



**LAKE SHORE CENTRAL SCHOOLS**  
(Evans-Brant Central School District)  
Board of Education  
959 Beach Road  
Angola, NY 14006

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# **2018-2019 Bid Specifications for Magazines**



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## **BID OPENING INFORMATION**

**Date:** Thursday, April 26, 2018  
**Time:** 2:30 p.m.  
**Location:** Lake Shore CSD Business Office  
959 Beach Road  
Angola, NY 14006-9782

## **SCHOOL CONTACTS**

**Daniel W. Pacos**  
Purchasing Agent/Assistant Superintendent for  
Administration & Finance  
Lake Shore Central Schools  
(716) 926-2221

**LAKE SHORE CENTRAL SCHOOLS**

**BID SPECIFICATIONS  
FOR**

**Magazines**

- **Notice to Bidder**
- **Instructions to Bidder**
- **Specifications**
- **Form of Proposal**
- **Bid Proposal Certification**
- **Corporate Resolution**

**PUBLISHED:** Dunkirk Observer on 3/12, 3/13 and 3/14/18  
The Buffalo News on 3/12/18

**BID LOCATION:** District Business Office – Lake Shore CSD  
959 Beach Road  
Angola, NY 14006-9782

**BID OPENING DATE:** Thursday, April 26, 2018

**TIME:** 2:30 p.m.

**Name of Bidding Company:** \_\_\_\_\_

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

**City or Town:** \_\_\_\_\_

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

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

## **NOTICE TO BIDDER**

1. Notice is hereby given, that pursuant to the Board of Education of Evans-Brant Central School District, Angola, New York, (herein after "The Board of Education"), sealed proposals for furnishing Magazines to the school district for the 2018-19 school year are being solicited through this bid. Bids received shall be opened and publicly read aloud on Thursday, April 26, 2018 @ 2:30 p.m. in the Lake Shore CSD District Business Office, 959 Beach Road, Angola, New York. **BIDS RECEIVED AFTER THE STATED HOUR AND DAY SHALL BE REJECTED AND RETURNED UNOPENED.** Bidders and other persons so interested may be present in person or by a representative at the bid opening.
2. The Board of Education reserves the right to reject any or all bids to waive such informalities or accept equivalent bids where it is determined to be in the best interest of the school district. The Board of Education further reserves the right to determine which items if any are equivalent to the items being bid. **Vendors must indicate catalog number, page number and manufacturer for each item bid.** A current catalog shall be submitted with the bid.
3. Bids shall be submitted on the forms provided **(Vendors have the option to submit bids on an alternate form, but in ALL cases forms submitted MUST reflect the District's item number and be listed in the same order as shown on the Districts' bid document).** Only one (1) copy of the bid should be submitted. Each bid must be signed by an officer of the company. It is permissible to return only those pages on which you have submitted bids. **Blank sheets can be removed from your submittal.**
4. Bidder shall indicate both unit price and total cost in columns provided on the bid sheet (or substituted electronic format). The bidder may bid on any or all items listed on the bid form. **All bid prices are to include shipping charges (Delivered Cost),** and bid prices shall be firm through September 15, 2018. The District reserves the right to reject bids that require a minimum order amount for free shipping.
5. An **"Affidavit of Non-Collusion"** is attached and forms a part of this bid proposal. **FAILURE TO SIGN THIS STATEMENT WILL CONSTITUTE GROUNDS FOR REJECTION OF BID.**
6. The return envelope containing the bid submission must be plainly marked with the date, hour of bid opening and the words: "Magazine Bid".

7. If proposals are forwarded by mail, preferably by registered mail, the envelope containing the bid proposal and marked as directed above must be enclosed in another envelope addressed to the Board of Education, Evans-Brant Central School District, 959 Beach Road, Angola, NY 14006-9782.
8. Prices quoted are net and exclusive of all federal, state, municipal and excise taxes.
9. No bidder may withdraw his bid within forty-five days after actual date of bid opening thereof. **Prices shall be firm through September 15, 2018.**
10. Materials Safety Data Sheets (MSDS) will be required for all pertinent products at the time of order.
11. Delivery of at least 90% of the order shall be made within thirty (30) days of receipt of a valid purchase order. \*Please note that the District will issue payment when orders are 100% complete, and will NOT issue partial payments for incomplete orders.
12. All items shall be delivered to the "Ship To" address on the purchase order.
13. Bid tabulation Reports will be made available on the District's website [www.lakeshorecsd.org](http://www.lakeshorecsd.org), after the bids are awarded.
14. The Board of Education reserves the right to award bids by item, by category or subcategory, or in total, as is in the best interest of the school districts. The Board further reserves the right to reject any and all bids, and to hold all bids for a period of sixty (60) days for review.
15. The Board reserves the right to issue multiple Purchase Orders for bids items, to the same vendor. This shall be done to allow vendors to package orders for individual teachers within the District. If the successful vendor specifies a minimum order for free shipping, all Purchase Orders issued to the vendor will be aggregated in determining if the minimum order level was reached.

BY ORDER OF THE BOARD OF EDUCATION  
EVANS-BRANT CENTRAL SCHOOL DISTRICT,  
ANGOLA, NY 14006

DATED: February 21, 2018

**Daniel W. Pacos**  
**Assistant Superintendent**  
**for Admin. & Finance**  
Evans-Brant (Lake Shore)  
Central School District

## **INSTRUCTIONS TO BIDDERS**

### **PROPOSALS:**

Shall be as directed on the "Notice to Bidders".

Signatures shall be in long hand, and completed forms shall be without interlineations, alteration, or erasures.

Owner reserves the right to waive any formalities in any and all bids.

### **QUALIFICATIONS OF BIDDERS:**

Competency and responsibility of bidders will be considered in making the awards. Owner will award contract to the lowest responsible bidder. The Board of Education further reserves the right to reject all bids and re-advertise in the manner prescribed by law, where it is considered to be in the best interest of the District.

In determining the qualifications of bidders the Board will consider the record in the performance of any contract for similar services or products into which a contractor may have entered with the Board, and the Board specifically and expressly reserves the right to reject the bid of such bidder if the record discloses that such bidder, in the opinion of the Board, has not properly performed such contracts. The Board may make such investigation as it deems necessary to determine the ability of the bidder to perform the terms of the contract, and the bidder shall furnish the Board all information for this purpose as the Board may request. The Board reserves the right to reject any bid if investigation of the bidder reveals that in the opinion of the Board, the bidder is not properly qualified to carry out the obligations of the contract, and complete the work contemplated herein within the time limit agreed upon. **Conditional bids will not be accepted.** The bid determined to be second low shall be held in force for a period not exceeding 30 days after performance begins by the successful bidder. In the event of cancellation or default of contract, the Board of Education reserves the right to either award to the next low bidder or re-advertise the bid in the manner prescribed by law. In the absence of a statement to the contrary, the Board shall assume this stipulation to be agreed upon by the designated second low bidder.

**SPECIFICATIONS:**

Wherever a particular brand or manufacturer is named within the attached specifications, it is for establishing a standard of quality and the term “or equal” shall be understood.

Any bidder wishing to bid on “or equal” or better material than specified here-in shall present positive proof that such substitutions are equal or better and such substitutions may be allowed only at the discretion of the Board. Bidders are encouraged to submit samples of items alleged to be “of equal” or “better” quality.

**PAYMENT:**

Payment will be made on invoices presented following delivery and acceptance by the Board of Education. \*Please note that the District will issue payment when orders are 100% complete, and will NOT issue partial payments for incomplete orders.

**ESCAPE CLAUSE:**

The owner reserves the right to cancel the contract within 30 days if contractor fails to live up to the contract specifications.

**BUY-AGAINST CLAUSE:**

In the event that the successful bidder is unable or unwilling to supply the agreed upon items in accordance with their bid awarded by the Board of Education, the District reserves the right to purchase the items from the next lowest bidder. In this event, the vendor that received the original bid award will be required to reimburse the District for any and all price differences incurred, and all legal costs incurred (if any) for the collection of such amounts.

**FORM OF PROPOSAL**

Pursuant to the advertisements published in the Buffalo News on March 12, 2018 and  
The Dunkirk Observer on March 12, March 13, and March 14, 2018 requesting proposals  
for **Magazines**, \_\_\_\_\_,  
bidder hereby proposes to provide the required material as described in the published  
advertisement, and in accordance with the specifications, notice and instructions to  
bidders, as written. Successful bidder agrees to furnish and install material as herein  
specified, **within thirty days** after receipt of valid purchase order.

COST OF: \_\_\_\_\_

SIGNED: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

\_\_\_\_\_

DATED: \_\_\_\_\_

**BID PROPOSAL CERTIFICATIONS**

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

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

TEL. NO.: \_\_\_\_\_ DATE OF BID: \_\_\_\_\_

**I. General Bid Certifications**

The bidder certifies that he/she will furnish, at the prices herein quoted, 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 he is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals in 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 hereto 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 competitors:
- (2) Unless otherwise required 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, 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 acts 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 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 the such items, or © 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 (3). (2) 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 bidding 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.

**SIGNATURE (AUTHORIZED):** \_\_\_\_\_

**TITLE:** \_\_\_\_\_



**RESOLUTION – FOR CORPORATE BIDDERS ONLY**

Resolved that \_\_\_\_\_ be authorized  
(Individual)

to sign and submit the bid or proposal of this corporation for the following item(s):

**Magazines**, and to include in such bid or proposal the certificate as to non-collusion required by Section One Hundred Three Paragraph d. of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this Corporate bidder shall be liable under the penalties of perjury.

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The foregoing is a true and correct copy of the resolution adopted by \_\_\_\_\_  
\_\_\_\_\_ Corporation at a meeting of its Board of  
Directors held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and  
is still in full force and effect on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Secretary

(SEAL OF CORPORATION)

**EVANS-BRANT CSD**  
Bid Request Compilation and Vendor Response Form

**Bid: 18-19 MAGAZINES MAGAZINE BID**

**Vendor Name** \_\_\_\_\_

| <b>Item Number</b> | <b>Item Description/Specification</b>   | <b>Vendor Reference</b> | <b>Unit of Measure</b> | <b>Quantity Reported</b> | <b>Unit Price</b> | <b>Total Bid</b> |
|--------------------|---|-------------------------|------------------------|--------------------------|-------------------|------------------|
| ADD-0000001        | time for kids print and digital ( 20 copies) grade 3-4. - TIME FOR KIDS                                       | _____                   | EA                     | 20.00                    | _____             | _____            |
| ADD-0000002        | Time For Kids Print & Digital add 6 issues of Around the World \$1.00/student<br>Grades 5-6 - TIME FOR KIDS   | _____                   | EA                     | 20.00                    | _____             | _____            |
| ADD-0000003        | Scholastic Classroom Magazine: Grade 2 - SCHOLASTIC CLASSROOM MAGAZINE  | _____                   | EA                     | 12.00                    | _____             | _____            |
| ADD-0000004        | Scholastic Classroom Magazine: Grade 2 - SCHOLASTIC CLASSROOM MAGAZINE  | _____                   | EA                     | 12.00                    | _____             | _____            |
| ADD-0000005        | Junior Scholastic Grades 6-8 - SCHOLASTIC   | _____                   | EA                     | 25.00                    | _____             | _____            |
| ADD-0000006        | Subscription to Science World Magazine (30 magazines total, class set) - SCHOLASTIC WORLD SCIENCE             | _____                   | EA                     | 30.00                    | _____             | _____            |
| ADD-0000007        | Scholastic Choices Magazine - SCHOLASTIC CLASSROOM MAGAZINE   | _____                   | EA                     | 15.00                    | _____             | _____            |
| ADD-0000008        | Scholastic Action Magazine - SCHOLASTIC MAGAZINES   | _____                   | EA                     | 15.00                    | _____             | _____            |
| ADD-0000009        | Scholastic Action Magazine<br>Classroom Subscription - SCHOLASTIC MAGAZINES Item Reference# Scholastic Action | _____                   | EA                     | 25.00                    | _____             | _____            |
| ADD-0000010        | Scholastic Scope Magazine<br>Classroom Subscription - SCHOLASTIC MAGAZINES Item Reference# Scholastic Scope   | _____                   | EA                     | 25.00                    | _____             | _____            |
|                    |   |                         |                        |                          | <b>Total</b>      | _____            |

**Bid Item Count: 10**