

SOUTHAMPTON PUBLIC SCHOOLS– PURCHASING OFFICE

70 LELAND LANE SOUTHAMPTON, NY 11968

PHONE: 631-591-4518 FAX: 631-287-2870

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

BID NO. SPS24-009

Page - 1 -

INVITATION TO BID

DATE: APRIL 4, 2024

NOTICE IS HEREBY GIVEN THAT SEALED PROPOSALS ARE SOUGHT AND REQUESTED FOR THE FOLLOWING:

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

PLACE OF OPENING:

**SOUTHAMPTON PUBLIC SCHOOLS
ADMINISTRATION BUILDING
425 COUNTY RD 39A STE 202
SOUTHAMPTON, NY 11968**

DATE OF OPENING:

MAY 2, 2024

TIME OF OPENING:

10:00 AM

**CONTACT PERSON: Danielle Leef
Purchasing Agent 631-591-4518**

VENDORS MUST SUBMIT BID IN SEALED ENVELOPE.

Electronic bid submission is also available through BidNet Direct **only** at bidnetdirect.com/new-york.

PLEASE PRINT ON THE FACE OF ENVELOPE:

- 1) NAME & ADDRESS OF BIDDER**
- 2) BID NAME & NUMBER**

It is the bidder's responsibility to read the attached Bid Specifications and GENERAL CONDITIONS, which outline bidding rules of the Southampton Public Schools Purchasing Department.

Upon submission of bid, it is understood that the bidder has read, fully understands and will comply with said GENERAL CONDITIONS and specification requirements.

Southampton Public Schools requires that this document be returned intact, that it be signed by an authorized representative, and filled out completely. PLEASE DO NOT REMOVE ANY PAGES FROM THIS BID PACKAGE. Therefore, PLEASE MAKE A COPY OF BID DOCUMENT FOR YOUR RECORDS. Thank you.

SOUTHAMPTON PUBLIC SCHOOLS– PURCHASING OFFICE

70 LELAND LANE SOUTHAMPTON, NY 11968

PHONE: 631-591-4518 FAX: 631-287-2870

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

BID NO. SPS24-009

Page - 2 -

GENERAL SPECIFICATIONS

1.0 SCOPE

The purpose of this document is to establish the price for **Athletic Uniforms, Supplies, Equipment, Awards and First Aid/Nurse Supplies** for the Southampton Union Free School District in Southampton, New York.

2.0 BID OPENING TIME

Bid will be opened at the DISTRICT OFFICE LOCATED AT 425 COUNTY RD 39A, SUITE 202, SOUTHAMPTON, NEW YORK 11968 (Next to the Hampton Jitney).

<u>BID NUMBER</u>	<u>DATE OF OPENING</u>	<u>TIME</u>
SPS24-009	MAY 2, 2024	10:00 AM

Vendors are urged to hand deliver or mail bids in early. Late bids will not be accepted and will be returned unopened to the vendor. Do not rely on overnight delivery services since they are very often unreliable.

In the unforeseen event that the School District's Purchasing Department is closed and we are unable to receive or open bids at the designated date and time, the bid opening will occur on the next day the School District's Purchasing Department is open.

3.0 METHOD OF AWARD

Bid shall be awarded to the lowest responsive, responsible bidder meeting the stated requirements. Also, awards will be made to various vendors based on their percentage discounts.

Southampton Public Schools reserves the right to allow all municipal, not-for-profit and political subdivisions authorized under the General Municipal Laws of the State of New York, to purchase any goods awarded as a result of this bid in accordance with the latest amendments to NYS GML 100 through 104. However, it is understood that the extension of such contracts are at the discretion of the vendor and the vendor is only bound to any contract between Southampton Public Schools and the vendor. Additionally, the School District reserves the right to purchase any goods or services included as part of this bid from any means legally available to it at any time.

4.0 UNBALANCED BIDS

Southampton Public Schools reserves the right to reject any and all bids not deemed for the best interest of the school district and to reject as informal such bids, as in their opinion, are incomplete, conditional, obscure, or which contain irregularities of any kind including unbalanced bids. By an unbalanced bid, it is meant one in which the amount bid for one or more separate items is substantially out of line with current market prices for the materials and/or work covered thereby.

SOUTHAMPTON PUBLIC SCHOOLS– PURCHASING OFFICE

70 LELAND LANE SOUTHAMPTON, NY 11968

PHONE: 631-591-4518 FAX: 631-287-2870

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

BID NO. SPS24-009

Page - 3 -

5.0 RESCIND OF AWARD

After Purchasing has made an award, and all participating agencies have been notified, if the vendor then discovers a mistake in their bid award and wants the award rescinded, Southampton Public Schools reserves the right to buy the product elsewhere if the vendor has rescinded the bid, and any excess cost to Southampton Public Schools will be absorbed by the delinquent successful bidder.

6.0 ERRORS

Any errors in the bid award, which are the fault of the Southampton Public Schools, must be forwarded, in writing, to the Southampton Public Schools Purchasing Agent within five (5) working days of the notification of award. No corrections will be made beyond that date. If errors on the part of the Southampton Public Schools are discovered too late to be corrected we will issue a “no award” on those affected items and rebid or quote at a later date.

7.0 CONTRACT PERIOD

Prices shall remain firm from July 1, 2024 through June 30, 2025, with an option for renewal, under the same terms and conditions, with concurrence of the School District and the contractor for two additional one-year periods.

8.0 BID RESERVATIONS

Bids submitted shall remain in effect for forty-five (45) days past the date of bid opening.

9.0 INSURANCE

Not applicable in this bid unless vendor does not use common carrier and provides delivery themselves. Automobile Liability Insurance would then be required.

10.0 CERTIFICATION

The submission of this bid certifies that the bidder has read, is familiar with, and will comply with any and all segments of these specifications, to include but not limited to: Cover Letter, General Conditions, Insurance Requirements, Product Specifications and Conditions, Delivery and Backorder Requirements (as applicable).

11.0 NON-COLLUSIVE STATEMENT

The submission of this statement certifies that 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.

12.0 GUARANTEED TIME OF DELIVERY

The District must receive all products ordered within 30 days after receipt of purchase order when items are in stock from the manufacturers. All delivery locations are within the boundaries of the Southampton UFSD and are specified on individual purchase orders.

In the event the successful bidder fails to deliver the specified items in good order within the time frame allowed, the District reserves the right to purchase the product elsewhere, and any excess cost to the District will be absorbed by such delinquent successful bidder.

SOUTHAMPTON PUBLIC SCHOOLS– PURCHASING OFFICE

70 LELAND LANE SOUTHAMPTON, NY 11968

PHONE: 631-591-4518 FAX: 631-287-2870

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

BID NO. SPS24-009

Page - 4 -

Unloading of items from the delivery truck and the safe and secure placement of the items in the designated area INSIDE the building is the responsibility of the successful vendor and the District accepts no responsibility for unloading and placing the items.

All deliveries shall be accompanied by delivery tickets or packing slips. Ticket shall contain the following information for each item delivered: SPS Contract Number and/or Purchase Order Number, Name of Article, Item number (if applicable), Quantity & Name of Successful Bidder.

13.0 ACCEPTANCE DATE

The acceptance date of the items will be determined after the items have been delivered and inspected for damage.

14.0 DELAYED DELIVERY

In the event delivery of completed products under this contract shall be necessarily delayed because of strike, injunctions, government controls or by reason or any other cause of circumstance beyond the control of the contractor, the time of completion of delivery shall be extended by a number of days to be determined in each instance by mutual agreement between the Southampton Public Schools and the Contractor.

15.0 QUOTED PRICE REQUIREMENTS

The price quoted in any proposal shall include all items of labor, material, tools, equipment and other costs necessary to fully complete the manufacture and delivery of the items pursuant to these specifications to be delivered to the Southampton Public Schools.

16.0 PRICE

Prices shall be net FOB any point in the Southampton Public Schools, New York. **Price quoted shall include all handling, delivery costs & fuel surcharges.**

17.0 PAYMENT

Payment cannot be processed by the Southampton Public Schools facilities until contract items have been delivered in satisfactory condition with an invoice referring to the Purchase Order number for all individual items and mailed to the bill to address indicated on the Purchase Order. All items will be billed by the discounted price in effect at the time the order is placed.

18.0 REGULATIONS / QUALITY

All products must meet Southampton Public Schools specifications. Any deviations from the specifications, supported by documentation, shall be considered sufficient cause for immediate cancellation of the contract. All products must meet all applicable Local, State, and Federal Regulations.

19.0 BRAND NAME

Materials must be furnished as specified; but where brand names are used, consider the term "or approved equal" to follow. Alternative or "or approved equivalent" item must be equal in quality, and specifications. The Southampton Public Schools decision as to the acceptance of the product as equal will be final. The use of a brand name is for the purpose of describing the

SOUTHAMPTON PUBLIC SCHOOLS– PURCHASING OFFICE

70 LELAND LANE SOUTHAMPTON, NY 11968

PHONE: 631-591-4518 FAX: 631-287-2870

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

BID NO. SPS24-009

Page - 5 -

standards of quality, performance and characteristics desired and is not intended to limit or restrict competition.

20.0 SAMPLES

It is the responsibility of the bidder to offer a product that meets the minimum specifications of the District as listed.

Samples or inspection of product may be requested to determine suitability. Samples, when requested, shall be furnished free of expense to the District. If the samples offered differ from the provisions listed, such differences must be explained in detail. Failure to submit any of the above data may result in rejection of the bid. The District, however, reserves the right to request any additional information deemed necessary for the proper evaluation of bids. Failure to provide samples or data as specified by the District may result in rejection of the bid.

21.0 WARRANTY / GUARANTEE

The bidder must include a copy of the standard warranty with the bid response. All items shall be guaranteed for a minimum period of one (1) year against defective materials and workmanship. If defects occur during this time, the defective items shall be replaced or corrected by the contractor without cost to the Southampton Public Schools except where it shall be clearly shown that the defect is due to misuse and not to faulty manufacture.

22.0 QUANTITIES

The quantities specified in the specification are estimated only, and are given for the information of the bidders. They may not indicate the actual quantity that will be ordered. The contractor must furnish the quantity actually ordered. Quantities listed on each line of the proposal form are the amount estimated to be ordered at one time for that particular item.

23.0 EXCEPTIONS

When a vendor qualifies a bid by requiring a specific dollar amount or quantity of product must be purchased, or in any way qualifies the bid, the Southampton Public Schools may reject it.

24.0 COMPLETION OF REQUIRED INFORMATION-PRICES, NOTATIONS, AND MISTAKES

Bidder must fill in all applicable spaces on the bid proposal form. The information must be in typed figures or printed legibly in black ink. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person who signs the bid. Under no circumstances should white out, correction tape, etc. be used on the bid proposal forms. Bids that use white out or correction tape may be disqualified as non-responsive.

All lines must have an indication of bidder's response whether it be "0", "NA", "--@" , or a dollar figure. All lines must be filled in to indicate bidder's acknowledgment of the request. Bids that do not have all applicable lines filled in on bid sheet may be disqualified as a non-responsive bid. There can be no assumption of "no charge" when lines are left blank.

25.0 CONFORMITY

All bidders must conform to the final approved specifications.

SOUTHAMPTON PUBLIC SCHOOLS– PURCHASING OFFICE

70 LELAND LANE SOUTHAMPTON, NY 11968

PHONE: 631-591-4518 FAX: 631-287-2870

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

BID NO. SPS24-009

Page - 6 -

26.0 MUNICIPAL EXEMPT STATUS

The Southampton Public Schools is exempt from the payment of Federal, State and local taxes. Taxes must not be included in proposal prices. The Southampton Public Schools will furnish necessary exemption paperwork upon request.

27.0 MUNICIPAL INDEMNIFICATION

The successful bidder must agree to save, keep, bear harmless and fully indemnify the Southampton Public Schools and any of its officers, agents, or representatives from all damages, costs or expenses in law or equity that may at any time arise or be set up for an infringement of the patent rights of any person or persons in consequence of the use by the Southampton Public Schools or by any of its officers, agents or representatives of articles supplied under the contract arising from bids submitted and of which the successful bidder and manufacturer are not lawfully entitled to sell, provided the Southampton Public Schools gives the successful bidder and manufacturer prompt notice in writing of any suit and all information necessary to defend same.

28.0 SINGLE BID PRICE ANALYSIS

In the event a single bid is received, the Southampton Public Schools will conduct a price analysis of the bid price prior to the award of the contract.

29.0 DOCUMENTATION

Following the Southampton Public Schools acceptance of the items, the contractor warrants that the title shall pass to the Southampton Public Schools free and clear of all liens, mortgages, encumbrances, financing statements, security agreements, claims and demands of any character.

30.0 NEW YORK STATE SEXUAL HARASSMENT LAWS:

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 the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the NYS labor law. A model policy and training has been created by the NYS Department of Labor and can be found here: <https://www.ny.gov/programs/combating-sexual-harassment-workplace>

31.0 IRANIAN ENERGY SECTOR DIVESTMENT

Iran Divestment Act of 2012. Effective April 12, 2012, contracts may not be awarded to any persons determined to be engaged in investment activities in Iran as indicated by the New York State Office of General Services. Further, each bid submitted to the District must include a statement affirmed by the bidder that the bidder is not on the Office of General Services list of prohibited contractors. NYS Finance Law Section §165-a (3)(b).

SOUTHAMPTON PUBLIC SCHOOLS– PURCHASING OFFICE

70 LELAND LANE SOUTHAMPTON, NY 11968

PHONE: 631-591-4518 FAX: 631-287-2870

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

BID NO. SPS24-009

Page - 7 -

ATHLETIC UNIFORMS & SUPPLIES SPECIFICATIONS

The District reserves the right to award this bid by item award or by group award, whichever is in the best interest of the District.

Vendor shall enter unit price, total price, manufacturer name and number (if none are indicated) on the Vendor Response Form. If vendor is providing an alternate, manufacturer name and number *must be* entered. Vendor shall include picture of item or catalog with page number listed with their bid.

Attached are the minimum requirements listed on the Vendor Response Form. Bidders shall indicate their alternatives on this Vendor Response Form and the Proposed Substitutes form. Alternatives may be evaluated to determine if they meet the needs of Southampton Public Schools.

Also attached is the Manufacturer Discount % Bidder Response Form. Bidders will use the attached bid proposal form to indicate the discounted % off of published MSRP. The price bid will be for all sizes. Bids submitted with supplemental prices for larger sizes will be rejected. All % quoted must include shipping and inside delivery.

Also attached is the Discount % Bidder Response Form. Please enter any discounts you may offer from published catalogs or price lists for any other miscellaneous items to be purchased throughout the school year. **Please enclose or specify catalog on which discount it is to be based.**

AWARDS: Please note Southampton Public Schools order awards seasonally throughout the school year. As each team finishes, the coaches submit their award requests. The School District does not order at the end of each season. **The awarded vendor must be able to supply the plaques & ship as needed.**

*In addition, there are several plaques the school district already owns that need to be engraved. **These plaques do not need any additional plates.** A two-week turnaround time is preferred.*

All bidders must conform to the final approved specifications. While the majority of the items are ordered in the summer, please do not bid if your company cannot honor all prices thru June 30, 2025.

SOUTHAMPTON PUBLIC SCHOOLS– PURCHASING OFFICE

70 LELAND LANE SOUTHAMPTON, NY 11968

PHONE: 631-591-4518 FAX: 631-287-2870

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

BID NO. SPS24-009

Page - 8 -

BIDDER'S CHECK LIST

Your response to our above referenced bid will be considered **unresponsive** and will be rejected if the following forms are not included at the time of the bid opening.

- Notarized Affidavit of Non-Collusion as required by NYS Law.
- As per specifications and if applicable, the Southampton Public Schools requires a current insurance certificate, with the Southampton Public Schools listed as additional insured, to be on file in the Purchasing Department.
(See General Specifications – 9.0)
- Vendor Information and Address Form.
- Reference Form.
- Assumed Name Certification.
- Authorized Signature on Proposal Form Page 15.**
- Vendor Response Form (attached).
- Manufacturer Discount % Bid Response Form (attached).
- Discount % Bid Response Form (attached).
- Proposed Substitute Form (attached).
- Iranian Energy Sector Divestment Certification

SOUTHAMPTON PUBLIC SCHOOLS- PURCHASING OFFICE

70 LELAND LANE SOUTHAMPTON, NY 11968

PHONE: 631-591-4518 FAX: 631-287-2870

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

BID NO. SPS24-009

Page - 9 -

VENDOR INFORMATION SHEET

VENDOR NAME: _____

ADDRESS: _____

CONTACT: _____

E-MAIL ADDRESS: _____

TELEPHONE: _____ FAX: _____

TYPE OF ENTITY: CORP. _____ PARTNERSHIP _____ INDIVIDUAL _____

FEDERAL EMPLOYEE ID #: _____

OR SOCIAL SECURITY #: _____

DATE OF ORGANIZATION: _____

IF APPLICABLE: DATE FILED: _____

STATE FILED: _____

If a non-publicly owned Corporation:

CORPORATION NAME: _____

LIST PRINCIPAL STOCKHOLDERS: (5% of outstanding shares)

LIST OFFICERS AND DIRECTORS:

NAME

TITLE

If a partnership:

PARTNERSHIP NAME: _____

LIST PARTNERS NAMES:

SOUTHAMPTON PUBLIC SCHOOLS – PURCHASING DEPARTMENT

70 Leland Lane SOUTHAMPTON, NY 11968
PHONE: 631-591-4518 / FAX: 631-287-2870

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

BID NO. SPS24-009

Page - 10 -

REFERENCE FORM

All bidders will be required to complete this form providing three (3) references of past performance. References should involve projects and/or service situations of similar size and scope to this bid. References must have had dealings with the Bidder within the last thirty-six (36) months. The Southampton Public Schools reserves the right to contact any or all of the references supplied for an evaluation of past performance in order to establish the responsibility of the Bidder before the actual award of the bid and/or contract. Completion of the reference form is required.

1) Reference Name: _____
Address: _____

Telephone: _____ Contact Person: _____
Contract Date: _____

2) Reference Name: _____
Address: _____

Telephone: _____ Contact Person: _____
Contract Date: _____

3) Reference Name: _____
Address: _____

Telephone: _____ Contact Person: _____
Contract Date: _____

SOUTHAMPTON PUBLIC SCHOOLS – PURCHASING DEPARTMENT

70 Leland Lane SOUTHAMPTON, NY 11968

PHONE: 631-591-4518 / FAX: 631-287-2870

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

BID NO. SPS24-009

Page - 11 -

STANDARD INSURANCE REQUIREMENTS

SOUTHAMPTON PUBLIC SCHOOLS CONTRACT INSURANCE REQUIREMENTS

****Contractor/vendor shall not commence work under this contract until all insurance required under this contract has been obtained, and such insurance has been approved by the Southampton Public Schools.****

INSURANCE IDENTIFICATION: THE BID NUMBER IS TO APPEAR ON ALL INSURANCE CERTIFICATES.

INDEPENDENT CONTRACTOR: The CORPORATION/CONTRACTOR/AGENCY/CONSULTANT, is an independent contractor and covenants and agrees that it, its agents, servants and/or employees will neither hold itself/themselves out as, nor claim to be an employee, servant or agent of the SOUTHAMPTON PUBLIC SCHOOLS, and that it, its agents and employees will not make claim, demand or application to or for any right or privilege applicable to an officer or employee of the SOUTHAMPTON PUBLIC SCHOOLS including, but not limited to Worker's Compensation coverage, Unemployment Insurance benefits, Social Security coverage or retirement membership or credit.

INSURANCE: Contractor/vendor shall not commence work under this contract until he has obtained all insurance required under the following paragraphs, and the Southampton Public Schools has approved such insurance.

WORKERS COMPENSATION: Contractor/vendor shall take out and maintain during the life of this contract, such insurance as will protect both the owner and the contractor from claims under worker's compensation acts and amendments thereto and from any other claims for property damage and for personal injury including death, which may arise from operations under this contract, whether such operations by contractor or by any other party directly or indirectly employed by the contractor. Copy of Certificate shall be provided to the Southampton Public Schools.

DISABILITY INSURANCE & UNEMPLOYMENT INSURANCE: Contractor/vendor shall take out and maintain during the entire term of the contract any disability benefits and unemployment insurance as required by law. Copy of Certificate shall be provided to the Southampton Public Schools.

GENERAL LIABILITY INSURANCE: The contractor/vendor shall take out and maintain during the life of the contract, such bodily injury liability and property damage liability insurance as shall protect him and the Southampton Public Schools from claims for damages for bodily injury including accidental death, as well as from claims for property damage which may arise from operations under this contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. It shall be the responsibility of the contractor/vendor to maintain such insurance in amounts sufficient to fully protect himself and the Southampton Public Schools, but in no instance shall amounts be less than those set forth below. These amounts are specified only to establish the minimum coverage acceptable.

Bodily injury liability insurance in an amount not less than \$1,000,000 (one million dollars) for damages on account of any one accident, and in an amount of not less than \$2,000,000 (one million dollars) on account of all accidents.

OTHER CONDITIONS OF COMMERCIAL GENERAL LIABILITY INSURANCE:

1. Coverage shall be written on commercial general liability form.
2. Coverage shall include:
 - A. Contractual liability
 - B. Independent contractors
 - C. Products and completed operations

AUTOMOBILE LIABILITY INSURANCE: Automobile bodily injury liability and property damage liability insurance shall be provided by the contractor/vendor with a minimum combined single limit (CSL) of \$1,000,000 (one million dollars).

Automobile coverage is required from those who provide delivery. Bidders who use common carriers for delivery do not need automobile coverage statements.

SOUTHAMPTON PUBLIC SCHOOLS – PURCHASING DEPARTMENT

70 Leland Lane SOUTHAMPTON, NY 11968
PHONE: 631-591-4518 / FAX: 631-287-2870

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

BID NO. SPS24-009

Page - 12 -

OTHER CONDITIONS OF AUTOMOBILE LIABILITY INSURANCE:

1. Coverage shall include:
 - A. All owned vehicles
 - B. Hired car and non-ownership liability coverage
 - C. Statutory no-fault coverage

ADDITIONAL CONDITIONS OF INSURANCE:

1. Contractor/vendor shall submit copies of any or all required insurance policies as and when requested by the Southampton Public Schools.
2. If any of the contractor's/vendor's policies of insurance are cancelled or not renewed during the life of the contract, immediate notice of cancellation of non-renewal shall be delivered to the Southampton Public Schools no less than 10 days prior to the date and time of cancellation or non-renewal.

CERTIFICATE OF INSURANCE: The contractor/vendor shall file with the Southampton Public Schools, prior to commencing work under this contract, a certificate of insurance.

1. Certificate of insurance shall include:

- | | |
|---|--|
| A. Name and address of insured | B. Issue date of certificate |
| C. Insurance company name | D. Type of coverage in effect |
| E. Policy number | F. Inception and expiration dates of policies included on certificate. |
| G. Limits of liability for all policies included on certificate | |

Description of operations/locations/etc. Box must include the statement:

“THE SOUTHAMPTON PUBLIC SCHOOLS IS LISTED AS ADDITIONAL INSURED”

CERTIFICATE HOLDER SHALL BE LISTED AS:

**SOUTHAMPTON PUBLIC SCHOOLS
70 Leland Lane
Southampton, New York 11968**

2. If the contractor's/vendor's insurance policies should be non-renewed, cancelled or expire during the life of the contract, the Southampton Public Schools shall be provided with a new certificate indicating the replacement policy information as requested above. Thirty days (30) prior written notice to the Southampton Public Schools for cancellation is applicable.

SOUTHAMPTON PUBLIC SCHOOLS – PURCHASING DEPARTMENT

70 Leland Lane SOUTHAMPTON, NY 11968
PHONE: 631-591-4518 / FAX: 631-287-2870

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

BID NO. SPS24-009

Page - 13 -

AFFIDAVIT OF NON-COLLUSION

I hereby attest that I am the person responsible within my firm for the final decision as to the prices(s) and amount of this bid or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm.

I further attest that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition with any other contractor, bidder or potential bidder.
2. Neither the price(s), nor the amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to bid opening.
3. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary bid.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by an firm or person to refrain from bidding or to submit a complementary bid on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any project, in consideration for my firm's submitting a complementary bid, or agreeing to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this affidavit.

The person signing this bid, under the penalties of perjury, affirms the truth thereof.

Signature & Company Position

Type Name & Company Position

Company Name

Date Signed

Federal I.D. Number

SWORN TO BEFORE ME THIS

_____ DAY OF _____ 20____

NOTARY PUBLIC

SOUTHAMPTON PUBLIC SCHOOLS – PURCHASING DEPARTMENT

70 Leland Lane SOUTHAMPTON, NY 11968
PHONE: 631-591-4518 / FAX: 631-287-2870

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

BID NO. SPS24-009

Page - 14 -

The undersigned bidder has carefully examined the Contract Documents and will provide all necessary items as called for in the said Contract Documents in the manner prescribed therein and in said Contract, at the priced listed on the attached Bid Proposal Form.

If the bidder is an individual, the bid must be signed by that individual; if the bidder is a corporation, the bid must be signed by an officer of the corporation, or other person authorized by resolution of the board of directors, and in such case a copy of the resolution must be attached; if a partnership, by one of the partners or other person authorized by a writing signed by at least one general partner and submitted with the bid documents.

The submission of this constitutes a certification that no Southampton Public Schools Officer has any interest therein. (Note: In the event that any Southampton Public Schools Officer has any such interest, the full nature thereof should be disclosed below. It is not forbidden that individuals employed by the Southampton Public Schools or other municipalities bid on contracts, but only that such interest be revealed when they do bid.)

The undersigned hereby acknowledges receipt of the following Addenda (if none were issued please write N/A below):

<u>Addendum No.</u>	<u>Dated</u>
_____	_____
_____	_____

INSURANCE STATEMENT (See General Specifications – 9.0)

FAILURE TO PROVIDE SPECIFIED INSURANCE MAY DISQUALIFY BIDDER.

Bidder agrees as follows - please mark appropriate box:

Insurance Certificate as requested is attached. (If applicable)

I certify that I can supply insurance as specified if awarded the bid. (If applicable)

ASSUMED NAME CERTIFICATION

If the business is conducted under an assumed name, a copy of the certificate required to be filed under the New York general business law must be attached.

ASSUMED NAME: _____

SOUTHAMPTON PUBLIC SCHOOLS – PURCHASING DEPARTMENT

70 Leland Lane SOUTHAMPTON, NY 11968
PHONE: 631-591-4518 / FAX: 631-287-2870

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

BID NO. SPS24-009

Page - 15 -

After the award of the bid, the placing of an order by the Purchasing Agent of the Southampton Public Schools, with the bidder for the supplies and/or services herein described, shall be deemed an acceptance of this proposal, and shall constitute a contract between the Southampton Public Schools, and the bidder for supplying the supplies and/or services herein described in accordance with the terms of this proposal and at the prices named herein.

AUTHORIZED SIGNATURE _____

PRINT NAME _____

TITLE _____

DATE _____

ACKNOWLEDGMENT

STATE OF NEW YORK, COUNTY OF _____) ss.:

On the ____ day of _____ in the year 20__ before me, the undersigned, personally appeared, _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

NOTARY PUBLIC

SOUTHAMPTON PUBLIC SCHOOLS – PURCHASING DEPARTMENT

70 Leland Lane SOUTHAMPTON, NY 11968
PHONE: 631-591-4518 / FAX: 631-287-2870

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

BID NO. SPS24-009

Page - 16 -

IRANIAN ENERGY DIVESTMENT CERTIFICATION

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer 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 that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.

- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
 - 1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or

 - 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

Signature & Company Position

Type Name & Company Position

Company Name

Date Signed

SWORN TO BEFORE ME THIS

_____ DAY OF _____ 20__

NOTARY PUBLIC

SOUTHAMPTON PUBLIC SCHOOLS – PURCHASING DEPARTMENT

70 Leland Lane SOUTHAMPTON, NY 11968
PHONE: 631-591-4518 / FAX: 631-287-2870

BID NAME: ATHLETIC UNIFORMS & SUPPLIES

BID NO. SPS24-009

Page - 18 -

VENDOR NAME _____

NON-BIDDER'S RESPONSE

For purposes of facilitating your firm's response to our invitation to bid, the Southampton Public Schools is interested in ascertaining reasons for prospective bidders' failure to respond to invitations to bid. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to the Southampton Public Schools Purchasing Department at the above address.

We are not responding to this invitation for bid for the following reason(s):

___ Items or materials requested not manufactured by us or not available to our company.

___ Our items and/or materials do not meet specifications.

___ Specifications not clearly understood or applicable (too vague, too rigid, etc.)

___ Quantities too small.

___ Insufficient time allowed for preparation of bid.

___ Incorrect address used.

Correct mailing address is:

___ Our branch/division handles this type of bid.

Correct name and mailing address is:

___ Other reason(s):

