

**NOTICE TO BIDDERS**  
**CHAPPAQUA CENTRAL SCHOOL DISTRICT**  
**66 ROARING BROOK ROAD**  
**P.O. BOX 21**  
**CHAPPAQUA, NEW YORK 10514**

The Board of Education of the Chappaqua Central School District, hereby invites submission of bids for:

**CCSD BID # B2021-15**

**Printing/Stationery Services**

Sealed envelope bids or digital bids will be received until **June 24<sup>th</sup>, 2021 by no later than 2:00pm** at the Purchasing Office, Education Center, 66 Roaring Brook Road, Chappaqua, New York -at which time and place all bids will be opened and read publicly. Mailing address for sealed envelope bids: Chappaqua Central School District, 66 Roaring Brook Rd., P.O. Box 21, Chappaqua, New York 10514 (if using third party courier, use street address only). Digital bids are to be e-mailed to [mitrnik@chappaquaschools.org](mailto:mitrnik@chappaquaschools.org) .

If further information is needed, call the Purchasing Office at 914 238-7200, Ext. 1013 or e-mail at [mitrnik@chappaquaschools.org](mailto:mitrnik@chappaquaschools.org) .

The Board of Education reserves the right to reject any and all bids which do not seem to be in the best interest of the School District.

**CHAPPAQUA CENTRAL SCHOOL DISTRICT  
66 ROARING BROOK ROAD  
P.O. BOX 21  
CHAPPAQUA, NEW YORK 10514**

**CCSD BID # B2021-15: PRINTING/STATIONERY SERVICES**

**MAIN SEPC**

1. Bids must be submitted on the attached set of forms. Do not separate these sheets. Initial every sheet in this packet. Please note when writing in costs of items **Please do not submit more than one cost per line.**
2. Unless a specific color is specifically noted for a certain item on this specification, all letterheads, envelopes and business cards, flat and raised, are all to be quoted on “black” ink regardless of what sample is submitted to the vendor.
3. No separate fuel or freight charges will be allowed. Please take this into consideration when submitting your bid.
4. For printing of booklets and other items, if a print template needs to be set up, no set-up charges will be allowed. Please take this into consideration when submitting your bid.
5. Vendors are not allowed to set “minimum ordering quantities” other than what is listed on this specification.
6. We have various buildings in our school district. Delivery sites will be to the following locations:

Douglas G. Grafflin Elementary School  
650 King Street  
Chappaqua, NY, 10514

Roaring Brook Elementary School  
530 Quaker Road  
Chappaqua, NY 10514

Westochard Elementary School  
25 Granite Road  
Chappaqua, NY 10514

Robert E. Bell Middle School  
50 Senter Street.  
Chappaqua, NY 10514

Seven Bridges Middle School  
222 Seven Bridges Road  
Chappaqua, NY 10514

Horace Greeley High School  
70 Roaring Brook Road  
Chappaqua, NY 10514

Chappaqua Central School District  
Education Center  
66 Roaring Brook Road  
Chappaqua, NY 10514

Pole Barn  
438 Bedford Road  
Chappaqua, NY 10514

### **BIDDING PROCEDURE AND REQUIREMENTS**

1. Bidders must provide along with the completed bidding document, written evidence demonstrating an ability to provide printing products and services, including, if applicable, a list of any and all school districts which they have served during the past three years.
2. No alteration, erasure, or addition is to be made in the printed matter. Any deviations from the conditions and specifications will constitute sufficient grounds for rejection of a bid.
3. Prices and information required, except the signature of the Bidder, should be hand-written or typed for legibility. **NOTE: Only enter one (1) price per item and/or quantity of items.** Illegible or vague bids may be rejected. All signatures must be written.
4. **Some items may be needed within a short period of time.** Vendors must have the ability to produce items on short notice.
5. Vendor must be able to provide a sample of an item or items being printed if requested by our staff.

## **SAMPLES**

Set of samples are only available upon request. If a bidder wishes to pick up a set, please contact the purchasing office at 914.238.7200, Ext. 1013 or e-mail [mitrnik@chappaquaschools.org](mailto:mitrnik@chappaquaschools.org).

## **SPECIFICATIONS & DETAILED DESCRIPTIONS**

All bids should allow for the highest standards of printing, quality and meticulous adherence to the instructions supplied. The Chappaqua Central School District will expect a reprint at no additional cost of any jobs carelessly printed with defects such as misalignment, splotches or dirt, incorrect color, incorrect format, etc. If someone from the school district requests to have a proof, please forward to them and do not print until an approval of the proof has been given. Bids will be requested on the following items.

<b>Category A – Envelopes, White Wove</b>
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**1. White Wove Window – Regular:**

- |             |   |
|-------------|---|
| a. Size:    | #10   |
| b. Grade:   | White Wove, Standard Window   |
| c. Color:   | Bright White  |
| d. Weight:  | 24#   |
| e. Ink:     | One Color – Black   |
| f. Comment: | District will supply facsimile of envelopes to be printed. Logos of buildings will vary |

**2. White Wove Plain – Regular:**

- |             |  |
|-------------|--|
| a. Size:    | #10  |
| b. Grade:   | White Wove, Plain  |
| c. Color:   | Bright White   |
| d. Weight:  | 24#  |
| e. Ink:     | One Color – Black  |
| f. Comment: | District will supply facsimile of envelopes to be printed. Logos of buildings will vary. |

**3. White Wove Plain – Special Size Large Envelope:**

- |             |   |
|-------------|---|
| a. Size:    | 10" x 13"   |
| b. Grade:   | White Wove, Plain   |
| c. Color:   | Bright White  |
| d. Weight:  | 24#   |
| e. Ink:     | One Color – Black   |
| f. Comment: | District will supply facsimile of envelopes to be printed. Logos of |

buildings will vary.

<b>Category B – Envelopes, Brown Craft</b>
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**4. Brown Craft Envelopes – Open End, Regular:**

- a. Size: 9 ½” x 12 ½”
- b. Grade: Brown Craft Plain
- c. Color: Reg. Gold
- d. Weight: 28#
- e. Ink: One Color – Black
- f. Comment: District will supply facsimile of envelopes to be printed. Logos of buildings will vary.

**5. Brown Craft Envelopes – Open End, Peel N’ Seal:**

- a. Size: 9 ½” x 12 ½”
- b. Grade: Brown Craft Plain
- c. Color: Reg. Gold
- d. Weight: 28#
- e. Ink: One Color – Black
- f. Comment: District will supply facsimile of envelopes to be printed. Logos of buildings will vary.

**6. Brown Craft Envelopes – Open End, Regular:**

- a. Size: 9” x 12”
- b. Grade: Brown Craft Plain
- c. Color: Reg. Gold
- d. Weight: 28#
- e. Ink: One Color – Black
- f. Comment: District will supply facsimile of envelopes to be printed. Logos of buildings will vary.

**7. Brown Craft Envelopes – Open End, Peel N’ Seal:**

- a. Size: 9 ” x 12 ”
- b. Grade: Brown Craft Plain
- c. Color: Reg. Gold
- d. Weight: 28#
- e. Ink: One Color – Black
- f. Comment: District will supply facsimile of envelopes to be printed. Logos of buildings will vary.

<b>Category C – Business Cards – Flat Printing</b>
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**8. Business Cards - Regular:**

- |    |            |   |
|----|------------|---|
| a  | Size:      | 2" x 3"   |
| b. | Grade:     | Wove/Vellum   |
| c. | Color:     | White in front of card, Navy Blue in Back of card   |
| d. | Weight:    | 80# Cover Stock   |
| e. | Ink Color: | Color of text – Navy Blue & Orange, Color of Chappaqua CSD logo in Navy Blue and various colors |
| f. | Comment:   | District will supply facsimile of business cards to be printed upon request.                    |

<b>Category D – Douglas Grafflin, Roaring Brook &amp; Westorchar Elementary Schools - Special Printing</b>
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**9. Visitor Badges:** 2" x 3" white square sticker, black print, stickers to come in tear-off roll.

**10. Student Folders:** Actual Size: Manila oak tag, unfolded actual size: 14 6/16" x 18", bottom folds up to 8 3/8" length with 1 1/2" left remaining on top. School to provide sample when document is needed.

**11. Student Conference Notes:** Actual size: 12 1/2" x 9 1/2", manila oak tag, black ink.

<b>Category E Horace Greeley High School – Special Printing</b>
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**12. High School Profile:** 8 1/2" x 14" folded in C style over top to 8 1/2" x 11", 2-sided white with blue and black print. Description of Horace Greeley High School.

**13. Greeley Workbooks:** Books will vary in page size from 40 – 350 pages. Front and back cover to be colored card stock. Color of card stock will be determined by Horace Greeley High School representative. All workbooks should be three-hole punched including cover pages. Books are not to be stapled. Subject of workbooks will vary. All pages are to be double sided. Various sizes of workbooks are listed below:

A) 40 to 50 Pages

B) 50 to 75 Pages

C) 75 to 100 Pages

D) 100 to 125 Pages

- E) 125 to 150 Pages
- F) 150 to 175 Pages
- G) 175 – 225 Pages
- H) 225 – 250 Pages
- I) 250 – 300 Pages
- J) 300 – 350 Pages

<b>Category F– Special Printing of Booklets, Calendars, etc.</b>
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**14. Kindergarten Parent Guide:** Approx. 23 pages double sided not including front and back covers. 8 ½” x 11”. Two staples on left side. Landscape view. Front and back cover heavy card stock as per sample. Color of front and back covers to be determined.

Successful vendor must deliver item to the following buildings:

- A) Douglas G. Grafflin Elementary School, 650 King Street, Chappaqua, NY 10514
- B) Roaring Brook Elementary School, 530 Quaker Road, Chappaqua, NY 10514
- C) Westorcharde Elementary School, 25 Granite Road, Chappaqua, NY 10514
- D) CCSD Education Center, 66 Roaring Brook Road, Chappaqua, NY 10514

**15. Parent Guide to Elementary Mathematics:** Approx. 24 pages including front and backcovers. 8 ½” x 11” folded booklet (8 ½” x 5 ½” when folded) Please have booklet staple twice on spine. Black print.

Successful vendor must deliver item to the following buildings:

- A) Douglas G. Grafflin Elementary School, 650 King Street, Chappaqua, NY 10514
- B) Roaring Brook Elementary School, 530 Quaker Road, Chappaqua, NY 10514
- C) Westorcharde Elementary School, 25 Granite Road, Chappaqua, NY 10514
- D) CCSD Education Center, 66 Roaring Brook Road, Chappaqua, NY 10514

**16. Homework Elementary Guide:** Six page C-fold pamphlet on 8 ½” x 11” yellow colored paper (8 ½” x 3 ¾” when folded). Black print.

Successful vendor must deliver item to the following buildings:

- A) Douglas G. Grafflin Elementary School, 650 King Street, Chappaqua, NY 10514
- B) Roaring Brook Elementary School, 530 Quaker Road, Chappaqua, NY 10514
- C) Westorcharde Elementary School, 25 Granite Road, Chappaqua, NY 10514
- D) CCSD Education Center, 66 Roaring Brook Road, Chappaqua, NY 10514

**17. Elementary School’s Statement on Bullying:** Six page C-fold pamphlet on 8 ½” x 11 green colored paper (8 ½” x 3 ¾” when folded). Black print.

Successful vendor must deliver item to the following buildings:

- A) Douglas G. Grafflin Elementary School, 650 King Street, Chappaqua, NY 10514

- B) Roaring Brook Elementary School, 530 Quaker Road, Chappaqua, NY 10514
- C) Westorcharde Elementary School, 25 Granite Road, Chappaqua, NY 10514
- D) CCSD Education Center, 66 Roaring Brook Road, Chappaqua, NY 10514

**18. Linking Home and Schools:** Six page C-fold pamphlet on 8 ½” x 14” paper (8 ½” x 4 11/16” when folded). Black print.

Successful vendor must deliver item to the following buildings:

- A) Douglas G. Grafflin Elementary School, 650 King Street, Chappaqua, NY 10514
- B) Roaring Brook Elementary School, 530 Quaker Road, Chappaqua, NY 10514
- C) Westorcharde Elementary School, 25 Granite Road, Chappaqua, NY 10514
- D) CCSD Education Center, 66 Roaring Brook Road, Chappaqua, NY 10514

**19. Highlights Newsletter:** Special layout. All pages double sided. Number of pages will range from 2 to 12. Must be folded by 8 ½” x 11” and then folded down to 8 ½” x 5 ½”. If newsletter is ten to twelve pages, it must have staples on the spine. Four color print. Vendor is to be responsible for delivering all Highlights newsletters to the White Plains Post Office for delivery. All newsletters are to be sorted via carrier route (USPS Delivery Statistics by Zone). Please note: Vendor must have the ability to produce this item within a minimum of a nine business day period as well as provide a blueprint for proofing. This item is considered a short notice item as listed on Line Number 4 of “BIDDING PROCEDURE AND REQUIREMENTS”

**20. School District Bus Route Directory:** 8 ½” x 11”, **black spiral bond.** Black ink print. Approx. 120 pages double sided (60 sheets, one page per side) not including front and back cover. School district to provide sample when item is needed.

**21. School District Bus Stop Post Cards:** 8 ½” x 5 ½” manila card stock. Black ink, single sided. Vendor to provide card stock. District to provide printing information when items are needed.

**22. Continuing Education Brochure:**

Qty: 22,000 booklets

Printing to be done twice a year.

Size: final size of 5 ½ x 8 ½.

Paper: Cover is on an 80 lb. 1-side cover with two colors and the interior pages are on 60 lb. white opaque text, uncoated. Cover is to be heavier than the interior pages.

Number of pages: 20 plus cover (Please note: Number of pages are subject to change).

Printing: Cover is color and printed on front and back. All and inside pages print in black/gray scale on both sides. Construction: Two staples on spine.

Please note: Vendor is responsible for delivering all continuing education brochures to the White Plains Post Office for delivery. All brochures are to be sorted by carrier route (USPS Delivery Statistics by Zone). In addition to carrier routes, school district will also provide a sperate mailing list as well as may request extra copies if needed.

**PRICING FOR ITEM # 1 – 22 IS TO BE FILLED OUT ON THE BID PROPOSAL FORM**



### **TABULATION OF LOW BID**

The low bid will be made to one or more vendors based on lowest cost per item. If two or more bidders submit identical Bids as to price, the decision to determine low be that of the school district.

### **AWARD OF CONTRACT**

The award of this contract shall be made to the lowest, responsive and responsible based on the bidder(s) based on the who, in the opinion of the district qualifies to perform the work. All work under this contract shall be performed by skilled personnel with the necessary experience.

The School District and the Board of Education will employ every effort to make an award within thirty (30) days after the date of the bid opening and all bids shall remain firm during the school year. The District further reserves the right to make awards following this initial thirty (30) day period to any Bidder who has not provided written notice to the District's Business Office that its bid has been withdrawn.

Contract will be awarded to one or more vendors based on lowest cost per item. Chappaqua Central School District reserves the right to make awards to more than one vendor.

If two or more Bidders submit identical Bids as to price, the decision of the Board to award a Contract shall be final.

### **TERM OF CONTRACT AND NOTICE OF CANCELLATION**

This contract(s) shall remain effective for one (1) year from the start of contract. The School District, however, shall have the right based on reason of poor or non-performance, to cancel the contract by serving a ten (10) day written notice for the contractor at their place of business. The School District shall be the sole judge of what constitutes satisfactory service on the part of the contractor.

If further information is needed, call the Purchasing Office at 914 238-7200, Ext 1013 or e-mail at [mitrnik@chappaquaschools.org](mailto:mitrnik@chappaquaschools.org) .

The Board of Education reserves the right to reject any and all bids which do not seem to be in the best interest of the School District. A bidder may be disqualified from receiving awards if such bidder or anyone in his or her employ has previously failed to perform satisfactorily on connection with public bidding or contracts.

CHAPPAQUA CENTRAL SCHOOL DISTRICT  
66 ROARING BROOK ROAD  
P.O. BOX 21  
CHAPPAQUA, NEW YORK 10514

**CCSD BID # B2021-15: PRINTING/STATIONARY SERVICES**

**SEALED BID CHECKLIST**

**LIST OF REQUIRED ITEMS TO BE CHECKED OFF AND  
INCLUDED IN SEALED BID SUBMISSION ENVELOPE OR  
DIGITAL BID SUBMISSION**

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- 1) ☐ COMPLETED BID PROPOSAL FORM
- 2) ☐ COMPLETED AND SIGNED BID PROPOSAL CERTIFICATION SHEET
- 3) ☐ COMPLETED, NOTARIZED & SIGNED BID FORM AND SPECIFICATIONS SHEET LOCATED ON THE LAST PAGE OF THE GENERAL BID PACKET.  
**THIS PAGE MUST BE NOTORIZEED OR BID WILL NOT BE ACCEPTED.**

**ALL ITEMS ON THIS LIST MUST BE SUBMITTED WITH BID  
SUBMISSION OTHERWISE BID CANNOT BE ACCEPTED.**

# CCSD BID # B2021-15: PRINTING/STATIONERY SERVICES

## BID PROPOSAL FORM

As listed in the section labeled “BIDDING PROCEDURE AND REQUIREMENTS” prices and information required, except the signature of the Bidder, should be hand-written or typed for legibility. **NOTE:** Only enter one (1) price per item and/or quantity of items. Illegible or vague bids may be rejected. All signatures must be written.

### Category A – Envelopes, White Wove

1. White Wove Window – Regular

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per qty. of 500

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per qty. of 1,000

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per qty. of 1,500

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per qty. of 2,000

2. White Wove Plain – Regular

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per qty. of 500

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per qty. of 1,000

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per qty. of 1,500

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per qty. of 2,000

3. White Wove Plain – Special Size Large Envelope

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per qty. of 500

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per qty. of 1,000

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per qty. of 1,500

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per qty. of 2,000

**Category B – Envelopes, Brown Craft**

4. Brown Craft Envelopes –Open End, Regular – 9 ½” x 12 ½”

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per qty. of 500

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per qty. of 1,000

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per qty. of 1,500

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per qty. of 2,000

5. Brown Craft Envelopes – Open End, Peel N’ Seal– 9½” x 12 ½”

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per qty. of 500

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per qty. of 1,000

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per qty. of 1,500

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per qty. of 2,000

6. Brown Craft Envelopes – Open End, Regular – 9” x 12”

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per qty. of 500

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per qty. of 1,000

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per qty. of 1,500

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per qty. of 2,000

7. Brown Craft Envelopes – Open End, Peel N’ Seal- 9” x 12”

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per box of 500

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per qty. of 1,000

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per qty. of 1,500

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per qty. of 2,000

**Category C – Business Cards – Flat Printing**

8. Business Cards – Regular

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per box of 500

**Category D – Douglas Grafflin, Roaring Brook, & Westorchard Elementary  
Schools - Special Printing**

9. Visitor Badges:

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per set of 500

10. Student folders

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per box of 250

11. Student Conference Notes

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per box of 250

**Category E – Horace Greeley High School – Special Printing**

12. High School Profile

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per set of 750

13. Greeley Workbooks:

A) 40 to 50 Pages

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per 20 books

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per 40 books

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per 60 books

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per 80 books

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per 100 books

B) 50 to 75 Pages

---

per 20 books

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per 40 books

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per 60 books

---

per 80 books

---

per 100 books

C) 75 to 100 Pages

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per 20 books

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per 40 books

	per 60 books
	per 80 books
	per 100 books
D) 100 to 125 Pages	per 20 books
	per 40 books
	per 60 books
	per 80 books
	per 100 books
E) 125 to 150 Pages	per 20 books
	per 40 books
	per 60 books
	per 80 books
	per 100 books
F) 150 to 175 Pages	per 20 books



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per 40 books

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per 60 books

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per 80 books

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per 100 books

G) 175 to 225 Pages

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per 20 books

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per 40 books

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per 60 books

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per 80 books

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per 100 books

H) 225 to 250 Pages

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per 20 books

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per 40 books

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per 60 books

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per 80 books

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per 100 books

I) 250 to 300 Pages

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per 20 books

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per 40 books

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per 60 books

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per 80 books

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per 100 books

J) 300 to 350 Pages

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per 20 books

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per 40 books

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per 60 books

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per 80 books

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per 100 books

**Category F – Special Printing of Booklets, Calendars, etc.**

14. Kindergarten Parent Guide

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per 500 guides

15. Parent Guide to Elementary Mathematics

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per 2,000 guides

16. Homework Elementary Guide

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per 2,000 guides

17. Elementary School's Statement on Bullying

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per 2,000 guide

18. Linking Home and Schools

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per 2,000 guides

19. Highlights Newsletter

**Cost for Quantity of  
4,500 Newsletters**

**Cost of Additional  
500 Newsletters**

A) 2 Page Newsletter

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B) 4 Page Newsletter

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C) 6 Page Newsletter

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D) 8 Page Newsletter

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E) 10 Page Newsletter

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F) 12 Page Newsletter

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20. School District Bus Route Directories

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per box of 130 copies

21. School District Bus Stop Post Cards

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per 500 post cards

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per 1,000 post cards

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per 1,500 post cards

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per 2,000 post cards

22. Continuing Education Brochures

\_\_\_\_\_ per qty. of 22,000 copies

I, (we) submit the following proposal to allow for the highest standards of printing, quality and meticulous adherence to the instructions supplied of all work in accordance with the specifications herein for a one-year period.

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

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

Date of Bid: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

Printed Name of Bidder: \_\_\_\_\_

Title of Bidder \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Federal E.I. Number \_\_\_\_\_

**CHAPPAQUA CENTRAL SCHOOL DISTRICT**  
**CCSD BID # B2021-15**  
**PRINTING/STATIONERY SERVICES**  
  
**GENERAL BID DOCUMENT**

Bid Documents must be submitted in a sealed envelope or a digital bid bearing the assigned Bid Number on the outside of the envelope or on the subject line of the digital bid.

Sealed bid envelopes are to be sent to:  
**Chappaqua Central School District**  
**66 Roaring Brook Road**  
**P.O. Box 21**  
**Chappaqua, New York 10514**  
**Attention: Purchasing Office**

**Or**

Digital bids are to be e-mailed to:  
[mitrnik@chappaquaschools.org](mailto:mitrnik@chappaquaschools.org)

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Any questions regarding this bid should be directed to the Purchasing Office at (914) 238-7200, Ext. 1013 or e-mail at [mitrnik@chappaquaschools.org](mailto:mitrnik@chappaquaschools.org) .

NOTE: If you intend mailing your bid, please note that our address is a Post Office Box, and mail is picked up once a day. It is therefore recommended that you mail your bids early or deliver them by hand to:

Chappaqua Central School District  
Education Center  
66 Roaring Brook Road  
Chappaqua, New York 10514

Board of Education

**Chappaqua Central School District**  
P.O. Box 21, Chappaqua, New York 10514

**INSTRUCTIONS TO BIDDERS:**

1. Sealed proposals for the furnishing and delivery, where called for, of the services and materials as required by the Board of Education of the Chappaqua Central School District, Chappaqua, New York, as set forth in the attached specifications prepared under the direction of said Board of Education, will be opened at the Purchasing Office, Education Center, 66 Roaring Brook Road, Chappaqua, New York on 06/23/2021 at 2:00 pm (CCSD Bid # B2021-15).
2. The person, firm or corporation making such proposal shall submit it in a sealed envelope at the place and on or before the hour and day stated above, and the envelope shall be endorsed on the face thereof with the name of the person, firm or corporation making such proposal, the date of its presentation and title of the services, materials, equipment or supplies for which such proposal is made.
3. The bidder shall insert the price per stated unit and the extension against each item in the schedule hereto annexed, which he proposes to furnish and deliver. In the event of a discrepancy between the unit price and total price, the unit price will govern. The price inserted must be net and must include delivery charges. Computation must be made of the total amount of the bid for all items bid upon and the total shall be stated in the space provided at the end of the schedule.
4. No charge will be allowed for cases, boxes, carboys, bottles, etc., nor for freight expenses, expressage or cartage. No empty packages, cases, boxes, carboys, bottles, etc., will be returned to the bidder or contractor and none will be paid for by the Board of Education. Such empty cases, boxes etc., may be removed by the bidder or contractor at his own expense.
5. No charge will be allowed for federal, state or municipal sales and excise taxes, in that the Board of Education is exempt there from. The price bid shall be net and shall not include the amount of any such tax; exemption certificates, if required, will be furnished on forms provided by the bidder.
6. When a catalog reference follows the description of an item, such catalog reference is intended as a means of more fully describing the item in the shortest possible space and is to be regarded as part of the description of the item. All catalogs to which reference is made shall be available at the business office. The use of such catalogs is not intended to limit competition.
7. Items delivered by successful bidder must be equal in all respects to those referred to by catalog numbers. Bidder must submit samples upon request if bidding on items other than those referred to.
8. The successful bidder will be required to submit a bid deposit of not less than five (5%) percent of the total amount of the bid. Such bid deposit shall consist of a bid bond, in the alternative, a certified check drawn upon a state or national bank or trust company, or a check of such bank or trust company signed by a duly authorized officer thereof, drawn to the order of the Board of Education, Chappaqua Central School District, Chappaqua, New York.
9. Each bidder must state that no member of the Board of Education, Chappaqua Central School District, Chappaqua, New York, nor any officer or employee thereof, is directly or indirectly interested in the proposal.

10. The Board of Education reserves the right to accept this bid by items or as a whole, or, in its discretion to waive technical formalities, or reject all bids and re-advertise in the manner provided by Section 103, or the general municipal law.
11. The bid deposit of the successful bidder will be returned upon the satisfactory completion of the contract.
12. Delivery will be required to be made to the location indicated in the bid or to such place as indicated in the purchase order issued to the successful bidder. Unless otherwise noted in the main specification, deliveries shall be made between the hours of 9:00 AM and 4:00 Pm on weekdays other than Saturdays and holidays. All materials and supplies must be securely packed in uniform containers, adequately marked as to contents and delivered without damage or breakage in such units as are specified in the schedule.
13. These instructions are to be considered an integral part of all proposals.
14. Successful bidders shall furnish the Board of Education, prior to commencement of work, with certificate of Workers' Compensation and General Liability Insurance.

Board of Education  
Chappaqua Central School District  
P.O. Box 21  
Chappaqua, New York 10514

Chappaqua Central School District  
Chappaqua, NY 10514

**GENERAL CONDITIONS**

(For the purchase of materials, supplies, and equipment)

All invitations to bid issued by the above-named school district will bind bidders and successful bidders to the conditions and requirements set forth in these general conditions, and such conditions shall form an integral part of each purchase contract awarded by the school district.

DEFINITIONS

- |                     |   |
|---------------------|---|
| “School district”   | • Shall be the legal designation of the district.   |
| “Notice to bidders” | • A formal statement which, when issued by the school district, constitutes an invitation to bid on the materials, supplies, and equipment described by the specifications.   |
| “Board”             | • The Board of Education of the school district.  |
| “Bid”               | • An offer to furnish materials, supplies, and/or equipment in accordance with the invitation to bid, the general conditions, special instructions, and the specification.  |
| “Bidder”            | • The form on which the bidder submits his bid.   |
| “Contract”          | • A notice to the successful bidder by the issuance of a purchase order: also all documents relating to the transaction, including but not limited to, the bid offer of the successful bidder, notice to bidders, general information, general conditions, special instructions, specifications, notice of award, bid proposal certifications: also a formal document signed by the successful bidder and the school district representative. |
| “Successful bidder” | • Any bidder to whom an award is made by the school district.   |
| “Contractor”        | • Any bidder to whom a contract award is made by the Board of Education.  |
| “Specification”     | • Description of materials, supplies, and/or equipment and the conditions for its purchase.   |



## BIDS

1. The date, time, and place of bid opening will be given to the Notice of Bidders.
2. All bids must be submitted on bid offer forms and in accordance with instructions provided by the Board.
3. All bids received after the time stated in the Notice to Bidders may not be considered and will be returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the school district. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid deposited on time at the place specified.
4. All information required by Notice to Bidders, General Conditions, Specifications, and Bid Offer, in connection with each item against which a bid is submitted, must be given to constitute a regular bid.
5. The non-collusive bidding certification must be included with each bid as required by General Municipal Law, Section 103-d.
6. The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the supplies, materials, or equipment required and a representation that the bidder can furnish the supplies, materials, or equipment satisfactorily in complete compliance with the specifications.
7. No alteration, erasure, or addition is to be made in the typewritten or printed matter. Deviations from the specifications must be set forth in space provided in bid for this purpose.
8. Prices and information required should be typewritten for legibility. Illegible or vague bids may be rejected. All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.
9. Sales to school district are not affected by any fair trade agreements. (General Business Law, Section 369-a, Sub.3).
10. No charge will be allowed for Federal, State, or municipal sales and excise taxes since the school district is exempt from such taxes. The price bid shall be net and shall not include the amount of any such tax.
11. In all specifications, the words, "or equal," are understood after each article giving manufacturer's name or catalog reference, or on any patented article. The decision of the school district as to whether an alternate or substitution is in fact "equal" shall be final. If bidding on items other than those specified, bidder must in every instance give the trade designation of the article, manufacturer's name, and detailed specifications of item he/she proposes to furnish. Otherwise, bid will be construed as submitted on the identical item as specified.
12. Bids on equipment must be on standard, new equipment, of latest model, and in current production, unless otherwise specified.
13. All regularly manufactured stock electrical items must bear the label of the Underwriters' Laboratories, Inc.
14. When bids are requested on a lump sum basis, bidder must bid on each item in the lump sum group. A bidder desiring to bid "no charge" on an item in a group must so indicate; otherwise bid for the group may be rejected.
15. All prices quoted must be "per unit" as specified; e.g., do not quote "per case" when "per dozen" is requested; otherwise bid may be rejected.

16. Bidder must insert the price per unit and the extensions against each item in his bid. In the event of a discrepancy between the unit price and the extension, the unit price will govern. Prices shall be extended in decimals, not fractions.
17. Prices shall be net, including transportation and delivery charges fully prepaid by the successful bidder to destination indicated in the instructions to bidders. If award is made on any other basis, transportation charges must be prepaid by the successful bidder and added to the invoice as a separate item. In any case, title shall not pass until items have been delivered and accepted.
18. All bids must be sealed. They must be submitted in envelopes furnished by the school district, if any. Otherwise, plain opaque envelopes may be used, clearly marked "BID." Also the date and time of the bid opening as indicated on the Notice to Bidders must appear on the envelope. Bids must not be attached to or enclosed in packages containing bid samples. Telegraphed bids may be considered at the discretion of the school district. Telephoned quotations or amendments will not be accepted at any time.
19. No interpretation of the meaning of the specifications or other contract document will be made to any bidder orally. Every request for such interpretation should be in writing, addressed to the school district, not later than five (5) days prior to the date fixed for the opening of bids. Notice of any and all such interpretations and any supplemental instructions will be sent to all bidders of record by the school district in the form of addenda to the specifications. All addenda so issued shall become a part of the contract documents.
20. If the supplies, materials, or equipment are to be delivered over an extended period of time, or if the specifications so state, then the successful bidder may be required to execute an agreement in relation to the performance of his contract, such agreement to be executed by the bidder within fifteen (15) days after notification to execute such contract. If the specifications so state, the successful bidder also may be required to furnish a performance bond equal to the full amount of the contract to guarantee the faithful performance of such contract. Such performance bond shall be maintained in full force and effect until the contract shall have been fully performed. The surety company furnishing such performance bond shall be authorized to do business in the State of New York and must be satisfactory to the school district. The performance bond shall be executed by the successful bidder at the time of the execution of the contract by the successful bidder and the Board.

#### SAMPLES

21. All specifications are minimum standards; and accepted bid samples do not supersede specification for quality unless bid sample is superior, in which case deliveries must be the same identity and quality as accepted bid sample.
22. The school district reserves the right to request a representative sample of the item quoted upon either prior to the award or before shipments are made. If the sample is not in accordance with the requirement of the specification, the school district may reject the bid; or, if award has been made, cancel the contract at the expense of the successful bidder.
23. Samples, when required, must be submitted strictly in accordance with instructions; otherwise, bid may not be considered. If samples are requested subsequent to bid opening, they shall be delivered as directed for bid to have consideration. Samples must be furnished free of charge and must be accompanied by descriptive memorandum invoices indicating if the bidder desires their return and specifying the address to which they are to be returned provided they have not been used or made useless by tests. Award samples may be held for

comparison with deliveries. The school district will not be responsible for any samples destroyed or mutilated by examination or testing. Samples shall be removed by the bidder at his expense. Samples not removed within fifteen (15) days after written notice to the bidder will be regarded as abandoned, and the school district shall have the right to dispose of them as its own property.

24. When a specification indicates that an item to be purchased is to be equal to a sample, such sample will be on display at a designated location in the school district. Failure on the part of the bidder to examine samples shall not entitle him to any relief from the conditions imposed in the proposal, specification, etc.

#### AWARD

25. Awards will be made to the lowest responsible bidder, as will best promote the public interest, taking into consideration the reliability of the bidder, the quality of the materials, equipment, or supplies to be furnished, their conformity with the specifications, the purposes for which required, and the terms of delivery.
26. The school district reserves the right to reject all bids. Also reserved is the right to reject, for cause, any bid in whole or in part; to waive technical defects; qualifications; irregularities; and omissions if in its judgment the best interests of the district will be served. Also reserved is the right to reject bids and to purchase items on state or county contracts if such items can be obtained on the same terms, conditions, specifications, and at a lower price.
27. The school district reserves the right to make awards within thirty (30) days after the date of the bid opening during which period bids may not be withdrawn unless the bidder distinctly states in his bid that acceptance thereof must be made within a shorter specified time.
28. Where a bidder is requested to submit a bid on individual items and also on a total sum or sums, the right is reserved to award contracts on individual items or on total sums, whichever is in the best interests of the school district.
29. If two or more bidders submit identical bids as to price, the decision of the Board to award a contract to one of such identical bidder shall be final. (General Municipal Law, Section 103, Sub.1).

#### CONTRACT

30. Each bid will be received with the understanding that the acceptance thereof in writing by the Board, to furnish any or all of the items described therein shall constitute a contract between the successful bidder and the school district. Contract shall bind the successful bidder on his part to furnish and deliver at the prices and in accordance with the conditions of his bid. Contract shall bind the school district on its part to order from such successful bidder and to pay for at the contract prices, all items ordered and delivered, within ten (10) percent over or under the award quantity, unless otherwise specified.
31. The placing in the mail of a notice of award or purchase order to a successful bidder, to the address given in his bid, will be considered sufficient notice of acceptance of contract.
32. If the successful bidder fails to deliver as ordered, or within the time specified, or within reasonable time as interpreted by the school district, or fails to make replacement of rejected articles, when so requested immediately or as directed by the school district, the school district may purchase from other sources to take the place of the item rejected or not delivered. The school district reserves the right to authorize immediate purchase from other sources against rejections on any contract when necessary. On all such purchases the

successful bidder agrees to reimburse the school district promptly for excess costs occasioned by such purchases. Should the cost be less, the successful bidder shall have no claim to the difference. Such purchases will be deducted from contract quantity.

33. A contract may be cancelled at the successful bidder's expense upon nonperformance of contract.
34. Cancellation of contract for any reason may result in removal of the successful bidder's name from mailing list for future proposals for an indeterminate period.
35. When materials, equipment, or supplies are rejected, they must be removed by the successful bidder from the premises of the school district within ten (10) days of notification. Rejected items left longer than ten (10) days will be regarded as abandoned, and the school district shall have the right to dispose of them as its own property.
36. No items are to be shipped or delivered until receipt of an official purchase order from the school district.
37. It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of the contract or his right, title, or interest therein, or his power to execute such contract, to any other person, company, or corporation, without the previous written consent of the school district.

#### INSTALLATION OF EQUIPMENT

38. The successful bidder shall clean up and remove all debris and rubbish resulting from his work from time to time as required or directed. Upon completion of the work the premises shall be left in a neat, unobstructed condition, and the buildings broom cleaned, and everything in perfect repair and order. Old materials are the property of the successful bidder unless otherwise specified.
39. Equipment, supplies, and materials shall be stored at the site only on the approval of the school district and at the successful bidder's risk. In general, such on-site storage should be avoided to prevent possible damage or loss of the materials.
40. Work shall be progressed so as to cause the least inconvenience to the school district and with proper consideration for the rights of other successful bidders or workmen. The successful bidder shall keep in touch with the entire operation and install his work promptly.
41. Bidders shall acquaint themselves with conditions to be found at the site and shall assume all responsibility for placing and installing the equipment in the locations required.
42. Equipment for trade-in shall be dismantled by the successful bidder and removed at his expense. The condition of the trade-in equipment at the time it is turned over to the successful bidder shall be the same as covered in the specifications, except as affected by normal wear and tear from use up to the time of trade-in. All equipment is represented simply "as is." Equipment is available for inspection at the delivery point listed for new equipment, unless otherwise specified.

### GUARANTEES BY THE SUCCESSFUL BIDDER

43. The successful bidder guarantees:

- a) His products against defective material or workmanship and to repair of any damages or marring occasioned in transit.
- b) To furnish adequate protection from damage for all work and to repair damages of any kind for which he or his workmen are responsible, to the building or equipment, to his own work, or to the work of other successful bidders.
- c) To carry adequate insurance to protect the school district from loss in case of accident, fire, theft, etc.
- d) That all deliveries will be equal to the accepted bid sample.
- e) That the equipment delivered is standard, new, latest model of regular stock product or as required by the specifications; also that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice. Every unit delivered must be guaranteed against faulty material and workmanship for a period of at least one year from date of delivery. If during this period such faults develop, the successful bidder agrees to replace the unit or the part affected without cost to the school district. Any merchandise provided under the contract which is or becomes defective during the guarantee period shall be replaced by the successful bidder free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment. The successful bidder shall make any such replacement immediately upon receiving notice from the school district.

### DELIVERY OF SUPPLIES, EQUIPMENT AND MATERIALS

- 44. Delivery must be made in accordance with the instructions to bidders and specifications. If delivery instructions do not appear on order, it will be interpreted to mean prompt delivery. The decision of the school district as to reasonable compliance with delivery terms shall be final.
- 45. The school district will not accept any deliveries on Saturdays, Sundays, or legal holidays, except commodities required for daily consumption or where the delivery is for an emergency.
- 46. Items shall be securely and properly packed for shipment, storage, and stocking in shipping containers and according to accepted commercial practice, without extra charge for packing cases, baling, or sacks.
- 47. The successful bidder shall be responsible for delivery of items in good condition at point of destination. He shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices. The receiving school district will note for the benefit of successful bidder when packages are not received in good condition.
- 48. Unless otherwise stated in the specifications, all items must be delivered into and placed at a point within the building as directed by the shipping instructions or the agent for the school district. The successful bidder will be required to furnish proof of delivery in every instance.

49. Unloading and placing of the equipment and furniture is the responsibility of the successful bidder, and the school district accepts no responsibility for unloading and placing of equipment. Any costs incurred due to the failure of the successful bidder to comply with this requirement will be charged to him. No help for unloading will be provided by the school district, and suppliers should notify their truckers accordingly.
50. All deliveries shall be accompanied by delivery tickets of packing slips. Ticket shall contain the following information for each item delivered:

Contract Number and/or Purchase Order Number

Name of Article

Item Number (if applicable)

Quantity

Name of the Successful Bidder

Carton shall be labeled with purchase order or contract number, successful bidder's name and general statement of contents. Failure to comply with this condition shall be considered sufficient reason for refusal to accept the goods

#### PAYMENTS

51. Payment for the used portion of an inferior delivery will be made by the school district on an adjusted price basis.
52. Payment will be made only after correct presentation of claim forms or invoices as may be required.
53. Payments of any claim shall not preclude the school district from making claim for adjustment on any item found not to have been in accordance with the contract specifications.

#### SAVING CLAUSE

54. The successful bidder shall not be held responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other acts not within the control of the successful bidder and which by the exercise of reasonable diligence he is unable to prevent.

#### IRAN DIVESTMENT ACT

55. 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 that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

NOTE: NONCOLLUSIVE BIDDING CERTIFICATION MUST BE SUBMITTED WITH EACH BID. THE ENCLOSE FORM, "BID PROPOSAL CERTIFICATIONS," MEETS THIS REQUIREMENT.

CCSD BID # B2021-15: PRINTING/STATIONERY SERVICES

FIRM NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ DATE OF BID \_\_\_\_\_

I. General Bid Certification – The bidder certifies that he/she will furnish, at the prices herein quoted, the material, equipment, and/or services as proposed on this bid.

II. Non-Collusive Bidding Certification

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:

1. 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; and
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly discussed 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;
- (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 award be made where (a) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a) (1), (2), and (3) above have 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 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 of subparagraph one (a).

2. Any bid hereafter made to any political subdivision of the state of 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 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 the corporation.”

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

Title \_\_\_\_\_

BOARD OF EDUCATION  
CHAPPAQUA CENTRAL SCHOOL DISTRICT  
P.O. Box 21, Chappaqua, New York, 10514  
CCSD BID # B2021-15: PRINTING/STATIONERY SERVICES

BID FORM AND SPECIFICATIONS

NAME OF BIDDER \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

The bidder above mentioned declares and certifies:

- First      That the said 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.
- Second    That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and
- Third      That no member of the Board of Education of Chappaqua Central School District, Chappaqua, New York, 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 relates, or in any portion of the profits thereof.
- Fourth    That said bidder has carefully examined the instructions to bidders, schedules 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, merchandise, service or labor for which this bid is made.
- Fifth      That the prices quoted herein are net and exclusive of all federal, state and municipal sales and excise taxes.
- Sixth      That the total number of items for which prices are quoted is as listed in the enclosed attachments and the total cost thereof is also listed in those same attachments.

In the event of the failure of the undersigned bidder to perform within the time stated in the schedule or purchase order, as the case may be, the bid deposit made with this bid, or such much thereof as shall be applicable to the unfilled amount of the award made to the undersigned, shall be retained by the Board of Education and the undersigned shall also be liable for and agrees to pay the Board, on demand, the difference between the prices or prices bid and the price or prices for which such items shall be subsequently purchased, less the amount available to the undersigned bidder and no bid may be withdrawn before the expiration of 45 days.

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature of Bidder

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

\_\_\_\_\_  
Type or Print name signed above