



WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT

ADMINISTRATIVE OFFICES

252 Chestnut Street

West Hempstead, New York 11552-2455

Fax Number (516) 489-1776

Daniel Rehman
Superintendent
(516) 390-3107

Dina Reilly
Assistant Superintendent for Curriculum
(516) 390-3119

Joel C. Press
Assistant Superintendent for Business
(516) 390-3103

To Whom It May Concern:

Enclosed please find specifications and bid proposal from the West Hempstead School District for Bid #2022/2023-01 for **Printing of School District Calendars** which will be opened on **May 24, 2023** at **10:00 a.m.**

When bidding, you must return the entire bid, including the Bid Form, the Bid Proposal Certifications Form and the Proposer's Certification of Compliance with Iran Divestment Act of 2012. No bid will be accepted without these forms signed by your authorized representative.

Please note: We will not accept anything but a firm bid. If you place any restriction on this bid, it will be deemed not to comply with the specifications.

In those instances where a company does not wish to participate in our bid proposal, the Board of Education has instructed us to determine the reason. Therefore, in the event you are not returning this bid, please indicate your reason in the space provided below.

If we receive neither the bid nor the letter, we will assume you are not interested in bidding on this category of items and will eliminate your name from our bid list.

Sincerely,

Joel C. Press
Assistant Superintendent for Business

Complete and return this bottom portion only if you are not returning your bid proposal.

WE ARE NOT RETURNING THIS BID PROPOSAL BECAUSE:

Company Name

Signature of Sender

Date

WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT

Important Notice to All Vendors

You must indicate the name and address of your company on the portion of the specification sheets returned to the West Hempstead School District with your bid. Please put your company name on every page of the specifications.

All bid quantities are approximations. Quantities may be increased or decreased based on need.

Prices must be in dollars and cents. No fractions of a cent are allowed. If any prices are listed with three (3) or more decimal places, price will be truncated down to the next lowest whole cent.

All bids must remain valid Ninety (90) days from bid opening. Any questions regarding this notice should be directed to **Dina Reilly, Assistant Superintendent, at (516) 390-3119.**

WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT

Compliance with Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Health, Education and Welfare Issued Thereunder

Each contractor or vendor submitting a bid which offers to supply the services and/or materials requested by the Board of Education shall comply with Title VI of the Civil Rights Act of 1964 and the regulations of the Department of Health, Education and Welfare issued thereunder and any additions or amendments thereto.

Failure to comply with any of the provisions of said Civil Rights Act will be grounds for cancellation and termination of the contract by the School District without penalty or damages because of said cancellation and termination. Any monies owed by the School District for goods delivered or work completed prior to the cancellation and termination of the contract shall be paid.

WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT

INSTRUCTIONS TO BIDDERS

We will not accept anything but a firm bid. If you place any restrictions on this bid, it will be deemed not to comply with specifications.

1. Sealed proposals for the furnishing, delivery, and, where called for, the installing, of services, materials, equipment and/or supplies, as required by the Board of Education of the West Hempstead Union Free School District, Town of Hempstead, County of Nassau, State of New York, popularly known as "West Hempstead Public Schools," and as set forth in the following specifications, will be opened in the Conference Room, 252 Chestnut Street, West Hempstead, New York on the day and hour stated in page 1 hereof.
2. The person, firm or corporation making such proposal shall submit it in a sealed envelope to the Assistant Superintendent for Business and Operations, or his duly designated representative at the place herein mentioned on or before the hour and day stated on page 1 hereof. The envelope shall be endorsed on the face thereof with the name of the persons, firm or corporation making such proposal, the date and hour of bid opening and the title of the services, materials, equipment and/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 the bidder proposes to furnish and deliver. In the event of a discrepancy between the unit price and the extension, 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 at the end of the schedule and on the Bid Form.
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 bidder or contractor and none will be paid by the Board of Education. Such empty cases, boxes, etc. may be removed by the bidder or contractor at the bidder's own expense.
5. No charge will be allowed for Federal, State or Municipal sales and excise taxes, from which the Board of Education is exempt there from. This bid price 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 items bid on must conform to description and specifications. Where a special make of any article is specified, bidder may bid price on an article equally good, in which case the bidder must state, on the proposal, the maker's name and number, give all other pertinent information, and submit sample of proposed substitute. Failure to change the description as above indicated will be interpreted

to mean that the bidder intends to furnish the particular make of article called for in the specifications, and the Board will insist upon delivery of the specified item. Substitutions will not be permitted after bids have been opened and accepted by the Board. All catalogs to which reference is made shall be available at the office of the Assistant Superintendent for Business and Operations. The use of such catalogs is not intended to limit competition.

7. Each bidder must state that no member of the Board of Education, West Hempstead Union Free School District, Town of Hempstead, nor any officer or employee thereof, is directly or indirectly interested in the proposal.
8. Each bidder must, as part of their bid submission, include samples of at least 3 different calendars that the bidder has previously printed, preferably with printing specs similar to the printing specification contained in this bid.
9. The Board of Education reserves the right to accept this bid by items, by schedule, or as a whole, or, in its discretion, reject all bids and re-advertise in the manner provided by Section 103 of the General Municipal Law.
10. Delivery shall be made to the individual schools as indicated on the schedule and in item 12 below. The items must be placed at a point within the building as directed at the place of delivery. The weight, count, measure, etc. will be determined at the points of delivery. The contractor will be required to furnish proof of delivery in every instance. No help for unloading will be provided by the Board of Education. Suppliers should notify their truckers accordingly. Deliveries shall be made between the hours of 9:00 a.m. and 4:00 p.m. on weekdays, other than Saturdays and Holidays. All materials and supplies must be securely packed in containers, adequately marked as to contents and delivered without damage or breakage in such units as are specified in the schedule.
11. These instructions are to be considered an integral part of all proposals.
12. Abbreviations as used on the schedule to indicate delivery destinations are herewith interpreted:

CA - Cornwell Avenue Elementary School
250 Cornwell Avenue
West Hempstead, New York 11552

GW - George Washington Intermediate School
347 William Street
West Hempstead, New York 11552

WHSS West Hempstead Secondary School
400 Nassau Boulevard
West Hempstead, New York 11552

CS - Chestnut Street School/

ADM - Administrative Offices
252 Chestnut Street
West Hempstead, New York 11552

WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION
BID FORM

Vendor Name _____
Business Address _____
City, State, Zip _____
Contact Person _____ Email Address: _____
Telephone No. _____ Fax No. _____

Bid No. 2022/2023-01, Printing of School District Calendars, will be opened and read in the Conference Room, 252 Chestnut Street, West Hempstead, New York on the **24th day of May, 2023, at 10:00 a.m.**

Bidder hereby avows:

- (1) 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.
- (2) 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 without collusion or fraud.
- (3) That no member of the Board of Education of West Hempstead Union Free School District, Town of Hempstead, County of Nassau, State of 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.
- (4) That said bidder has carefully examined the instructions to bidders, schedules and specifications prepared under the directions 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, services or labor for which this bid is made.
- (5) That the prices bided herein are net and exclusive of all federal, state and municipal sales and excise taxes.
- (6) That the total cost of items as outlined in the specifications is:

Total Cost: \$ _____

- (7) That the bidder offers the Board of Education a _____% discount off its current catalog prices for the 2023-2024 school year for items not specifically stated in this bid. All regulations of this bid will still apply.

Authorized Signer's Name (Type or Print)

Title

Authorized Signature

WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT

BID PROPOSAL CERTIFICATIONS

Bid: **Printing of School District Calendars**
Bid Opening Date: **May 24, 2023 @ 10:00 a.m.**
Bid Number: **2022/2023-01**

Vendor Name: _____

Address: _____

I. General Bid Certification

The bidder certifies that it will furnish, at the prices herein bid, the materials, equipment and/or services as proposed on this Bid.

II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that it is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive quoting 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 quoting certification.

(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid, have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor:

(2) Unless otherwise required by law, the prices which have been bid in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(b) A bid shall not be considered for award nor shall any award be made where (a)(1)(2) and (3) above have not been complied with; provided, however, that if in any case

the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where (a) (1), (2) and (3) above have not been complied with the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

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

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

Authorized Signature

Title

Date

WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT

**PROPOSER'S CERTIFICATION OF COMPLIANCE WITH
IRAN DIVESTMENT ACT OF 2012**

In accordance with General Municipal Law §103-g, which generally prohibits the School District from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

(Please Check One)

Proposer's Certification

- By submission of this bid or proposal, each bidder/proposer and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certified as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder/proposer is not on the list created by the Office of General Services (OGS) pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.

- I am unable to certify that my name and the name of the bidder/proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

Dated _____, New York
_____, 2023

Name of Bidder/Proposer

Signature of Authorized Official

Printed or Typed Name of Official and Title

Sworn to before me this
____ day of _____, 2023

Notary Public
Dated:

WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT

SPECIFICATIONS FOR PRINTING OF 2023-2024 PARENTS' GUIDE & SCHOOL CALENDAR

- Proofs: PDF of calendar will be supplied to printer. Printer will send full color paper proof to West Hempstead UFSD for approval.
- Description: 24 pages total, including cover and back page of calendar (4 pages).
Page size 8-1/2 x 11, no bleeds
- Cover: Prints 4/2 (Process over Black and 1 PMS) on 80# gloss coated cover stock
- Text: Prints 2/2 (Black and 1 PMS – Pantone #117 Gold) on 70# bright white smooth offset stock. The gold color is for the titles of each written section, the outline for the monthly calendar pages, the days of the months, and the color of the boxes for days that schools are closed.
- Paper: Subject to final approval of WHUFSD
- Bindery: Saddle stitch and 1 hole drilled on 11" open side Bulk packed into cartons
- Schedule: Ten (10) working days from receipt of job. Job to be completed and delivered by July 14, 2023.
- Quantity: 7,000
- Delivery: For delivery upon completion of printing to:

850 Calendars to:

Dina Reilly, Assistant Superintendent
West Hempstead UFSD
252 Chestnut Street
West Hempstead, NY 11552
(516) 390-3119

6,150 Calendars to our mailhouse:

Remey Print and Mail
Remey Print and Mail
121 Willis Avenue
Mineola, New York 11501
(516) 741-5112

- Price to include all proofs, printing, bindery and delivery as above:

\$ _____

Company Name: _____

Your Name: _____

Date: _____