

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

NOTICE TO BIDDERS

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:

**CONTRACT FOR
FACILITIES AND MAINTENANCE MATERIALS AND SUPPLIES
DUE: TUESDAY, JUNE 9, 2020 AT 3:00 PM EST
20/21-MUFSD-010**

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. **Staff will be available to accept hand delivered bids between the hours of 8:00a.m. and 4:00p.m. on June 9, 2020. Due to the current COVID-19 pandemic, the District buildings are restricted and non-essential individuals will not be permitted inside. Bids will be publicly opened and read aloud at 3:00p.m. via livestream on Google Meet at the following URL Address: meet.google.com/rzh-hctk-suw using computer audio or call in audio via phone: (US)+1 414-909-7239 PIN: 679 049 217#.** Specifications and bid forms may be obtained electronically via email request, Monday through Friday between the hours of 8:00a.m. and 4:00p.m., excluding holidays as well as on the District website www.mamkschools.org. Please contact the Purchasing Office at 914-220-3035 or via e-mail at lleone@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.**

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, NY 10543
By: Lauren Leone
Purchasing Agent**

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1000 WEST BOSTON POST ROAD
MAMARONECK, NEW YORK 10543**

**FACILITIES AND MAINTENANCE MATERIALS AND SUPPLIES SUPPLEMENTAL BID
20/21-MUFSD-010**

INSTRUCTIONS TO BIDDERS

The Mamaroneck Board of Education is requesting bids for Maintenance Supplies for various school owned properties and buildings. These include, but are not limited, to the following: **Mamaroneck High School, Hommocks Middle School, Central School, Mamaroneck Ave School, Chatsworth School and Murray Ave School as well as the Bus Garage. Addresses are listed in the locations section of this bid.**

Bids will be publicly opened and read aloud at 3:00 PM. local time on TUESDAY, JUNE 9, 2020 in the Purchasing Agent's Office, 1000 West Boston Post Road, Mamaroneck, New York 10543.

Specifications and Bid Forms may be obtained at the Purchasing Agent's Office between the hours of 9:00 a.m. and 3:00 p.m. If you wish to have an electronic version of the bid sheets, please contact the Purchasing Department at 914-220-3035 or via e-mail at lleone@mamkschools.org and it will be emailed to you. Specifications are also available on the District website www.mamkschools.org.

The successful contractor will be expected to provide the material on a timely basis as deemed necessary by the Director of Facilities.

Bidders are instructed to fill out the bid sheets attached. All unit prices must include freight, if applicable. ***No fuel surcharges, travel costs or other administrative fees added to an invoice will be paid.***

The Mamaroneck Union Free School District is a government agency and therefore sales to the District are exempt from the collection of sales and excise taxes, in accordance with the applicable laws of the State of New York and the United States Internal Revenue Code.

Contact Information: The submitted bid must have a contact name, telephone number and if possible, email address. The name should be printed and must be legible. In the case of errors on an invoice, Mamaroneck Union Free School District will contact this person to resolve discrepancies. The contact does not need to be the person who submitted the bid pricing, but must be someone familiar with the submitted bid.

Obligation of the District: The District is awarding this contract on an "as needed" basis. There is no dollar amount to be awarded for this Contract. This Contract is for the convenience of the District and the District may at its option; use it to purchase material listed on the bid sheet or no material at all. The district reserves the right to purchase material per the BOCES, New York State or Westchester County bids if it determines that the suppliers and/or pricing is better. No dollar amount of this Contract is guaranteed.

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20/21-MUFSD-010
INSTRUCTIONS TO BIDDERS (cont.)

CONTRACT TERMS:

This contract will be awarded for the **term of July 1, 2020 through June 30, 2021**. The District reserves the right to renew this agreement annually upon mutual agreement with the vendor, with an increase in rates not to exceed the published, annual CPI, for a total term not to exceed three (3) additional one (1) year periods. Such annual extensions shall be subject to approval by the Board of Education.

W9 and ACH Information

*****The Mamaroneck Union Free School District has moved to electronic payment for all vendors. Please see in separate attachment, Appendix A: W9 Form and Appendix B: ACH Information request. Please provide only not previously provided or if there has been a change in your banking information.**

DISTRICT LOCATIONS:

Mamaroneck High School	1000 W. Boston Post Rd, Mamaroneck, NY 10543
Mamaroneck Ave School	850 Mamaroneck Ave, Mamaroneck, NY 10543
Central School	1100 Palmer Ave, Larchmont, NY 10538
Hommocks Middle School	130 Hommocks Road, Larchmont, NY 10543
Murray Ave School	250 Murray Ave, Larchmont, NY 10538
Chatsworth School	34 Chatsworth Avenue, Larchmont, NY 10538
Mamaroneck Bus Garage	119 Gertrude Ave, Mamaroneck, NY 10543

MAMARONECK UNION FREE SCHOOL DISTRICT
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20/21-MUFSD-010
BID PROPOSAL

Bidder Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____ Tax ID#: _____

Pursuant to and compliant with the bid specifications, the undersigned hereby offers to furnish all services in accordance with the Bid Documents issued by the District. Bids will be awarded to the bidder submitting the lowest responsible bid; 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.

MATERIALS

Percentage Discount off of Manufacturer List Price _____ %

OR

Percentage Mark-Up on Materials Cost _____ %

*******All unit prices must include freight, if applicable. No fuel surcharges, travel charges and/or other administrative fees added to an invoice will be paid. Proof of applicable list pricing may be required for any individual item with a price of \$500 or more to the District. Proof of applicable list pricing otherwise, will be provided upon the request of the District.***

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

Signature of company representative submitting proposal:

Date

BID PROPOSAL (cont.)
Mamaroneck Union Free School District
FACILITIES AND MAINTENANCE MATERIALS AND SUPPLIES SUPPLEMENTAL BID
20/21-MUFSD-010

ACKNOWLEDGEMENTS:

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

The undersigned attests to receiving all of the pages of this Bid Solicitation. There are TWELVE (12) 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

Print Name

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20/21-MUFSD-010**

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: Lauren Leone
Purchasing Agent
Purchasing Department
1000 West Boston Post Road
Mamaroneck, NY 10543
FAX: (914) 220-3091

FIRM NAME: _____

VEDOR TAX ID NO: _____

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

TITLE/POSITION: _____

TITLE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ FAX: _____ E-MAIL: _____

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

MAMARONECK UNION FREE SCHOOL DISTRICT
FACILITIES AND MAINTENANCE MATERIALS AND SUPPLIES SUPPLEMENTAL BID
20/21-MUFSD-010
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:
 - 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 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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20/21-MUFSD-010
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.

<p>CORPORATE SEAL [if bidder is a corporation]</p>	<p>BIDDER COMPANY NAME:</p> <p>ADDRESS:</p> <p>PHONE #:</p> <p>FAX #:</p>
--	--

Authorized Signature

(Sign) _____

(Name & Title of Signer) _____

SWORN to before me this
_____ day of _____, 2020

(Notary public)

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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 _____, 2020

(Notary public)

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**DECLARATION OF BIDDER'S INABILITY TO PROVIDE CERTIFICATION OF
COMPLIANCE WITH THE IRAN DIVESTMENT ACT**

Bidders shall complete this form if they cannot certify that the bidder /contractor or any proposed subcontractor is not identified on the Prohibited Entities List. The District reserves the right to undertake any investigation into the information provided herein or to request additional information from the bidder.

Name of the Bidder: _____

Address of Bidder: _____

Has bidder been involved in investment activities in Iran? _____
Describe the type of activities including but not limited to the amounts and the nature of the investments (e.g. banking, energy, real estate) _____

If so, when did the first investment activity occur? _____

Have the investment activities ended? _____

If so, what was the date of the last investment activity? _____

If not, have the investment activities increased or expanded since April 12, 2012? _____

Has the bidder adopted, publicized, or implemented a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran? _____

If so, provide the date of the adoption of the plan by the bidder and proof of the adopted resolution, if any and a copy of the formal plan. _____

In detail, state the reasons why the bidder cannot provide the Certification of Compliance with the Iran Divestment Act below (additional pages may be attached):

I, _____ being duly sworn, deposes and says that he/she is the _____
of the _____ Corporation and the foregoing is true and accurate.

SIGNED

SWORN to before me this _____
_____ day of _____, 2020

(Notary public)

MAMARONECK UNION FREE SCHOOL DISTRICT
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20/21-MUFSD-010
FORM OF DISCLOSURE

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS 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: _____

MAMARONECK UNION FREE SCHOOL DISTRICT
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20/21-MUFSD-010
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. Completed Appendix A, W9 and Appendix B, ACH Information Request Forms (Please
provide only not previously provided or if there has been a change in your banking
information.)