

**CAZENOVIA CENTRAL SCHOOL DISTRICT**

**CAZENOVIA, NEW YORK**

**OFFICIAL**

**BID**

**PROPOSAL**

**FOR**

**2024 or Newer Work Truck**

**Oct 4, 2024**

**10:00 AM**

## **NOTICE TO BIDDERS**

### **ATTACHED ARE THE FOLLOWING:**

1. One complete set of specifications, containing GENERAL CONDITIONS OF BIDDING Adopted JULY 6, 1982 by the Board of Education, OFFICIAL BID SHEET with SPECIFICATIONS, and NON-COLLUSIVE BIDDING CERTIFICATE.
2. One OFFICIAL BID SHEET with NON-COLLUSIVE BIDDING CERTIFICATE.

It is necessary to return only the OFFICIAL BID SHEET and NON-COLLUSIVE BIDDING CERTIFICATE as outlined in #2 above. The complete set of specifications as outlined in #1 above should be retained for your information in the event that you are awarded the contract.

Please attach to a bid a "Material Safety Data Sheet" for all those products subject to the USDL Safety and Health Regulations.

The attached bid is for the **2024-2025** school year.

The successful bidder will be requested to ship items to more than one location where indicated.

It is recommended that all bids be sent registered mail or delivered personally to the Purchasing Agent, 31 Emory Ave., Cazenovia, New York 13035, to ensure proper delivery. All bids not received in the office of the Purchasing Agent at the time of the bid opening will not be considered even though they have been postmarked in time. It is the responsibility of the bidder to see that bids are received by the Cazenovia Central School District.

**--PLEASE READ AND FOLLOW ALL INSTRUCTIONS--**

**CAZENOVIA CENTRAL SCHOOL DISTRICT**

**CAZENOVIA, NEW YORK**

***OFFICIAL  
BID  
PROPOSAL***

**FOR**

**2024 or Newer Work Truck**

**Oct 4, 2024**

**10:00 AM**

**FROM**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

***NOTE: PLEASE RETURN ALL PAGES OF THIS BOOKLET WITH YOUR BID***

# Cazenovia Central School District

## 2024 or Newer Work Truck

Qty	Year	Description
1	2024 or newer	Ford F450, Chevrolet 4500, Ram 4500 power windows power locks AM/FM radio snow plow prep package running boards back up alarm rearview camera
1	new	9" airflow pro class 2.3 yard solid dump body rear dump gate powder coated black
1	new	9.5 ft Western MVP3 snow plow handheld controller
		installation of dump body and plow included, destination charges included, delivery to school district included.

OR EQUIVALENT EQUIPMENT

CAZENOVIA CENTRAL SCHOOL DISTRICT

CAZENOVIA, NEW YORK

OFFICIAL BID PROPOSAL  
FOR

**2024 or Newer Work Truck**

**Oct 4, 2024**

**10:00 AM**

I/We agree to furnish to the Cazenovia Central School District of Cazenovia, New York, the materials, equipment, or services as specified herein, or equal, in accordance with the General Conditions of Bidding as adopted by the Board of Education, July 6, 1982 and in accordance with the specifications attached to and a part of this proposal.

I/We understand that the Board of Education reserves the right to accept or reject any or all bids within a sixty (60) day period from the time and date of this bid opening.

I/We understand that I/we have the right to submit proposals on any one or more categories or parts thereof if requested or as specified herein, and the Board of Education has the right to accept any one or more categories.

I/We understand that upon award of bid, the Purchasing Agent of the Cazenovia Central School District has the right to issue separate purchase orders for each category as awarded, indicating place of delivery and the successful bidder will submit bills on invoices furnished by the Cazenovia Central School District for each category and purchase order.

I/We understand that the Board of Education has the right to purchase any material, equipment or service so listed in the detailed specifications that the bidder fails to furnish on or before the date so specified and any expense incurred by the Board of Education as a result of the failure of the successful bidder to provide same will be paid by the bidder.

I/We have read the General Conditions of Bidding, adopted by the Board of Education, July 6, 1982 and all instructions and specifications contained herein and agree to their contents.

I/We have signed the Non-Collusive Bid Form as required by the State of New York.

I/We agree to furnish, for the amount there stated, the following Category or Categories or part thereof to the Cazenovia Central School District of Cazenovia, New York, upon award by the Board of Education and receipt of a written purchase order by the duly authorized Purchasing Agent on or before: 10/4/2024. All prices shown below include shipping and transportation charges and exclude federal, state and local tax.

#### GENERAL TERMS

1. A current catalog reflecting a description of all items being bid MUST accompany your Bid. Failure to include a current catalog will result in the discretionary interpretation by the Board of Education as to whether minimum bid standards have been met. Such a decision on the part of the Board of Education will be final in making an award.
2. The Board of Education reserves the right to award the bid either in its entirety, by section, or by individual item. As such, any applicable discounts affecting your bid must be clearly stated in a letter accompanying your bid.
3. The terms of this bid as indicated under "Bids" paragraph 17, of the enclosed "General Conditions" state that all bids are to include transportation charges. Should, however, due to the manner in which the Board of Education may make an award and/or due to the fact that orders for merchandise may be placed by individual schools as opposed to a single order for quantities in their entirety, bidders are asked to provide the following information:

If a minimum dollar amount per order is required in order to avoid transportation charges. If no minimum is stated, then the school district will assume same and WILL NOT be responsible for any charges so included. Terms of a minimum dollar order will be used in determining the lowest responsible bidder.

**CAZENOVIA CENTRAL SCHOOL DISTRICT  
CAZENOVIA, NEW YORK  
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 used 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 specifications.
- "BID OFFER" - The form on which the bidder submits his bid.
- "BIDDER" - Any individual, company, or corporation submitting a 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, specification, notice of award, bid proposal certification: 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.

**CAZENOVIA CENTRAL SCHOOL DISTRICT**

**CAZENOVIA, NEW YORK**

Return this sheet and set of specifications as your official bid either in person or by registered mail. Retain the duplicate set for your own guidance in case you are awarded the bid.

DATE ADVERTISED: **Sep 22, 2024 & Sep 25, 2024**

BID OPENING DATE: **Oct 4, 2024**

AT THE OFFICE OF: 31 Emory Ave.

Cazenovia, NY 13035

**BID PROPOSAL CERTIFICATIONS**

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

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

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

DATE OF BID: \_\_\_\_\_

I. General Bid Certification



The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on his bid.

II. Non-Collusive Bidding Certification

Submission of this bid proposal, the bidder certifies that he 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 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:

I hereby affirm under penalties of perjury that the foregoing statement is true.

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

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

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_:

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

Notary Public/Commissioner of Deeds