number.

Addendum #1 _____

Addendum #2 _____

Addendum #3 _____

_____ _____
Signature Date

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NO-BID FORM

COMPLETE THIS FORM ONLY IF YOU ARE SUBMITTING A "NO BID" AND WISH TO REMAIN ON OUR CONTRACTORS LIST

If you wish to remain on our contractor's list for the above referenced bid, kindly fill out and return this form either mailed or faxed to my attention. Please make any applicable address or name corrections so that our files may be updated. Thank you.

Mamaroneck UFSD
Attn: Joel Bobet
Purchasing Agent
1000 West Boston Post Road
Mamaroneck, NY 10543
FAX: (914) 220-3091

FIRM NAME: _____

VENDOR TAX ID NO: _____

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

TITLE/POSITION: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ FAX: _____ E-MAIL: _____

"No Bid" Notification Page ONLY
(You need only return this sheet.)

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NON-COLLUSIVE BIDDING CERTIFICATION

The following statement is made pursuant to Section 103-D of the General Municipal Law, as amended by Chapter 675 of the Laws of 1966, and Section 139-D of the State Finance Law, as amended by Chapter 675 of the Laws of 1966, and Section 2604 of the Public Authorities Law, as amended by Chapter 675 of the Laws of 1966.

By submission of this bid proposal, the bidder certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. 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 its knowledge and belief:
l. 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 reasons therefore. 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.

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NON-COLLUSIVE BIDDING CERTIFICATION (CONT.)

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).

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 certifications referred to in subdivision II of this 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 corporation.

The bidder affirms the above statement as true under the penalties of perjury.

CORPORATE SEAL [if bidder is a corporation]	BIDDER NAME: ADDRESS: PHONE #: FAX #:

Authorized Signature

(Sign) _____

(Name & Title of Signer) _____

Notary
Sworn to before me this_____day of_____, 202__

_____
(Notary Public)

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FORM OF DISCLOSURE

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPLES OF THE FIRM:

Name	Title
_____	_____
_____	_____
_____	_____

1. Does any Mamaroneck Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the firm?_____ If yes, set forth the basis upon which a financial interest exists in the firm:

2. Has the firm or any of its officers, directors, partners, or controlling principals possessed any interest in transactions heretofore entered into with Mamaroneck School District?_____ If yes, please describe transaction(s):

3. Does any direct relative of a member of the Board , administrators, or staff possess any financial interest, directly or indirectly, in the firm (For purpose of this inquiry a direct relative is to be defined as a parent, spouse, child or sibling)._____ If yes, set forth below the Mamaroneck School District Board Member, administrator, or staff member whose relation possess an interest and the relationship:

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE.

Firm:_____

Signature:_____

Print Name:_____

Title:_____Date:_____

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CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). 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 bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this 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 School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, deposes and says that he/she is the _____ of the _____ Corporation and that neither the Bidder/ Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

_____
SIGNED

Sworn to before me this_____day of_____, 202__

_____
(Notary Public)

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TOXIC SUBSTANCES

In accordance with the New York State Labor Law, the following information is required for items which you supply to this School District:

(a) the name or names of the toxic substance, including the generic or chemical name;

(b) the trade name of the chemical and any other commonly used name;

(c) the level at which exposure to the substance is determined to be hazardous, if known;

(d) the acute and chronic effects of exposure at hazardous levels;

(e) the symptoms of such effects;

(f) the potential for flammability, explosion and reactivity of such substance;

(g) appropriate emergency treatment;

(h) proper conditions for safe use and exposure to such toxic substance; and

(i) procedure for cleanup of leaks and spills of such toxic substances.

CHECK ONE:

Toxic substance information is enclosed for items included in this bid proposal. ( )

No toxic substances are present in items included in this bid proposal. ( )

FIRM NAME: _____

SIGNED: _____

TITLE: _____

<u>This sheet must be returned with your bid.</u>

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FORMS TO BE SUBMITTED WITH BID

1. **Bid Proposal**
2. **Acknowledgements**
3. **Non-Collusive Certificate**
4. **Form of Disclosure**
5. **Certification Of Compliance With The Iran Divestment Act Or Declaration Of Bidder's Inability To Provide Certification Of Compliance With The Iran Divestment Act**
6. **Toxic Substance Information**