

**TIOGA CENTRAL SCHOOL**  
**27 Fifth Avenue**  
**P.O. Box 241**  
**Tioga Center, NY 13845**  
**Telephone: (607) 687-8000**

SPECIFICATIONS AND BID FORMS

for

**One (1) New ¾ Ton Suburban Type Vehicle**

Bid Date: Tuesday, December 18, 2018 at 12:00 p.m.

Place: Office of the District Clerk

Declaration

The undersigned hereby declares that no member of the Tioga Central School or member of the Board of Education, or any person in the employ of said district, is directly or indirectly interested in the supplies or work to which it relates, or in any of the profits thereof.

Bidder \_\_\_\_\_

By \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Date \_\_\_\_\_

**THIS BID FORM MUST BE RETURNED IN ITS ENTIRETY**

## **GENERAL CONDITIONS**

Sealed proposals for furnishing and delivery, and installing of the services, materials, equipment and/or supplies, as required by the above district and as set forth in the following specifications prepared under the direction of the Board of Education of said school district, will be opened in the office of the Tioga Central District Clerk located at the Tioga Central School District Office, Tioga Center, N.Y. 13845.

### **BIDS**

1. The person, firm, or corporation making such proposal shall submit the bid in a sealed, opaque envelope to the office of the District Clerk, at the place wherein mentioned on the day and hour stated and the envelope shall be marked on its face with name of the person, firm, or corporation making such proposal, the date of the presentation if not postmarked and the title of the services, materials, equipment, or supplies for which such proposal is made.
2. The bidder shall insert the price per stated unit and the extension against each item in the schedule hereto annexed, which he proposes to furnish and deliver. In the event of a discrepancy between the unit price and extension, the unit price will govern.
3. No charge will be allowed for federal, state or municipal sales and excise taxes, for which Tioga Central School is exempt. The price bid shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder.
4. In all specifications, the words "or equal" allows the bidder to substitute alternate item of equal or greater value. The decision of the school district as to whether or not an alternate or substitution is in fact "equal" shall be final. If bidding on items other than those specified, bidder must in every instance give the trade designation of the article, manufacturer's name, and detailed specification of item he proposes to furnish. Otherwise, bid will be construed as submitted on the identical item as specified.
5. Items delivered by the successful bidder must be equal, in all respects, to those specified unless exception to specifications were a part of the successful bid. Brand name must be specified on each item bid. Substitutions will not be accepted after the bid award.
6. Each bidder must state that no member of the participating School Board of Education, or any officer or employee thereof, has direct or indirect interest in the proposal.

### **AWARD**

1. The Board of Education reserves the right to reject any or all bids. Also, reserved is the right to reject parts of bids and to purchase items on State Contracts if such items can be obtained on the same terms, conditions, specifications, and at a lower price.
2. The Board of Education reserves the right to make awards within (30) days after the date of the opening during which bids may not be withdrawn unless the bidder distinctly states

in his bid that acceptance thereof must be made within a shorter specified time.

### **CONTRACT**

1. Each bid will be received with the understanding that the acceptance thereof in writing by the school district, approved by the Board of Education, to furnish any or all of the items described therein shall constitute a contract between the successful bidder on his part to furnish and deliver at the prices and in accordance with the conditions of his bid. Contract shall bind the school district on its part to order from such successful bidder (except in cases of emergency) and to pay for at the contract prices, all items ordered and delivered.
2. The placing in the mail of a notice or award of purchase order to a successful bidder, to the address given in his bid, will be considered sufficient notice of acceptance of contract.
3. It is mutually understood and agreed that the successful bidders, 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.

### **DELIVERY**

1. Delivery preferred no later than December 31, 2018.
2. Bid price should include all delivery costs.

### **PAYMENTS**

1. Payment will be made only after correct presentation of a proper invoice.
2. Payment of any claim shall not preclude the school district from making claim for adjustment on any item found not to have been in accordance with general conditions and specifications.

### **SPECIFIC CONDITIONS**

1. Issuing Office

Tioga Central School  
Administration Office  
27 Fifth Avenue P.O. Box 241  
Tioga Center, N.Y. 13845

ATTENTION: Kendra Seaver, District Treasurer

2. Evaluation Process

Proposals will be evaluated by the district's Purchasing Agent, District Treasurer

and Head Automotive Mechanic. The recommended proposal will require Board of Education approval.

3. Limitations

The Tioga Central School district is not committed, by virtue of this Bid, to award a contract, to procure or contract for services, or to pay the costs incurred in the preparation of this proposal.

The proposal submitted in response to this request becomes the property of the aforementioned school district. If it is in the best interest of the school district, they reserve the right to:

- Reject any one or all of the proposals submitted to this request.
- To select a proposal other than the proposal offering the lowest prices.

4. Contract Terms

These specifications will become part of any "contract" forms that maybe required and will take precedence over any other terms or conditions submitted by the provider.

Any agreement resulting from this bid shall be governed by and construed under the laws of the State of New York.

5. Disclosure of Proposal Contents

To the extent permitted by law, applicant proposals will not be disclosed, except for purposes of evaluation, prior to approval of the resulting contract by the Tioga Central School District. All material submitted becomes the property of the school District and may be returned or retained at the school Districts' discretion. Submitted proposals may be reviewed and evaluated by any person designated by the school district, other than one associated with a competing applicant. The Tioga Central School District reserves the right to use any and all ideas presented in any response to the RFP. Selection or rejection of a proposal does not affect this right.

6. Addendum to Bid

Tioga Central School District reserves the right to amend the bid. If it becomes necessary to revise any part of the bid, addenda will be posted electronically to be available to all prospective applicants who may receive the initial bid.

7. Requests for Supplemental Information Regarding Proposals

During the evaluation period, applicants may be requested to present supplemental information clarifying their proposal. This supplemental information must be submitted in writing and will be included as a formal part of the applicant's proposal.

8. Questions Concerning the Bid

Questions concerning this bid should be directed to Mr. David VanDusen, Head Automotive Mechanic, Tioga Central School, P.O. Box 241, Tioga Center, NY 13845, Telephone (607)687-8003.

9. Submission of Proposal

- Proposals shall be delivered as follows:

Tioga Central School District  
ATTN: Jill Reese, District Clerk  
27 Fifth Ave., P.O. Box 241  
Tioga Center, N.Y. 13845

Proposals are to be sent in a sealed envelope and marked on the outside as follows:

**"BID PROPOSAL - VEHICLE"  
CONFIDENTIAL - DO NOT OPEN**

- Bids must be received at Tioga Central School *on or before 12:00 p.m., Tuesday, December 18, 2018*, at which time they will be opened and publicly read. No proposal received after this time will be considered except for good cause.

## BID PROPOSAL CERTIFICATION

Firm Name \_\_\_\_\_

Business Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date of Bid \_\_\_\_\_

### **I. General Bid Certification**

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on the 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 as follows:

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 competitions to any matter relating to such prices with any other bidder or with any creditor:
  - (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 to the bidder prior to opening, directly or indirectly, to any other bidder or 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 therefore. Where (a) (1) (2) and (3) above have 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 or proposed or pending publication of new or revised price lists for such items, or (3) has sold the same items to other customers at the same prices being bid, does not constitute without more, a disclosure within the meaning subparagraph on (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 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.

Signature (Authorized) \_\_\_\_\_

Title \_\_\_\_\_