

BUSINESS OFFICE
PURCHASING DEPARTMENT
EAST ISLIP UNION FREE SCHOOL DISTRICT
1 CRAIG B. GARIEPY AVENUE
ISLIP TERRACE, NEW YORK 11752

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INSTRUCTIONS TO BIDDERS

1. Read all documents contained in the bid specifications.
2. Bidders are responsible for submitting their bids to the address as follows: East Islip School District, School Purchasing Agent, 1 Craig B. Gariepy Ave., Islip Terrace, New York, 11752, prior to the time indicated in the "Notice to Bidders." Responses received after this date and time will be returned to the bidder unopened. NOTE: This includes any changes listed on the latest addendum issued by the East Islip School District Purchasing Department, if any. **Delay in any and all mail delivery, i.e. Fed Ex, UPS, USPS, in not an exception to the deadline for receipt of bids.**
3. Bidders are responsible for reporting, in writing, any errors found in the bid specifications to the East Islip School District School Purchasing Agent, 1 Craig B. Gariepy Ave., Islip Terrace, New York, 11752.
4. Questions about or clarifications to the technical specifications must be made in writing to the School Purchasing Agent by December 21, 2022 at 10:00 A.M. Verbal questions will not be entertained. Questions can be emailed to the purchasing agent, Donna O'Hara at the following email address. dohara@eischools.org
5. Bidders shall indicate on the outside of their sealed bid the following information:

- 4.1 When any bid includes the lease and/or purchase of material and/or equipment, the vendor shall submit a price on the Bid Cost Report supplied by the East Islip School District. The price offered shall include all deliver

Receipt of a resolution by the Board of Education is not in and of itself a binding contract with the East Islip School District.

- 9.3 Should it become necessary for the District to cancel a project or purchase after an order to proceed or purchase order has been issued, the District will only be liable for and the vendor agrees to only assess those financial damages that it can prove to have incurred as a result of the cancellation.

10.0 NON-ASSIGNMENT

- 10.1 The contractor will give its personal attention to the faithful performance of the contracts; it will not assign, transfer, convey, sublet or otherwise dispose of this contract, or its right, title or interest in or to the same or any part hereof, and it will not assign by power of attorney or otherwise any of the monies to become due and payable under this contract, unless by and with the previous consent in writing of the Board of Education.

13.1 Invoices will be forwarded to the Accounts Payable Department at the East Islip School District, 1 Craig B. Gariepy Avenue, Islip Terrace, New York 11752 within 45 days of completion of service/delivery. Failure to submit invoices timely may result in delay in reimbursement and/or financial penalties. Certified Payroll must be submitted with all invoices.

14.0 DURATION OF BID

Bid prices shall remain firm for the duration of this contract.

15.0 TERMINATION OF CONTRACT

15.1 The District, by 30 days written notice, may terminate this contract, in whole or in part, when it is in the best interest of the District. If this contract is so terminated, the District shall be liable only for payment in accordance with the payment provisions of this contract for services or supplies rendered prior to the effective date of termination.

15.2 In the event the successful bidder fails to deliver as ordered, or within the time specified, or fails to abide by any of the provisions of the contract, and does not cure such failure within the ten (10) day period, the District reserves the right to terminate said contract for default, and in order to protect the continuity of the operations, the required services may be procured from the apparent responsible second low bidder or other sources. In the event default action is carried out, the delinquent contractor agrees to reimburse the District promptly for excess costs occasioned by such expenditures from revenue owed to the original contractor or from the Performance Bond.

15.3 Instances of lateness and failure to adhere to the schedule shall constitute a breach of contract.

15.4 No bid shall be accepted, or contract awarded, to any Contractor whose performance on any previous contract with this or any other School District has been determined to be unsatisfactory. The Board of Education reserves the right to be the sole judge in this decision.

15.5 The Board of Education may make any investigation they deem necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the Board of Education all such information and data for this purpose as the Board may request.

16.0 INSURANCE REQUIREMENTS FOR OUTSIDE CONTRACTORS PERFORMING A SERVICE FOR THE EAST ISLIP UNION FREE SCHOOL DISTRICT

16.1 Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the facility user hereby agrees to effectuate the naming of the District as an Additional Insured on the facility user's insurance polican talinswr6.3(a)-1ih S2.2(ow)-2linsw(at)-13.11()-12.1(t)-13.2(he)-alinsb(he)-12.2(20.01

GENERAL BID CERTIFICATION

The bidder certifies that he/she will furnish, at the prices quoted herein, the materials, equipment and/or services as proposed on this bid and that he/she has carefully examined the instructions to bidders, schedules and specifications. The bidder further certifies that no member of the Board of Education of the East Islip Union Free School District, nor any officer or employee is directly or indirectly interested in this bid or in any portion of the profits thereof. That he/she is of lawful age and no one other than bidder has interest in this bid.

BID PROPOSAL CERTIFICATION

Company Name: _____

Business Address: _____

Telephone Number: _____ Fax Number: _____

Federal or Tax ID #: _____ Date of Bid: _____

ADDENDA: The following is confirmation of all the addenda upon which this bid proposal is based.

Addenda # _____ - Received _____, 2023	_____
Addenda # _____ - Received _____, 2023	Initialed by Rep.
Addenda # _____ - Received _____, 2023	_____
	Initialed by Rep.

	Initialed by Rep.

Note:

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder 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 competitor.
2. Unless otherwise by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor, and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(Signed) _____

(Title) _____

RESOLUTION - For corporate bidders only

Resolved that _____ be authorized to sign and submit the bid or proposal of this corporation for the following project School Kitchen Service Lines and include in such bid or proposal the certification as to non-collusion required by Section 103 of the

FORM OF DISCLOSURE

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

<u>Name</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____
_____	_____

1. Does any East Islip Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the firm? _____ If yes, set forth below the basis upon which a financial interest exists in the firm:

2. Has the firm or any of its officers, directors, partners, or controlling principals possessed any interest in transaction heretofore entered into with East Islip Schools? _____ If yes, please describe the transactions(s):

3. Does any direct relative of a member of the Board, administration, or staff possess any financial interest, directly or indirectly, in the firm (for purposes of their inquiry a direct relative is to be defined as a parent, spouse, child or sibling). _____ If yes, set forth below the East Islip School Board Member, administrator, or staff member whose relation possesses an interest and the relationship:

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL LAW OR GENERAL MUNICIPAL LAW, AS APPLICABLE.

Firm: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

REFERENCES

References are to be considered part of the Bid Specifications. A contractor's failure to supply four (4) reliable references with bid proposal could result in the rejection of his bid. References must have purchased materials/services in a manner similar in scope to the specifications of this quote.

1. Firm Name: _____
Contact Name/Title: _____
Email Address: _____
Telephone: _____
Date(s) of Service: _____

2. Firm Name: _____
Contact Name/Title: _____
Email Address: _____
Telephone: _____
Date(s) of Service: _____

3. Firm Name: _____
Contact Name/Title: _____
Email Address: _____
Telephone: _____
Date(s) of Service: _____

4. Firm Name: _____
Contact Name/Title: _____
Email Address: _____

NON-BIDDER'S RESPONSE

For purposes of maintaining accurate bidder's lists and facilitating your firm's response to our invitation for bid, the East Islip School District is interested in ascertaining reasons for prospective bidders' failure to respond to invitations for bids. 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 East Islip School District, Purchasing Department, 1 Craig B. Gariepy Ave., Islip Terrace, NY 11752. Failure to either submit a bid proposal or return this form will result in removal of your firm's name from our bidder's lists. Thank you for your cooperation.

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 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 this bid;
- Incorrect address used. Correct mailing address is:

- Our branch/division handles this type of bid.
Correct name and mailing address is:

- We are unable to bid at this time but would like to continue to receive invitations for bids.

- We are unable to bid and wish to be removed from the bidder

Certification
Pursuant to S

F Line-Up Interlock Device
B-60 Tray Slide, drop down design, solid, 12", "V" ridge, stainless steel
H-60 Display with glass shelves & sneeze guard, 2 tier

CASH REGISTER STAND
Delfield Model No. SCS-30 OR EQUAL – Quantity 2

Description of Product
30" Cashier's counter 34 inches high, drawer on right end
B-30 - 30" S/S V-tray slide 12" wide with 3 ribs located on customer side 32" high
F - Line-up interlock
Q - 115V/15A Outlet with 10 AMP. breaker

NOTE - NOTE Td ()Tj --4 [Td ()Tj -0.002 T.804 -1r6(i)2M(end:Tc 0.(--4 [Td ()Tj -00 0.(-- 0 ()Tj -D)

BID# 010323-1 School Kitchen Serving Lines

ITEMIZED COST PER BUILDING

SERVING COUNTER, COLD FOOD

Delfield Model No. SCSC-36-BP OR EQUAL – Quantity 2

Description of Product

Shelleysteel™ Cold Food Serving Counter, 26" x 21.62" x 7" deep, Bloomington style cold pan, drain with valve, reinforced stainless steel enclosed base, 5" casters, self-contained refrigeration, R290 Hydrocarbon refrigerant, 1/5 HP, cUL, UL, Uaiydo HP, cU"TT3 1TwL13 1Tw </MCI5030.285 w /54v(yd)-5.4(o)-

BID# 010323-1 School Kitchen Serving Lines

ITEMIZED COST PER BUILDING

CASH REGISTER STAND

Delfield Model No. SCS-30 OR EQUAL – Quantity 2

Description of Product

30" Cashier's counter 34 inches high, drawer on right end

	JFK	RCK	TOTAL
B-30 - 30" S/S V-tray slide 12" wide with 3 ribs located on customer side 32" high			
F - Line-up interlock			
Q - 115V/15A Outlet with 10 AMP. breaker			
NOTE - NOTE CUSTOM: MODIFY LENGTH TO BE 28" WIDE			
Q-2 115/15A outlet with 10A breaker			
F Line-Up Interlock Device			
B-30 Tray Slide, drop down design, solid, 12", "V" ridge, stainless steel			

TOTAL