

SACHEM CENTRAL SCHOOL DISTRICT

Administrative Offices

Purchasing Office

51 School Street

Lake Ronkonkoma, NY 11779

INVITATION TO BID

B 24-404 Athletic Team Uniforms

Date of Opening: May 1, 2024

Time: 10:00 a.m.

School Purchasing Agent: Catherine Nocco, CPPB

Phone: 631-471-1330

Email: [cnocco@sachem.edu](mailto:cnocco@sachem.edu)

# SACHEM CENTRAL SCHOOL DISTRICT

## NOTICE TO BIDDERS

Bids will be received and opened at the Sachem Central School District Administrative Offices, Purchasing Office, 51 School Street Lake Ronkonkoma, New York at 10:00 a.m. prevailing time on May 1, 2024 for the following:

### **B 24-404 Athletic Team Uniforms**

**In the event that the Sachem Purchasing Office is closed the day of the Bid Opening, the bid(s) will be opened the next day that the Sachem Purchasing Office is open.**

Anyone wishing to drop off their bid may do so in the Purchasing mailbox located in the front vestibule of the Sachem Administrative Offices, 51 School Street, Lake Ronkonkoma, NY 11779. If bid response will be shipped and/or mailed, bidders are strongly advised to ship bid responses via US Mail, Fed-Ex, UPS and/or any authorized carrier that is able to officially track proposer's bid packet. **It is further advised that arrangements be made for bids to be delivered prior to the bid opening date to avoid any issues with delivery delays on the date of opening.**

Specifications and bid forms are available for download through the Empire State Purchasing Group:

[www.bidnetdirect.com/new-york](http://www.bidnetdirect.com/new-york)

Telephone #: 800-835-4603

**Copies of bidding documents obtained from sources other than the Empire State Purchasing Group, or the Sachem Purchasing Office are not considered official copies.** Only those vendors who obtain bidding documents from either the Sachem Purchasing Office or the Empire State Purchasing Group are guaranteed to receive addendum information, if such information is issued. If you have obtained this document from a source other than the Sachem Purchasing Office or the Empire State Purchasing Group, the District will not guarantee the integrity of the document.

Inquiries regarding specifications can be addressed by contacting the Purchasing Office via email to:

[cnocco@sachem.edu](mailto:cnocco@sachem.edu)

All Bid Proposal Forms should be completed as requested. Bid Proposals must be received in sealed envelopes with the following information clearly marked on the outside: **BID ENCLOSED – DATED MATERIAL, BID #, OPENING DATE and VENDOR NAME**

For your convenience, we have provided labels to be used when returning bids. All required information provided by bidders must be legible. Illegible or vague bids may be rejected.

**Please read the attached material carefully before submitting your bid and verify that all pricing is correct. By submitting a bid response, vendor represents that they have read all of the Bid Documents and will provide items/services in accordance with the terms and conditions and at the prices stated in vendor's bid response for the entire contract period.**

**PLEASE NOTE: THIS IS A PUBLIC BID – NO MODIFICATIONS TO THE GENERAL TERMS AND CONDITIONS CONTAINED HEREIN WILL BE CONSIDERED.** Any modifications or changes made to this bid are in direct violation of the terms and conditions contained herein. All bids are subject to termination at the time of discovery of any unauthorized modifications. Should said discovery be after award date, the District reserves the right to cancel the award upon written notice to the vendor.

Quantities listed in the bid specifications are estimated quantities only. There is no guarantee that the District will purchase any/all of the items listed. The District reserves the right to purchase product at the quoted price at any time during the contract period.

The Board of Education reserves the right to grant awards within forty-five (45) days from the date of the bid opening during which period bids shall not be withdrawn. This period may be adjusted if so stated on the Bid Proposal Form. The Sachem Central School District Board of Education reserves the right to reject any or all bids that it considers not to be in the best interest of the school district.

**SACHEM CENTRAL SCHOOL DISTRICT  
INFORMATION AND INSTRUCTIONS FOR BIDDERS**

This bid document describes the conditions and specifications that must be met by any person or firm receiving an award as a result of this bid. All bidders must be prepared to comply with all instructions, conditions, stipulations, specifications and regulations included in this document and any and all addenda issued prior to the opening of bids.

1. **RECEIPT AND OPENING OF BIDS**

- a) Sealed Bid Proposals must be received no later than 10:00 am on May 1, 2024 at the Sachem Central School District Administrative Offices, Purchasing Office, 51 School Street, Lake Ronkonkoma, NY 11779.
- b) Anyone wishing to drop off their bid may do so in the Purchasing mailbox located in the front vestibule of the Sachem Administrative Offices, 51 School Street, Lake Ronkonkoma, NY 11779. If bid response will be shipped and/or mailed, bidders are strongly advised to ship bid responses via US Mail, Fed-Ex, UPS and/or any authorized carrier that is able to officially track proposer's bid packet. **It is further advised that arrangements be made for bids to be delivered prior to the bid opening date to avoid any issues with delivery delays on the date of opening.**
- c) In the event that the Sachem Central School District is closed the day of the Bid Opening, the bid(s) will be opened the next day that the Sachem Central School District is open.
- d) Bid Proposal Responses: **Submit an original paper copy and one (1) electronic copy (flash drive) of the bid proposal to the Purchasing Office.** Electronic copy to include all required forms as well as Vendor Price List Excel Spreadsheet. **Electronic copy of the bid proposal must match paper copy.** If information is in different format (i.e., hand-written on one and typed on another) or if electronic and paper copies contain different pricing/item information, bid response may not be considered. **Bidders may be deemed non-responsive if responses are not received in required format as indicated above.** All materials submitted in response to this bid shall become the property of the District.

"Final Amount of Bid" on Bid Proposal Page should not be left blank. Incomplete bid responses may be rejected, in whole or in part, at the discretion of the District.

## SACHEM CENTRAL SCHOOL DISTRICT

- e) Bids must be enclosed in a sealed envelope bearing (a) name and address of the bidder; (b) name of the project; and (c) time and date of opening. Bids must be submitted before the hour and date of the opening to the attention of:

Catherine Nocco, School Purchasing Agent  
Sachem Central School District  
Purchasing Office  
51 School Street  
Lake Ronkonkoma, New York 11779.

- f) All bids received after the time stated in the Notice to Bidders will not be considered and will be returned 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/her bid deposited on time at the place specified.

- g) Each bidder is requested to read the attached material carefully before submitting your bid and verify that all pricing is correct. **By submitting a bid response, vendor represents that they have read all of the Bid Documents and will provide items/services in accordance with the terms and conditions and at the prices stated in vendor's bid response for the entire contract period.** Failure to fulfill any requirements of the Bid Documents may result in being considered non-responsive.

2. **Pricing - All pricing must include shipping, handling, freight & inside delivery. THERE SHALL BE NO CHARGES IN EXCESS OF THOSE QUOTED, INCLUDING FUEL SURCHARGES.**

3. Bids stipulating minimum order requirements will not be considered.

4. **NO AMENDMENT OR WITHDRAWAL**

**Bids should be verified before submission.** No amendments or requests for withdrawal will be considered after the time specified for the bid opening and no oral amendments will be considered at any time. All prices and information required must be legible. Illegible, incomplete, conditional, vague or unclear bids may be rejected as not being formal bids. To be considered for award, a bid must comply in all material respects with all terms, conditions and provisions as listed in the bid plus all attachments and amendments.

5. The awarded Bid will be utilized at the discretion of the District. Consequently, there is no guarantee that the specified minimum amount of materials, supplies, labor or equipment will be purchased. In the event the lowest apparent bidder has been awarded only a small portion of the Bid, the District reserves the right to award to the second lowest bidder. The School District reserves the right to purchase any goods or services included as a part of this bid from any means legally available to it at any time. Conversely, the quantities purchased may exceed the estimated quantities listed within this Bid.

## SACHEM CENTRAL SCHOOL DISTRICT

6. Services rendered and/or materials provided must be as per the enclosed bid specifications. All invoices submitted must reflect pricing as per the enclosed bid proposal pages in order for payment to be rendered (i.e., Hourly rate, initial price, discount, final price, etc.)

7. Bidders are to pay particular attention to the way each item is requested to be priced.  
Example: Price \$\_\_\_\_\_/each /lot /ounce /case /per hour.

8. **NO ITEMS ARE TO BE SHIPPED OR DELIVERED UNTIL RECEIPT OF AN AUTHORIZED PURCHASE ORDER FROM SACHEM CENTRAL SCHOOL DISTRICT.**

### 9. **HOW TO COMPLETE FORMS**

- a) **Print:** complete Bid Proposal Packet Specifications and Forms, including General Terms and Conditions. General Terms and Conditions are to be retained for your files.
- b) **Download:** **Vendor Price List Excel spreadsheet from the Empire State Bid System website to your computer. When saving the document to your computer, do not change the file name. (click tab "File" then "Save As" the document as named.)**
  1. Open the saved Vendor Price List Excel spreadsheet and complete the document. **All work should be done in this saved document.**
  2. Information should only be filled in for the following fields:
    - Bid Reference Number – Fill in if there is an internal bid reference number that will be required in order to receive bid pricing.
    - Vendor Item Number (limit 25 characters)
    - Alternate Description – Fill in if submitting a bid for alternate product (limit 300 characters)
    - Alternate Brand – Fill in brand/manufacturer name if submitting a bid for alternate product (limit 50 characters)
    - Unit Price
  3. All pertinent information must be provided in the appropriate fields on the Vendor Price List Excel spreadsheet.
  4. **No other fields on the excel spreadsheet should be manipulated and/or deleted.**
  5. Save the Vendor Price List Excel spreadsheet to a flash drive with Bid Proposal Packet Specifications and Forms. **Do not change the name of the file when saving the excel spreadsheet to the flash drive.** Flash drives are to be supplied by vendor.
  6. **Return the completed flash drive along with one complete hard copy of original bid proposal document with original signatures. (including Excel Spreadsheet).** Flash drive should be labeled with **Vendor Name and Bid Number**.
  7. **Digital copy of the Excel Spreadsheet must match paper copy exactly.** If there is a discrepancy between the flash drive and the original hard copy, the bid response will not be considered for award.

## SACHEM CENTRAL SCHOOL DISTRICT

- c) All Bid Proposal Forms should be completed as requested. Please refer to General Terms and Conditions for pricing requirements. Bid prices submitted shall be all-inclusive. Vendor name should be filled in on all Bid Proposal Forms.
  - d) The Bidder shall not make any changes to the bid forms. Bid prices and all required information shall be typewritten, printed or written legibly in ink. Bids written in pencil will not be considered. Illegible or vague bids may be rejected at the discretion of the District. The name of the individual authorized to sign on behalf of the Bidder shall also be typed or printed next to or under the signature, together with his/her title or designation. Failure to properly complete the bid and/or provide all required information may result in the bid being disqualified as non-responsive. The Bidder understands and acknowledges that, upon award, all prices, bid terms and conditions as represented in this bid and all addenda thereto shall be incorporated by reference into the awarded contract. **It is the responsibility of the Bidder to return all required pages of this contract.**
  - e) "Final Amount of Bid" on Bid Proposal Page should not be left blank. Incomplete bid responses may be rejected, in whole or in part, at the discretion of the District. **All pricing and any additional bid information must appear on pricing lines provided. The District will not accept any arrows or ditto marks.**
10. Varying from the requested price breakdown may cause that item to be deemed non-responsive.
11. Incomplete submissions may not be considered for award. Vendor may be deemed non-responsive if responses are not received in required format as indicated above.

SACHEM CENTRAL SCHOOL DISTRICT  
SPECIFICATIONS

**(I) Purpose**

It is the intent of the District to obtain a qualified vendor to supply athletic team uniforms for the Sachem Central School District.

This document describes the conditions and specifications that must be met by any person or firm receiving a contract as a result of this bid. All bidders must be prepared to comply with all instructions, general terms and conditions, stipulations, specifications and regulations included in this document and any and all addenda issued prior to the opening of bids.

**(II) Contract Period: July 1, 2024 through June 30, 2025**

Vendor will be responsible for supplying items on this bid at the price quoted at any time during the entire contract period.

**(III) Scope of Work**

Vendor shall be responsible to supply items on the attached Vendor Price List as required by the District. This bid shall establish pricing for all orders placed within the stated contract period.

**(IV) Award**

Award (s) will be made to the lowest responsible proposer as will best promote the public interest. If bid security is required, awards will be made to the lowest responsible bidder furnishing the required security as will best promote the public interest.

The Board of Education reserves the right before making an award to conduct investigations as to whether or not the items, qualifications or facilities offered by the Bidder meet the requirements set forth in the Bid Proposal and Specifications and are sufficient to insure the proper performance of the contract. The Board of Education reserves the right to request additional information from the Bidder for this purpose.

**(V) Insurance Requirements**

Certificates of Insurance are required as per the attached General Terms and Conditions and must be filed with the Business office within ten (10) days after receipt of award notification. Insurance information must be provided prior to the commencement of work.

**(VI) Pricing**

**All pricing must include shipping, handling, freight and inside delivery. THERE SHALL BE NO CHARGES IN EXCESS OF THOSE QUOTED, INCLUDING FUEL SURCHARGES.**

No increases in the prices charged will be permitted for the full term of this contract.

Services rendered and/or materials provided must be as per the enclosed bid specifications. All invoices submitted must reflect pricing as per the enclosed bid proposal pages in order for payment to be rendered (i.e. Hourly rate, initial price, discount, final price, etc.)

***This bid will be awarded either in whole or in part, whichever is in the best interest of the District.***

Vendor Name: \_\_\_\_\_  
Bid # & Title: B 24-404 Athletic Team Uniforms  
Date Of Opening: May 1, 2024

SACHEM CENTRAL SCHOOL DISTRICT

**BID PROPOSAL FORM**

**Bid # & Title:** B 24-404 Athletic Team Uniforms  
**Date of Opening:** May 1, 2024  
**Time:** 10:00 a.m.

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Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Federal Employer Id #: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address - Company Representative: \_\_\_\_\_

Email Address – Purchase Orders: \_\_\_\_\_

**THE BIDDER WHOSE SIGNATURE APPEARS ON THIS BID PROPOSAL FORM DECLARES AND CERTIFIES THAT:**

1. Bidder is of lawful age and the only one interested in this bid, and that no one other than said bidder has any interest herein;
2. No member of the Board of Education of Sachem Central School District nor any officer or employee or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it related, or in any portion of the profits thereof;
3. Bidder has carefully examined the Instructions to Bidders and Specifications prepared under the direction of the Board of Education, and will, if successful in this bid, furnish and deliver at the prices bid and within the time stated, all the materials, supplies, apparatus, goods, wares and merchandise, services or labor for which this bid is made in accordance with the terms and conditions of the specifications;
4. Bidder is in compliance with the requirements of Section 201-G of the NYS labor law regarding sexual harassment.
5. Bidder understands that in the event of the failure to perform within the time stated in the schedule or purchase order as the case may be, the bid deposit, if any, made with this bid, or so much thereof as shall be applicable to the unfulfilled amount of the award made to the undersigned, shall be retained by the Board. Furthermore, the Board may demand payment by the undersigned bidder to cover the difference between the price or prices for which such items shall be subsequently purchased, less the amount of the bid deposit retained by the Board. No plea of mistake in such accepted bid shall be available to the undersigned bidder;
6. Bidder has examined, understands and agrees to the terms and conditions of the agreement as set forth in the bid specifications.
7. Bidder has submitted accurate pricing for required items and/or services.

***By submitting a bid response, the undersigned, as a duly authorized representative of the vendor, represents that they have read all Bid Documents and will provide items and/or services in accordance with the terms and conditions and at the prices stated in vendor's response for the entire contract period.***

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

Sworn to before me this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

Vendor Name: \_\_\_\_\_  
Bid # & Title: B 24-404 Athletic Team Uniforms  
Date Of Opening: May 1, 2024



SACHEM CENTRAL SCHOOL DISTRICT

**BID PROPOSAL FORM**

**Bid # and Title:** B 24-404 Athletic Team Uniforms  
**Date of Opening:** May 1, 2024  
**Time:** 10:00 a.m.  
**Contract Period:** July 1, 2024 through June 30, 2025

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**Bids stipulating minimum order requirements will not be considered.** There shall be no charges in excess of those quoted.

No contract becomes binding until the necessary funds have been approved for the fiscal year during which the contract is in effect.

**Final Amount of Bid should not be left blank.** Incomplete bid responses may be rejected, in whole or in part, at the discretion of the District.

**All quotes and invoices must reflect prices and discounts according to bid.**

**ALL PRICING AND ANY ADDITIONAL BID INFORMATION MUST APPEAR ON PRICING LINES PROVIDED. THE DISTRICT WILL NOT ACCEPT ANY ARROWS OR DITTO MARKS.**

<b>FINAL AMOUNT OF BID</b>	\$ _____ *
	(Total of all items bid on "Vendor Price List" Pages)
<b>*MUST BE COMPLETED FOR BID TO BE AWARDED.</b>	

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**SACHEM CENTRAL SCHOOL DISTRICT**  
**CONTRACTOR NOTIFICATION FORM**

Please take notice that asbestos exists in various locations in school district facilities.

Exposure to asbestos fibers can be hazardous to your health, and therefore, precautions must be taken to prevent the disturbance of asbestos-containing building materials.

Information on specific locations where asbestos containing building materials exists is available for each building at the Facilities Office. Areas containing asbestos materials are conspicuously labeled. Please proceed with caution.

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I hereby acknowledge this notification regarding the locations of asbestos containing building materials in the building/buildings in which I am to perform work.

All workers in my employ (if applicable) will also be informed of this notification and will take adequate measures to prevent disturbance of asbestos fibers to the extent possible.

All workers in my employ are trained in asbestos awareness.

Contractor will indemnify and save the school district harmless from any and all claims of loss or damage, including reasonable attorney fees, which the school district may sustain by reason of the injury to any person through the negligent act or acts of the contractor, its sub-contractors, employees or agents in the performance of said contract.

\_\_\_\_\_  
(Printed Name of Contractor Representative)

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

\_\_\_\_\_  
(Date)

**SACHEM CENTRAL SCHOOL DISTRICT**  
**VENDOR REFERENCE FORM**

\*\*REFERENCES MUST BE COMPANIES OTHER THAN SACHEM\*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Dates of Contract(s) \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Dates of Contract(s) \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Dates of Contract(s) \_\_\_\_\_

**SACHEM CENTRAL SCHOOL DISTRICT**  
**NON-COLLUSIVE BID PROPOSAL CERTIFICATION**

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

Business Address \_\_\_\_\_ Telephone Number ( ) \_\_\_\_\_

**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 this bid.

**II. Non-Collusive Bidding Certification**

1. The undersigned (does) (do) declare the (he has) (they have) examined the Legal Notice to Bidders, Specifications, and Information for Bidders (all of which are acknowledged as being part of the Contract), as well as all laws, ordinances, and regulations governing the work and (he proposes) (they propose) to provide all materials, labor and related items necessary for the satisfactory completion of the work strictly in accordance with the documents listed above under the head of 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 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 when (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 not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

2. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

3. The successful bidder shall agree to defend, indemnify and hold harmless the Sachem Central School District, its Board of Education, the Board's agents, officers, trustees, attorneys and employees, all in their individual and corporate capacities, for all loss, costs, damage and expense, including but not limited to attorney's fees, arising out of or resulting from the performance of the Agreement. In addition, an applicable Insurance Endorsement, naming the District as an additional insured, with no responsibility to the District for payment of premium, shall be submitted by the successful bidder, to the District's Business Office, within ten (10) days after the award of the bid to the successful bidder.

**Signature (Authorized)** \_\_\_\_\_ **Title** \_\_\_\_\_

**Please Print Name** \_\_\_\_\_

Sworn to before me this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

Vendor Name: \_\_\_\_\_

Bid # & Title: B 24-404 Athletic Team Uniforms

Date Of Opening: May 1, 2024

**SACHEM CENTRAL SCHOOL DISTRICT**  
**AFFIDAVIT OF COMPLIANCE**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says:

1) That (s)he is an officer or representative of \_\_\_\_\_ and that (s)he has the authority to sign this affidavit.

2) This affidavit is offered as an inducement to the Sachem School District to award to \_\_\_\_\_ such purchase contracts for goods or services as directed by the Board of Education, in accordance with New York State law and with District policy.

3) That no Officer, Employee or Stockholder of the above referenced vendor is an Employee, in any position, Administrator or Board Member at the Sachem Central School District other than as disclosed below.

4) That no Officer, Employee or Stockholder of the above-referenced vendor is related to an employee in any position, administrator or Board Member, at the Sachem Central School District other than as disclosed below:

Vendor: List Officer, Employee or Stockholder's Name	Position with Vendor	Sachem Employee, Administrator or Board Member Name	Relationship between parties

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Sworn to before me this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

SACHEM CENTRAL SCHOOL DISTRICT

**SEXUAL HARASSMENT PREVENTION CERTIFICATION FORM**

By submission of this bid, the person signing on behalf of the bidder certifies, under penalty of perjury, that: the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace; the bidder provides annual sexual harassment prevention training to all of its employees; and that the principal(s) and all employees of the bidder have completed the sexual harassment prevention training in the last twelve (12) months. Such policy shall, at a minimum, meet the requirements of Section 201-g of the Labor Law.

Bidder Name: \_\_\_\_\_

Bidder Address: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

**SACHEM CENTRAL SCHOOL DISTRICT**  
**IRAN DIVESTMENT ACT COMPLIANCE**

**FORM 1 - 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 \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

SACHEM CENTRAL SCHOOL DISTRICT  
IRAN DIVESTMENT ACT COMPLIANCE

**FORM 2 - 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 \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public



**SACHEM CENTRAL SCHOOL DISTRICT  
STATEMENT OF BIDDER'S QUALIFICATIONS**

**The Statement of Bidders Qualifications MUST be fully filled out, with yes and/or no, and with explanations, if appropriate.**

1. Name of Bidder \_\_\_\_\_
  
2. Type of Business Entity: \_\_\_\_\_
  
3. If the bidder is a corporation, state the date and place of incorporation of the corporation.  
\_\_\_\_\_
  
4. For how many years has the bidder done business under its present name?  
\_\_\_\_\_
  
5. List the persons who are directors, officers, owners, managerial employees or partners in the bidder's business.  
\_\_\_\_\_
  
- 6a. Have any of the persons listed in Number 5 owned/operated/been shareholders in any other companies? If so, please state name of owned/operated/been shareholders and names of other companies:  
\_\_\_\_\_  
\_\_\_\_\_
  
- 6b. If the answer to number 6a is in the affirmative, list said persons and the names of their previous affiliations.  
\_\_\_\_\_  
\_\_\_\_\_
  
7. Has any director, officer, owner or managerial employee had any professional license suspended or revoked? If the answer to this question is yes, list the name of the individual, the professional license he/she formerly held, whether said license was revoked or suspended and the date of the revocation or suspension.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
8. During the five-year period preceding the submission of this bid, has the bidder been found guilty of any OSHA Violations? If the answer to this question is yes, describe the nature of the OSHA violation, an explanation of the remediation or other steps taken regarding such violation(s).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
9. During the five-year period preceding the submission of this bid, has the bidder been charged with any claims pertaining to unlawful intimidation or discrimination against any employee by reason of race, creed, color, disability, sex or natural origin and/or violations of an employee's civil rights or equal employment opportunities? If the answer to this question is yes, list the person making such claim against the bidder, a description of the claim, the status of the claim, and what disposition (if any) has been made regarding such claim.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SACHEM CENTRAL SCHOOL DISTRICT  
STATEMENT OF BIDDER'S QUALIFICATIONS**

10. During the five-year period preceding the submissions of this bid, has the bidder been named as a party in any lawsuit in an action involving a claim for personal injury or wrongful death arising from performance of work related to any project in which it has been engaged? If the answer to this question is yes, list all such lawsuits, the index number associated with said suit and the status of the lawsuit at the time of the submission of this bid.

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11. During the five-year period preceding the submission of this bid, has the bidder been the subject of an investigation and/or proceedings before the Department of Labor for alleged violations of the Labor Law as it related to the payment of prevailing wages and/or supplemental payment requirements? If the answer to this question is yes, please list each such instance of the commencement of a Department of Labor proceeding, for which project such proceeding was commenced, and the status of the proceeding at the time of the submission of this bid.

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12. During the five-year period preceding the submission of this bid, has the bidder been the subject of an investigation and/or proceeding before any law enforcement agency, including, but not limited to any District Attorney's Office? If the answer to this question is yes, please list each such instance, the law enforcement agency, the nature of the proceeding, the project for which such proceeding was commenced, if applicable to a project, and the status of the proceeding at the time of the submission of this bid.

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13. During the five-year period preceding the bidder's submission of this bid, has the bidder been the subject of proceedings involving allegations that it violated the Workers' Compensation Law including but not limited to the failure to provide proof of worker's compensation or disability coverage and/or any lapses thereof. If the answer to this question is yes, list each such instance of violation and the status of the claimed violation at the time of the submissions of this bid.

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14. Has the bidder, its officers, directors, owner and/or managerial employees been convicted of a crime or been the subject of a criminal indictment during the five years preceding the submission of this bid? If the answer to this question is yes, list the name of the individual convicted or indicted, the charge against the individual and the date of disposition of the charge.

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**SACHEM CENTRAL SCHOOL DISTRICT  
STATEMENT OF BIDDER'S QUALIFICATIONS**

15. During the five-year period preceding the bidder's submission of this bid, has the bidder been charged with and/or found guilty of any violations of federal, state or municipal environmental and/or health laws, codes, rules and/or regulations? If the answer to this question is yes, list the nature of the charge against the bidder, the date of the charge, and the status of the charge at the time of the submission of this bid.

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16. Has the bidder bid on any projects during the five-year period preceding the bidder's submission of this bid? If the answer to this question is yes, list the projects bid on, whether said bid was awarded to the bidder and the expected date of commencement of the work for said project. For those projects listed, if the bidder was not awarded the contract, state whether the bidder was the lowest monetary bidder.

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17. Does the bidder have any projects ongoing at the time of the submission of this bid? If the answer to this question is yes, list the projects on which the bidder is currently working, the percentage complete and the expected date of completion of said project.

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18. Has your firm, in its current or any previous names, ever been declared a non-responsible bidder? If yes, please explain.

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19. Has your firm, in its current or any previous names, ever failed to complete any contract awarded to you? If yes, please explain.

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20. Has the bidder ever been terminated from a Project by the Owner? If the answer to this question is yes, list the projects on which the bidder was terminated, the nature of the termination (convenience, suspension, for cause), and the date of said termination.

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**I hereby certify that all statements above are true and accurate.**

**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title)

SACHEM CENTRAL SCHOOL DISTRICT

**BID PROPOSAL CHECKLIST**

The forms listed below must be completed and included with Bid response on flash drive and hard copy as applicable:

- 1. **BID PROPOSAL FORMS** – Fill in all required vendor information, signatures and notaries. \_\_\_\_\_
  
- 2. **VENDOR PRICE LIST FORM** – Submit as per instructions in “How to Complete Forms”. \_\_\_\_\_
  
- 3. **CONTRACTOR NOTIFICATION FORM** – Print name, sign, date as required. Fill in Vendor name on bottom of page. \_\_\_\_\_
  
- 4. **VENDOR REFERENCE FORM** – references must be other than Sachem. Fill in Vendor name bottom of page. \_\_\_\_\_
  
- 5. **NON-COLLUSIVE BIDDING CERTIFICATION** – Fill in all requested vendor info on top and bottom of page. \_\_\_\_\_
  
- 6. **AFFIDAVIT OF COMPLIANCE** – Fill in all required vendor info, sign in INK (no pencil permitted), signature must be notarized. \_\_\_\_\_
  
- 7. **SEXUAL HARASSMENT PREVENTION CERTIFICATION FORM** – Fill in all required vendor info, sign in INK (no pencil permitted), signature must be notarized. \_\_\_\_\_
  
- 8. **IRAN DIVESTMENT ACT COMPLIANCE FORMS** -Fill in Form 1 if certifying compliance. Fill in Form 2 if non-compliant. Chosen form must be filled out completely, signed in ink (no pencil permitted) and notarized. \_\_\_\_\_
  
- 9. **STATEMENT OF BIDDER’S QUALIFICATIONS** – All questions must be answered. Statement must be signed, name printed, date and vendor name filled in on bottom of page. \_\_\_\_\_
  
- 10. **ELECTRONIC COPY (FLASH DRIVE)** – Included with bid response \_\_\_\_\_
  
- 11. **ADDENDA (when applicable** – indicate receipt of addenda as requested on form) \_\_\_\_\_
  
- 12. **ADDITIONAL FORMS (if included and required)** Additional forms may be included and required for this bid. **It is the responsibility of the Bidder to return all required pages of this contract.** \_\_\_\_\_
  
- 13. **BID PROPOSAL CHECKLIST** – fill in vendor name on bottom of form \_\_\_\_\_
  
- 14. **NO BID RESPONSE FORM** – fill out and return if not submitting a bid. \_\_\_\_\_

SACHEM CENTRAL SCHOOL DISTRICT  
**"NO BID" RESPONSE FORM**

**Bid # & Title:**                **B 24-404 Athletic Team Uniforms**

**Date of Opening:**            **May 1, 2024**

**Time:**                         **10:00 AM**

**Vendor Name:** \_\_\_\_\_

TO ALL VENDORS:

In an effort to best serve the taxpayer, Sachem Central School District requests that a no bid response be returned with an explanation for the vendor's decision not to submit a bid proposal. Therefore, please provide information below.

We have elected not to submit a bid due to the following reason(s): (Please check all that apply)

- Do not offer this product/service \_\_\_\_\_
- Unable to meet specifications \_\_\_\_\_
- Unable to meet service requirements \_\_\_\_\_
- Workload does not allow us to bid \_\_\_\_\_
- Specifications unclear or too restrictive \_\_\_\_\_
- Insufficient time to respond \_\_\_\_\_
- Other (Please specify): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We have not submitted a bid in response to this solicitation. However, we wish to remain on the bid list for future solicitations. Yes \_\_\_\_\_ No \_\_\_\_\_

Failure to submit either a bid proposal or a "no bid" response form may result in your company name being removed from our active bidders list.

We appreciate your cooperation and value your comments.

Catherine Nocco, CPPB  
School Purchasing Agent

Authorized Signature: \_\_\_\_\_

Please print name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

SACHEM CENTRAL SCHOOL DISTRICT

**ENVELOPE LABELS:**

For your convenience, we have provided labels to be used when returning bids.

**ADDRESS LABEL:**



**Sachem Central School District  
Administrative Offices  
*Purchasing Office*  
51 School St.  
Lake Ronkonkoma, NY 11779**

**BID LABEL TO BE PLACED ON LOWER LEFT CORNER OF OUTSIDE ENVELOPE:**



**VENDOR NAME: \_\_\_\_\_**  
**BID ENCLOSED – DATED MATERIAL**  
**BID #: B 24-404 Athletic Team Uniforms**  
**DATE OF OPENING: MAY 1, 2024**  
**TIME: 10:00 A.M.**