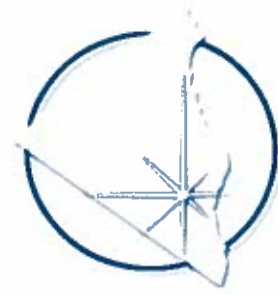


# ROCKLAND BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES



**JACKIE CINQUEMANI**  
**PURCHASING AGENT**

65 PARROTT ROAD  
WEST NYACK, NY 10994-0607  
PHONE: (845) 627-4746 FAX: (845) 623-5337  
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WWW.ROCKLANDBOCES.ORG

## NOTICE TO BIDDERS

The Board of Cooperative Educational Services, Rockland County, popularly known as Rockland BOCES, and its component school districts (in accordance with Section 103 of Article 5-A of the General Municipal Law), hereby invites the submission of sealed bids for the following:

### CUSTODIAL SUPPLIES - BID #2019/20-03

Bids will be received until Monday, March 18, 2019 at 11:00 AM by the PURCHASING OFFICE at:

BUSINESS OFFICE- BUILDING #4 - PURCHASING DEPARTMENT  
Rockland County Board of Cooperative Educational Services (BOCES)  
65 Parrott Road  
West Nyack, NY 10994-0607

at which time and place all bids will be publicly opened. Specifications and bid forms may be downloaded from our website at <http://www.rocklandboces.org> or by contacting the Purchasing Department. Vendors are requested to carefully review the Instructions to Bidders contained therein.

ROCKLAND BOCES IS NOT RESPONSIBLE FOR BIDS OPENED PRIOR TO THE BID OPENING IF BID NUMBER AND OPENING DATE DO NOT APPEAR ON THE OUTSIDE OF THE ENVELOPE. BIDS OPENED PRIOR TO THE DATE AND TIME INDICATED ARE INVALID.

THE BIDDER ASSUMES THE RISK OF ANY DELAY IN THE MAIL OR IN THE HANDLING OF THE MAIL BY EMPLOYEES OF ROCKLAND BOCES, AS WELL AS IMPROPER HAND DELIVERY. Please refer to Instructions to Bidders Item 5 for details.

The Rockland County Board of Cooperative Educational Services reserves the right to waive any informalities in the bids, or to reject all bids, or to accept any bid which in the opinion of the Board will be to their best interest.

Board of Cooperative Educational Services  
Sole Supervisory District  
65 Parrott Road  
West Nyack, NY 10994-0607

By: Jackie Cinquemani, Purchasing Agent

**INSTRUCTIONS TO BIDDERS**

1. **SEALED PROPOSALS** - Sealed proposals will be received by an authorized member of the Purchasing Office of the Rockland County Board of Cooperative Educational Services, (hereinafter referred to as Rockland BOCES) until:

Monday, March 18, 2019 at 11:00AM

in the Rockland BOCES Business Office Building #4, 65 Parrott Road, West Nyack, New York 10994-0607, for the work, labor, supplies, materials or equipment set forth herein.

2. **DOCUMENTS** - Each Bidder is requested to read carefully the Notice to Bidders, Instructions to Bidders, Non Collusive Bidding Certification and the Specifications, since in fairness to those who submit properly, Bidders will be held to strict compliance with such Notice to Bidders, Instructions to Bidders Non Collusive Bidding Certifications and Specifications.

3. **SUBMITTAL** - Bids must be submitted on forms either downloaded from the Rockland BOCES website or obtained directly from the Purchasing Department IN SEALED ENVELOPES, BEARING ON THE OUTSIDE, THE NAME AND ADDRESS OF THE BIDDER AND THE NAME, NUMBER & DUE DATE OF THE BID i.e.

CUSTODIAL SUPPLIES - BID #2019/20-03  
Due Monday, March 18, 2019 at 11:00 AM

Incomplete, conditional or obscure bids may be rejected as not meeting bid specifications. Each Bidder must print, type, or stamp the Bidder's firm name on each bid sheet. BLACK INK or TYPEWRITER should be used.

4. **RECEIPT OF BIDS** - All bids received after the designated time as stated in the Notice to Bidders will not be considered by Rockland BOCES and will be returned to the Bidder unopened.

5. **BIDDER RESPONSIBILITIES** - The Bidder assumes all responsibility for receipt of his/her bid by Rockland BOCES. The Bidder assumes all risk of delay in the mail or in the handling of the mail by employees of Rockland BOCES. The Bidder further assumes the responsibility for having his/her bid deposited with an authorized member of the Purchasing Office on time, whether sent by mail courier or personal delivery.

6. **SCOPE OF SPECIFICATIONS** - All sections of the contract documents attached thereto or indicated to be included in the Specifications are to be an integral part of these and all specifications and contracts. Their provisions shall govern the performance and execution of the work to be done and/or the services to be rendered under a resultant contract.

7. **CERTIFICATION** - Submission of bid by a Bidder will be construed as indication that he/she is fully informed as to the extent and character of the work, labor, supplies, materials or equipment required and can perform the work, furnish the supplies, materials or equipment satisfactorily to the full intent of the Specifications without any extras. His/her bid shall include the furnishing of all labor, materials and equipment as required by the work to be done or the services to be rendered.

8. **OPENING OF BIDS** - The bids will be publicly opened by the Purchasing Agent, or designee, of Rockland BOCES, at 65 Parrott Road, West Nyack, NY. At bid opening, only Bidders' names will be read; unit prices will not be read, but will be available when bid summary sheet is prepared.

9. **REJECTION OF BIDS** - Rockland BOCES reserves the right to reject all bids if such bids are not deemed in the best interest of the Board and readvertise for new bids, or to accept the bid of the lowest responsible Bidder, or that bid which is in the best interest of the Board.

Initial \_\_\_\_\_

**INSTRUCTIONS TO BIDDERS (Continued)**

10. **AWARD** - This contract if awarded will be to the lowest responsible/responsible bidder(s) in part or in whole who meet(s) all the terms of the specifications. The Rockland BOCES guarantees no minimum or maximum purchases or contracts as a result of award of this bid. Rockland BOCES reserves the right to allow all municipal and not for profit organizations authorized under General Municipal Laws of the State of New York, to purchase any goods and/or services awarded as a result of this bid in accordance with the latest amendments to NYS GML 100 through 104. However, it is understood that the extension of such contracts are at the discretion of the vendor and the vendor is only bound to any contract between the Rockland BOCES and the vendor. Additionally, Rockland BOCES reserves the right to purchase any goods or services included as a part of this bid from any means legally available to it at any time.

11. **AWARD OF CONTRACT** - Award of the contract shall be made according to law as soon as practicable after the public opening of bids.

12. **FORM OF PROPOSAL** - Each Bidder is required to state in his/her bid the names and places of residence, of any and all persons interested in the bid, that the bid is made without any connection with any person making another bid for the same contract, and that it is in all respects fair and without collusion or fraud; also, that no member of Rockland BOCES, or any person in the employ of this Board is directly or indirectly interested in the bid, or in the materials, supplies, or the work to which it relates or in any other portion of the profits thereof.

13. **COMPANY IN DEFAULT** - No bid will be considered from any person who is in arrears to Rockland BOCES or who is in default, as surety or otherwise upon any obligation to said Board, nor shall a bid be considered from any contractor whose performance or any previous contract with Rockland BOCES has been unsatisfactory in the opinion of this Board.

14. **UNIT PRICE** - The Bidder must insert in his/her bid, the price per unit specified, and the price extension of each item, if required. In the event of discrepancy between the unit price and the extension the unit price will govern. Prices must be extended in decimals, not fractions.

15. **INVOICING** - Upon the complete satisfaction of Rockland BOCES, payment will be made after presentation of the vendor's invoice.

16. **TAX** - Purchases by Rockland BOCES are not subject to any sales or Federal Excise Tax. BOCES' Federal Identification number appears on all of its purchase orders. Exemption Certificates will be furnished upon request.

17. **SAMPLES** - The Board reserves the right to require any Bidder to submit a sample either before or after the awarding of the bid to ascertain whether or not the product will be suitable for the purpose for which it is to be used.

18. **QUANTITY** - In awarding any bid Rockland BOCES may select a number of units within a range of 25% above or below the number of units for which a bid was required for such item. The purchase of additional units during the contract period shall be at the same price per unit as quoted in this bid.

19. **DELIVERY** - The successful Bidder shall include in his/her bid and pay all freight and inside delivery charges (**FOB Destination**). A distribution by teacher, if applicable, will be included with purchase orders to successful Bidders. It will be the responsibility of the Bidder to package each item with the appropriate teacher's name on the outside of each package. The successful Bidder shall be responsible for delivery of the merchandise in good condition to the place set forth in the Specifications or the purchase order, in compliance with the Specifications. Any damaged merchandise or merchandise which does not comply with the Specifications will not be accepted by Rockland BOCES. The successful Bidder must replace such damaged merchandise or merchandise which does not comply with the Specifications before payment will be made.

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**INSTRUCTIONS TO BIDDERS (Continued)**

Delivery of all supplies and equipment must be made as indicated in the Specifications. Failure to deliver as specified may result in rejection. Replacement will then be made through open market sources. Any increase in price will be chargeable against the original vendor and/or deducted from future payments by the Board.

20. **WARRANTY** - Whenever, within one year of final acceptance of the apparatus, equipment supplies or materials by Rockland BOCES, the Bidder is notified in writing by the Board that any item of apparatus, equipment, supply, material and/or workmanship has proved defective or is not meeting the Specification requirements, he/she shall immediately replace, repair or otherwise correct as the Board may determine, the defect or deficiency without cost to the Board.

21. **EQUIVALENT** - When any particular brand or article is specified it is to be regarded as a standard. Any other equal in quality, finish and durability, in the opinion of the Board, will be considered. When a Bidder proposes to furnish the equivalent of any article described in these Specifications Bidder shall attach to their bid complete specifications including pictures or written notations showing in detail where deviations from the original request are not being met. The Bidder may later be required to submit samples before contract is awarded. If no such information is attached to the bid, it shall be taken for granted that Bidder will furnish the article specified and will not submit an equivalent after the bid is opened and recorded.

22. **TERMINATION OF CONTRACT/DEFAULT OF CONTRACT** - In the event that the Bidder fails to perform and/or is in violation of any of the provisions as set forth in these contract documents, Rockland BOCES may serve written notice to the Bidder and their Surety. Written notice shall list all violations and/or failure of the Bidder to perform the work as described herein. Rockland BOCES will consider the Bidder in default when they have failed to correct any violations within ten (10) working days. Rockland BOCES will then request the Surety to assume the performance of the contract. The evaluation of the Bidder's performance in meeting the standards of the work as described herein shall be the function and the responsibility of Rockland BOCES' Designee.

23. **BID BOND** - Unless otherwise mentioned in the Specifications, no bid bond is required.

24. **PERFORMANCE BOND** - Upon award of Contract, the successful Bidder may be required to furnish a Performance Bond in the amount of the Contract.

25. **CHANGES** - Any changes made in specifications after the Contract is awarded must be made in writing. No oral agreement made between any party of the first part and Rockland BOCES and/or its representative(s) will be valid.

26. **FINAL AUTHORITY** - In all cases the decision of Rockland BOCES will be final.

27. **TERMS OF CONTRACT** - After award the successful Bidder will be given written notice to proceed and shall provide supplies/services for the period of the Contract.

28. **MATERIAL SAFETY DATA SHEETS (MSDS)** - After award, and prior to first shipment or installation, the successful Bidder will be required to provide Rockland BOCES with a master set of Material Safety Data Sheets for any items containing toxic materials per Federal OSHA Standard 29 CFR 1910.1200 and New York State Labor Law 551. The master set shall be mailed to the Health & Safety Department, Building #12, Rockland BOCES, 65 Parrott Road, West Nyack, NY 10994-0607. MSDS' must also accompany any shipment to the individual participating school districts (if applicable) for each item containing toxic materials. Failure to comply with this clause shall result in shipment(s) being refused. Questions regarding this clause should be addressed to Health & Safety Department at (845) 627-4761.

Initial \_\_\_\_\_

BID PROPOSAL CERTIFICATIONS

Firm Name \_\_\_\_\_ Phone \_\_\_\_\_
Business Address \_\_\_\_\_ Email \_\_\_\_\_
\_\_\_\_\_ Date \_\_\_\_\_
\_\_\_\_\_ Fax \_\_\_\_\_

I. General Bid Certification

The bidder certifies that he will furnish for the prices hereby 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 of the State of New York as follows:

§ 103-d. Statement of non-collusion in bids and proposals to political subdivision of the state

1. 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;

(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 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 of subparagraph one (a).

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.

\_\_\_\_\_ Dollars
Total Price (From Page 9 of Vendor Response/Specification Form)
\$ \_\_\_\_\_
(From Page 9 of Vendor Response/Specification Form)

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

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

**SPECIFICATIONS & INSTRUCTIONS**

**GENERAL** - The Bidder shall provide line item pricing for the Custodial Supplies listed on the following Vendor Response/Specifications Form (9 sheets). **The total amount bid and the printed name and signature of the person authorized to bid shall be identified at the lower right of the last sheet, Page #9**

**SCHEDULE** - Items will be ordered on an "as needed" basis during the April 17, 2019 – April 16, 2020 period of performance.

**SUBSTITUTE ITEMS** - Bidders may bid substitute brands (except for items specified "NO SUBSTITUTE") **only by identifying** such substitute brands, descriptions and sizes on the "Substitute (Please Specify)" line for the appropriate Item Number on the Vendor Response/Specifications Form. *Unless Bidder identifies a substitute, it shall be understood that all items will be furnished in full accordance with this Specification.*

**VENDOR REFERENCE** - **Bidder shall identify their stock number, part number or other information on the "Vendor Reference" line for each appropriate Item Number on the Vendor Response/Specifications Form.**

**CHEMICALS** - Dry or liquid chemicals must be labeled with manufacturer's or supplier's logo. Labeling must include description, directions for use and weight of contents. **ALL CHEMICALS SUBMITTED FOR CONSIDERATION MUST BE ACCOMPANIED BY LATEST U.S. DEPARTMENT OF LABOR WORKPLACE STANDARDS ADMINISTRATION MATERIAL SAFETY DATA SHEETS.**

**PAPER ITEMS** - Must be labeled with manufacturer's or supplier's logo either on the individual package or case. Labeling must include ply thickness, number of sheets per individual package, number of packages per case. **One (1) sample roll of center-pull hand towel, 76B & 76E, controlled roll towel, 76G & 76H and jumbo roll toilet tissue 74 of Vendor Response/Specifications, must be submitted with the bid.**

**PLASTIC GARBAGE BAG ITEMS** - Must be labeled with manufacturer's or supplier's logo on the case. Labeling must include number of bags, size and thickness. **Six (6) samples of each type of plastic bags must be submitted with the bid. Line items 1A and 1C of Vendor Response/Specifications Form must specify whether bags will be supplied folded flat or on rolls.**

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Bidder Company Name

**SPECIFICATIONS & INSTRUCTIONS (Continued)**

**FLOOR PRODUCTS - Must be labeled with the following manufacturer’s specifications:**

- |                       |                          |
|-----------------------|--------------------------|
| 1. Type               | 7. Gloss                 |
| 2. Specific Gravity   | 8. Slip Resistance       |
| 3. Total Solids       | 9. Color                 |
| 4. Nonvolatile Solids | 10. Detergent Resistance |
| 5. pH                 | 11. Flash Point          |
| 6. Stability          | 12. Drying Time          |
| Storage               | 13. Coverage             |
| Freeze Thaw           | 14. Where Utilized       |

**DELIVERY -** Rockland BOCES strives to place orders for a minimum of \$50.00, but cannot guaranty to do so. **All bid prices must include any and all delivery charges, FOB Destination. INSIDE DELIVERY REQUIRED. Any bid submitted indicating delivery terms other than as specified above shall be deemed non-compliant with these specifications and shall be rejected.** After bid awards have been made, Rockland BOCES shall issue separate purchase orders on an as-needed basis throughout the period of performance, for the following locations:

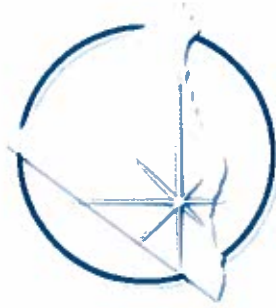
**DELIVERY POINT -** Individual purchase orders will be issued, on an as-needed basis, for deliveries to the following destinations.

Rockland BOCES - Facilities Building #5 65 Parrott Road West Nyack, NY 10994-0607	Rockland BOCES - Jesse Kaplan School Building #9 65 Parrott Road West Nyack, NY 10994-1095	Rockland BOCES - Career Tech Education Center Building #3 65 Parrott Road West Nyack, NY 10994-1095
Rockland BOCES - Transportation Building #5 65 Parrott Road West Nyack, NY 10994-0607	Rockland BOCES – River View H.S. BOCES Educational Resource Center 131 Midland Avenue North Nyack, NY 10960-1911	Rockland BOCES - Hilltop Elementary School @ Neary Elementary School 20 George Street Haverstraw, NY 10927
Rockland BOCES - Health & Safety Building #4 65 Parrott Road West Nyack, NY 10994-0607		

**NOTE -** Please read carefully the DELIVERY, WARRANTY, EQUIVALENT and TERMINATION OF CONTRACT/ DEFAULT OF CONTRACT clauses of the INSTRUCTIONS TO BIDDERS.

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Bidder Company Name



**Rockland BOCES**

**CUSTODIAL SUPPLIES**

**BID #2019/20-03**

**BID REQUEST COMPILATION AND  
VENDOR RESPONSE FORM**



**ROCKLAND BOCES**  
Bid Request Compilation and Vendor Response Form

**Bid: 2019/20-03 CUSTODIAL SUPPLIES - VALID THROUGH 3/28/2020**

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

Item Number	Item Description/Specification	Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid
01A	BAG, GARBAGE, CLEAR PLASTIC, 24" X 33", MEDIUM DUTY, 8 MICRON, 1,000 PER CASE, MUST BE ON ROLLS, *SIX (6) SAMPLES REQUIRED TO BE SUBMITTED WITH BID* Substitute (Please Specify) _____	_____	CASE	400.00	_____	_____
01C	BAG, GARBAGE, PURE HIGH DENSITY CLEAR PLASTIC (NO BLEND), 36" X 60", HEAVY DUTY, MINIMUM 22 MICRON - MUST HOLD MINIMUM OF FORTY (40) POUNDS OF TRASH, 150 PER CASE, *SIX (6) SAMPLES REQUIRED TO BE SUBMITTED WITH BID* BIDDER MUST SPECIFY IN THEIR BID WHETHER THIS ITEM WILL BE SUPPLIED FOLDED FLAT OR ON ROLLS Substitute (Please Specify) _____	_____	CASE	350.00	_____	_____
08	BUCKET, MOP, 35 QUART, WITH WRINGER AND 3" CASTERS Substitute (Please Specify) _____	_____	EACH	10.00	_____	_____
12	CARPET SPOT REMOVER, FOAM, SPRAY, 20 OZ CANS, 12 PER CASE Substitute (Please Specify) _____	_____	CASE	8.00	_____	_____
15	CLEANER, BOWL, NON-ACID, WITH SWAB, 12 QUARTS PER CASE, SPARTAN NABC, *NO SUBSTITUTE	_____	CASE	60.00	_____	_____
17	CLEANER, CHALKBOARD/WHITEBOARD, AEROSOL, 19 OUNCE, 12 PER CASE, PRO-LINK YA017 OR EQUIVALENT Substitute (Please Specify) _____	_____	CASE	5.00	_____	_____
19	CLEANER, FOAMING DISINFECTANT, 20 OUNCE AEROSOL CANS, 12 PER CASE, SPARTAN TNT, *NO SUBSTITUTE*	_____	CASE	80.00	_____	_____
20	CLEANER, GLASS, AMMONIA FREE, 12 QUARTS PER CASE, PROLINK BIOLINK #12616 OR EQUAL Substitute (Please Specify) _____	_____	CASE	40.00	_____	_____
21	CLEANER, FACILITY, ALL PURPOSE, CONCENTRATED, DILUTABLE RATIOS FOR LIGHT AND HEAVY DUTY CLEANING. HYDROGEN PEROXIDE PRODUCT. MUST BE EPA REGISTERED DISINFECTANT, 4 GALLONS PER CASE AWARDED VENDOR SHALL SUPPLY THE 21 REQUIRED NUMBER OF DUAL DILUTION WALL MOUNT DISPENSERS WITH INSTALLATION AND STAFF TRAINING INCLUDED AT NO ADDITIONAL CHARGE Substitute (Please Specify) _____	_____	CASE	50.00	_____	_____
21A	CLEANER, FACILITY, PUMP BOTTLE, HALF GALLON PRESSURIZED SPRAYER SCREENED IN RED, LISTING ALL REGULATORY COMPLIANCE INFORMATION REGARDING PRODUCT BRAND BID Substitute (Please Specify) _____	_____	EACH	20.00	_____	_____

**ROCKLAND BOCES**  
Bid Request Compilation and Vendor Response Form

**Bid: 2019/20-03 CUSTODIAL SUPPLIES - VALID THROUGH 3/28/2020**

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

Item Number	Item Description/Specification	Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid
21B	Substitute (Please Specify) CLEANER, FACILITY, 32 OUNCE TRIGGER SPRAY BOTTLE, SCREENED IN GREEN, LISTING ALL REGULATORY COMPLIANCE INFORMATION REGARDING PRODUCT BRAND BID	_____	EACH	80.00	_____	_____
21C	Substitute (Please Specify) CLEANER, FACILITY, 32 OUNCE TRIGGER SPRAY BOTTLE, SCREENED IN RED, LISTING ALL REGULATORY COMPLIANCE INFORMATION REGARDING PRODUCT BRAND BID	_____	EACH	80.00	_____	_____
24	Substitute (Please Specify) CLEANER, WAX & BUILDUP REMOVER, BASEBOARD STRIPPER, 20 OUNCE AEROSOL CANS, 12 PER CASE	_____	CASE	20.00	_____	_____
24A	Substitute (Please Specify) CLEANING SYSTEM, "KAIZEN PLUS" NO-TOUCH INDOOR PRESSURE WASHER WITH CHEMICAL SOLUTION INJECTION PROPORTIONING AND WET VACUUMING "NO SUBSTITUTE"	_____	EACH	2.00	_____	_____
24C	Substitute (Please Specify) TO INCLUDE 400 P.S.I. PUMP, "KAIAUTO" 28" WIDE AREA FLOOR SQUEEGEE, ON-SITE STAFF TRAINING, INSTRUCTIONAL VIDEO AND TRAINING & USAGE CHARTS	_____	CASE	10.00	_____	_____
24D	Substitute (Please Specify) CLEANER, "KAPOW", FOR FOOD SERVICE AREA USE WITH ITEM #24A, HEAVY-DUTY DEGREASER TO PENETRATE FATS, OILS, GREASES AND SOILS, 4 GALLONS PER CASE, COMPLETE WITH SQUEEGEES AND WHEELS) "NO SUBSTITUTE"	_____	CASE	30.00	_____	_____
25	Substitute (Please Specify) CLEANER, RESTROOM "KAIBLOOEY", FOR USE WITH ITEM #24A, KAIZEN PLUS, 4 GALLONS PER CASE, "NO SUBSTITUTE"	_____	CASE	30.00	_____	_____
26	Substitute (Please Specify) CLOTH, RECLAIMED, WHITE, 100% COTTON T-SHIRT MATERIAL, 50 LBS. PER CASE, HOSPECO 340-50 OR EQUAL	_____	CASE	25.00	_____	_____
26A	Substitute (Please Specify) CUPS, COLD, PLASTIC, TRANSLUCENT, 12 OUNCE, 1,000 PER CASE, DART Y12T OR EQUAL	_____	CASE	25.00	_____	_____
26B	Substitute (Please Specify) CUPS, HOT, PAPER, WHITE, 12 OUNCE, 50 PER BAG, SOLO 412WN-2050 OR EQUAL	_____	BAG	25.00	_____	_____
26C	Substitute (Please Specify) CUPS, HOT, PAPER, WHITE, 8 OUNCE, 1,000 PER CASE, SOLO 378W-2050 OR EQUAL	_____	CASE	25.00	_____	_____

**ROCKLAND BOCES**  
Bid Request Compilation and Vendor Response Form

**Bid: 2019/20-03 CUSTODIAL SUPPLIES - VALID THROUGH 3/28/2020**

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

Item Number	Item Description/Specification	Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid
27	CUPS, COLD, PLASTIC, FLAT BOTTOM, 5 OUNCE, 2,500 PER CASE Substitute (Please Specify) _____	_____	CASE	25.00	_____	_____
28	CUPS, HOT, STYROFOAM, 8 OUNCE, 1,000 PER CASE Substitute (Please Specify) _____	_____	CASE	20.00	_____	_____
30	DETERGENT, LAUNDRY, POWDER, 50 LB Substitute (Please Specify) _____	_____	PAIL	20.00	_____	_____
30A	DETERGENT, DISHWASHING LIQUID, DAWN ORIGINAL, 5 GALLONS, "NO SUBSTITUTE"	_____	PAIL	10.00	_____	_____
31	DISINFECTANT, USC EXTRA - NEUTRAL GERMICIDAL, VARIABLE DILUTIONS RATES, 1.89 LITER BOTTLE, 4 BOTTLES PER CASE, "NO SUBSTITUTE"	_____	CASE	25.00	_____	_____
33	DUST MOP SPRAY, AEROSOL, OIL-BASED, 16 OZ, 12 PER CASE Substitute (Please Specify) _____	_____	CASE	20.00	_____	_____
34	DUST MOP, FRAME ONLY, 24", FOR ITEM 35 Substitute (Please Specify) _____	_____	EACH	20.00	_____	_____
34A	DUST MOP, FRAME ONLY, 48", FOR ITEM 35A Substitute (Please Specify) _____	_____	EACH	20.00	_____	_____
34B	DUST MOP, FRAME AND HARDWOOD HANDLE ONLY, FOR WEDGE-SHAPED MOP ITEM 35B Substitute (Please Specify) _____	_____	EACH	20.00	_____	_____
34C	DUST MOP, HARDWOOD HANDLE ONLY, FOR ITEMS 34 AND 34A Substitute (Please Specify) _____	_____	EACH	20.00	_____	_____
35	DUST MOP, HEAD, LAUNDERABLE, (NOT DISPOSABLE), 5" X 24", 12 PER CASE Substitute (Please Specify) _____	_____	CASE	20.00	_____	_____
35A	DUST MOP, HEAD, LAUNDERABLE, (NOT DISPOSABLE), 5" X 48", 12 PER CASE Substitute (Please Specify) _____	_____	CASE	15.00	_____	_____
35B	DUST MOP, HEAD, WEDGE-SHAPED, 12" WIDE X 15" TO 17" LONG, 12 PER CASE Substitute (Please Specify) _____	_____	CASE	10.00	_____	_____

**Bid: 2019/20-03 CUSTODIAL SUPPLIES - VALID THROUGH 3/28/2020**

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

Item Number	Item Description/Specification	Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid
36	FINISH, FLOOR, THERMOPLASTIC, SPARTAN SHINELINE SEAL #4044, 5-GALLON "NO SUBSTITUTE"	_____	PAIL	70.00	_____	_____
36A	FINISH, FLOOR, 25% HIGH SOLIDS, SPARTAN ISHINE #4055, 5-GALLON "NO SUBSTITUTE"	_____	PAIL	70.00	_____	_____
38	FLOOR MACHINE, BURNISHER, 20", ADVANCE ADVOLUTION 20 "NO SUBSTITUTE"	_____	EACH	2.00	_____	_____
38D	FLOOR CLEANING MACHINES, SMALL TO MID-SIZE, ADVANCE BRAND, PERCENTAGE OFF MANUFACTURER'S LIST PRICE, "NO SUBSTITUTE BRAND"	_____	LOT	1.00	_____	_____
40	GLOVES, RUBBER, X-LARGE, HEAVY DUTY Substitute (Please Specify) _____	_____	PAIR	100.00	_____	_____
41	GLOVES, VINYL, POWDERED, DISPOSABLE, X-LARGE, 100 PER BOX, 10 BOXES PER CASE Substitute (Please Specify) _____	_____	CASE	50.00	_____	_____
41A	HANDLE, HARDWOOD, TAPERED TIP, 60" LONG, FOR MOPS, BROOMS, WINDOW BRUSHES, ETC. Substitute (Please Specify) _____	_____	EACH	30.00	_____	_____
47	MAT, CARPETED, 4' X 6', NON-SKID VINYL OR RUBBER BACK Substitute (Please Specify) _____	_____	EACH	5.00	_____	_____
48	MOP, FINISHING (FOR SPREADING WAXES AND OTHER FLOOR FINISHES), HEAD ONLY, 24 OUNCE (MUST BE FULL WEIGHT), LOOPED END, 4-PLY RAYON, 5" BAND, 12 PER CASE Substitute (Please Specify) _____	_____	CASE	20.00	_____	_____
48A	MOP, WET, HEAD ONLY, WHITE, 24 OUNCE (MUST BE FULL WEIGHT), LOOPED END, 4-PLY "COTTON/SYNTHETIC BLEND", 5" BAND, 12 PER CASE	_____	CASE	40.00	_____	_____
49	MOP, WET, WOOD HANDLE ONLY, 60", SPRING-TYPE Substitute (Please Specify) _____	_____	EACH	30.00	_____	_____
50	MOP, TOILET BOWL, DURALON, 12" LONG I-BEAM PLASTIC HANDLE, 4 1/2" MOP HEAD, ACID-RESISTANT, IMPACT #204 OR EQUAL Substitute (Please Specify) _____	_____	EACH	75.00	_____	_____
51	ODOR ABSORBER, GRANULATE, 1 LB PER BOX, 24 BOXES PER CASE Substitute (Please Specify) _____	_____	CASE	25.00	_____	_____
51C	ODOR CONTROL AIR FRESHENER, AEROSOL SPRAY, 20 OUNCES PER CAN, 12 CANS PER CASE Substitute (Please Specify) _____	_____	CASE	20.00	_____	_____

**ROCKLAND BOCES**  
Bid Request Compilation and Vendor Response Form

**Bid: 2019/20-03 CUSTODIAL SUPPLIES - VALID THROUGH 3/28/2020**

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

Item Number	Item Description/Specification	Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid
	Substitute (Please Specify)					
51D	ODOR CONTROL SYSTEM, AUTOMATIC, NON-AEROSOL, DISPENSER, SOLO HYSCENT SINGLE FAN DISPENSER, "NO SUBSTITUTE"		EACH	20.00		
51E	ODOR CONTROL SYSTEM, AUTOMATIC, NON-AEROSOL, DISPENSER, DUAL HYSCENT DUAL FAN DISPENSER, "NO SUBSTITUTE"		EACH	20.00		
51F	ODOR CONTROL SYSTEM, NON-AEROSOL, FRAGRANCE REFILL CARTRIDGE, FOR HYSCENT SOLO & DUAL DISPENSER, 6 PER CASE, FRAGRANCE TO BE SPECIFIED AT TIME OF ORDER "NO SUBSTITUTE"		CASE	40.00		
52	PAD HOLDER, MALISH DOODLEBUG, "NO SUBSTITUTE"		EACH	15.00		
52A	PAD, FLOOR BUFFING, 20" DIAMETER, 5 PER CASE, PRO-LINK #FB520 OR EQUAL		CASE	25.00		
	Substitute (Please Specify)					
52B	PAD, FLOOR BUFFING, 22" DIAMETER, RED, 5 PER CASE, 3M #5100 OR EQUAL		CASE	30.00		
	Substitute (Please Specify)					
52C	PAD, FLOOR BUFFING, 14" DIAMETER, RED, 5 PER CASE, PRO-LINK #FB514 OR EQUAL		CASE	20.00		
	Substitute (Please Specify)					
52D	PAD, FLOOR SCRUB/CLEANER, 14" DIAMETER, BLUE, 5 PER CASE, PRO-LINK #FS314 OR EQUAL		CASE	20.00		
53	PAD, FLOOR STRIPPING, 22" DIAMETER, BLACK, 5 PER CASE, 3M #7200 OR EQUAL		CASE	30.00		
	Substitute (Please Specify)					
54	PAD, FLOOR STRIPPING, 20" DIAMETER, BLACK, 5 PER CASE, PRO-LINK #FS120 OR EQUAL		CASE	50.00		
	Substitute (Please Specify)					
54A	PAD, FLOOR STRIPPING, 20" DIAMETER, QUICK STRIP, BLACK, GREEN SEAL CERTIFIED, 5 PER CASE, PRO-LINK #HP20 OR EQUAL		CASE	30.00		
	Substitute (Please Specify)					
55	PAD, HI-SPEED BURNISHING, 20" DIAMETER, TAN, 5 PER CASE, 3M #3400 OR EQUAL		CASE	20.00		
	Substitute (Please Specify)					
56	PAD, STRIPPING, BLACK, FOR DOODLEBUG, 20 PER CASE, PRO-LINK OR EQUAL		CASE	10.00		
	Substitute (Please Specify)					

**ROCKLAND BOCES**  
Bid Request Compilation and Vendor Response Form

**Bid: 2019/20-03 CUSTODIAL SUPPLIES - VALID THROUGH 3/28/2020**

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

Item Number	Item Description/Specification	Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid
57	PAN, DUST, LOBBY, PLASTIC, WITH HANDLES Substitute (Please Specify) _____	_____	EACH	5.00	_____	_____
58	PAPER, PLATE, 6", WHITE, COATED, 1,000 PER CASE, DIXIE #DBP06W OR EQUAL Substitute (Please Specify) _____	_____	CASE	20.00	_____	_____
58A	PAPER, PLATE, 8.5", WHITE, COATED, 500 PER CASE, DIXIE #DBP08W OR EQUAL Substitute (Please Specify) _____	_____	CASE	10.00	_____	_____
58B	PAPER, BOWL, 12 OZ., WHITE, COATED, 125 PER PKG, 1,000 PER CASE, DIXIE #DBB12WW OR EQUAL Substitute (Please Specify) _____	_____	CASE	20.00	_____	_____
58C	PAPER, LUNCH NAPKIN, 1/4 FOLD, 1-PLY, WHITE, 13" X 11", 12 PKGS OF 500, 6,000 PER CASE, BOARDWALK #6WK6310 OR EQUAL Substitute (Please Specify) _____	_____	CASE	20.00	_____	_____
59	PLASTIC, SPOON, MEDIUM-WEIGHT POLYPROPYLENE, WHITE, 1,000 PER CASE, BSK-1013000 OR EQUAL SAMPLE REQUIRED WITH BID Substitute (Please Specify) _____	_____	CASE	20.00	_____	_____
59A	PLASTIC, FORK, MEDIUM-WEIGHT POLYPROPYLENE, WHITE, 1,000 PER CASE, BSK-1012000 OR EQUAL SAMPLE REQUIRED WITH BID Substitute (Please Specify) _____	_____	CASE	20.00	_____	_____
59B	PLASTIC, KNIFE, MEDIUM-WEIGHT POLYPROPYLENE, WHITE, 1,000 PER CASE, BSK-1011000 OR EQUAL SAMPLE REQUIRED WITH BID Substitute (Please Specify) _____	_____	CASE	20.00	_____	_____
60	SANITIZING HAND WIPES, INDIVIDUALLY WRAPPED IN TEAR-OPEN PACKETS, TEXTURED, 40 PER BOX, 12 PER CASE, PURELL COTTONY SOFT #8025-12 OR EQUAL Substitute (Please Specify) _____	_____	CASE	10.00	_____	_____
61	SANITIZER, HAND, 8 OZ. BOTTLE, 12 PER CASE, MEETS FDA HEALTHCARE PERSONNEL HAND-WASHING REQUIREMENTS, PURELL #8652-12 OR EQUAL Substitute (Please Specify) _____	_____	CASE	30.00	_____	_____

**ROCKLAND BOCES**  
Bid Request Compilation and Vendor Response Form

**Bid: 2019/20-03 CUSTODIAL SUPPLIES - VALID THROUGH 3/28/2020**

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

Item Number	Item Description/Specification	Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid
62	SANITIZER, HAND, PURELL FOAMING REFILL, 1,200 ML, TO FIT PURELL TOUCH FREE 1,200 ML DISPENSER, MODEL TFX, TWO UNITS PER CASE, MUST HAVE GRAY COLLAR "NO SUBSTITUTE"	_____	CASE	10.00	_____	_____
63	SCRAPER BLADE, SINGLE EDGE RAZOR, 100 PER PKG Substitute (Please Specify) _____	_____	PKG	10.00	_____	_____
64	SCRAPER BLADE, 4", 10 PER PACKAGE Substitute (Please Specify) _____	_____	PKG	10.00	_____	_____
65	SCRAPER, LONG ALUMINUM HANDLE, FOR 4" BLADE Substitute (Please Specify) _____	_____	EACH	20.00	_____	_____
68	SNOW MELTER, CALCIUM CHLORIDE, DOW PELADOW, 50 LB, "NO OTHER SUBSTITUTE"	_____	BAG	250.00	_____	_____
68A	SNOW "ICE" MELTER, WITH CALCIUM MAGNESIUM ACETATE (CMA), INFERNO, 50 LB, "NO OTHER SUBSTITUTE"	_____	BAG	250.00	_____	_____
69C	SOAP, HAND, PARAMOUNT TF 720, ECOLOGO CERTIFIED LIGHT & MILD FOAM SOAP, REFILL, 1,200 ML, 2 RECYCLABLE BOTTLES PER CASE. TO FIT PBT TOUCH FREE 1,200 ML DISPENSER, "NO SUBSTITUTE"	_____	CASE	250.00	_____	_____
69D	SOAP DISPENSER, PRO-LINK PBT1200, PARAMOUNT TOUCH FREE MODEL, LIFETIME PERFORMANCE GUARANTEE THAT INCLUDES BATTERY REPLACEMENT IN TOUCH FREE SYSTEMS "NO SUBSTITUTE"	_____	EACH	45.00	_____	_____
70	FOR USE WITH PARAMOUNT TF720 FOAM HAND SOAP REFILL, 1,200 ML SOAP, LIQUID, HAND, MOISTURIZING, 4 GALLONS PER CASE, COLGATE SOFTSOAP, "NO SUBSTITUTE"	_____	CASE	25.00	_____	_____
72	STRIPPER, FLOOR, NON-AMMONIATED, 5 GALLON, SPARTAN EMULSIFIER PLUS, "NO SUBSTITUTE"	_____	PAIL	50.00	_____	_____
73	TISSUE, FACIAL, 2-PLY, 100 SHEETS PER BOX, 30 BOXES PER CASE, PLASTI-RUN 626-100 OR EQUAL Substitute (Please Specify) _____	_____	CASE	80.00	_____	_____
73A	TISSUE, TOILET, 1-PLY, 4 1/2" X 3.6", 1,000 SHEETS PER ROLL, 96 ROLLS PER CASE, PROLINK BT1001A, "NO SUBSTITUTE"	_____	CASE	40.00	_____	_____
74	TISSUE, TOILET, 2-PLY "JUMBO" ROLL, 3.6" WIDE X 10" DIAMETER X 1,450' LONG WITH 2.75" CORE, 6 ROLLS PER CASE, PROLINK JRT28 "NO SUBSTITUTE"	_____	CASE	600.00	_____	_____

**ROCKLAND BOCES**  
Bid Request Compilation and Vendor Response Form

Bid: 2019/20-03 CUSTODIAL SUPPLIES - VALID THROUGH 3/28/2020

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

Item Number	Item Description/Specification	Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid
75	DISPENSER, TOILET TISSUE, PROLINK MODEL RR200, FOR USE WITH PROLINK RR245 "JUMBO" TOILET TISSUE ROLLS, "NO SUBSTITUTE"	_____	EACH	10.00	_____	_____
76	TOWEL, NATURAL KRAFT PAPER, 7.875" X 350" ROLL, 2" CORE, 12 ROLLS PER CASE, RK350A TORK, "NO SUBSTITUTE"	_____	CASE	500.00	_____	_____
76B	TOWELS, HAND, CENTERPULL, TWO-PLY, WHITE PAPER, NOMINAL SIZE: 7 1/2" X 12" PER TOWEL X 600' PER ROLL, 12 ROLLS PER CASE	_____	CASE	400.00	_____	_____
	MUST FIT PROLINK MODEL RH900 CENTERPULL HAND TOWEL DISPENSER					
	BIDDER SHALL PROVIDE SAMPLE ROLL WITH BID Substitute (Please Specify) _____					
76C	DISPENSER FOR ITEM #76A OR #76B CENTERPULL PAPER TOWEL ROLL, PROLINK MODEL RH900, "NO SUBSTITUTE"	_____	EACH	30.00	_____	_____
76D	TOWEL DISPENSER, BAYWEST #865 HANDS FREE, FOR ITEM #76G 31300 PAPER & 76H 31400 PAPER BAYWEST KRAFT PAPER TOWEL ROLL, 8" X 800', "NO SUBSTITUTE"	_____	EACH	20.00	_____	_____
76E	TOWELS, HAND, CENTERPULL, SINGLE-PLY, NATURAL PAPER, ROLL WIDTH 7.9", ROLL DIAMETER 8.5", 1000' FEET PER ROLL, 6 ROLLS PER CASE, VONDREHLE BRAND #8888K, "NO SUBSTITUTE"	_____	CASE	20.00	_____	_____
	MUST FIT VONDREHLE MODEL 6822 CENTERPULL HAND TOWEL DISPENSER					
	BIDDER SHALL PROVIDE SAMPLE ROLL WITH BID					
76F	TOWEL DISPENSER, VONDREHLE #6622, INCLUDES #2 ANGLED CONE, FOR ITEM #76E, VONDREHLE #8888K NATURAL PAPER TOWEL, ROLL WIDTH 7.9", ROLL DIAMETER 8.5", 1000' FEET PER ROLL, "NO SUBSTITUTE"	_____	EACH	20.00	_____	_____
76G	TOWEL, NATURAL KRAFT PAPER, 8" X 800' ROLL, 6 ROLLS PER CASE, BAYWEST ECOSOFT#31300, "GREEN SEAL" CERTIFIED, "NO SUBSTITUTE"	_____	CASE	400.00	_____	_____
	BIDDER SHALL PROVIDE SAMPLE ROLL WITH BID					
76H	TOWEL, NATURAL WHITE PAPER, 8" X 800' ROLL, 6 ROLLS PER CASE, BAYWEST ECOSOFT#31400, "GREEN SEAL" CERTIFIED, "NO SUBSTITUTE"	_____	CASE	300.00	_____	_____
	BIDDER SHALL PROVIDE SAMPLE ROLL WITH BID					
77	TOWEL, C-FOLD, WHITE PAPER, SIZE: 10.125" X 11", 2,400 PER CASE, MORCON C122 Substitute (Please Specify) _____	_____	CASE	70.00	_____	_____
78	TOWEL, WHITE PAPER, KITCHEN, 1-PLY ROLL, MINIMUM 90 SHEETS PER ROLL, 30 ROLLS PER CASE Substitute (Please Specify) _____	_____	CASE	40.00	_____	_____



Bid: 2019/20-03 CUSTODIAL SUPPLIES - VALID THROUGH 3/28/2020

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

Item Number	Item Description/Specification	Vendor Reference	Unit of Measure	Quantity Reported	Unit Price	Total Bid
	Substitute (Please Specify) _____					
80	VACUUM CLEANER BAGS, FOR ADVANCE CARPETWIN 16XP, 6 PER PKG		PKG	20.00		
81	VACUUM CLEANER BAGS, FOR ADVANCE SPECTRUM 15D, 10 PER PKG, INCLUDES 2 FILTERS		PKG	20.00		
82	VACUUM CLEANER BAGS, FOR EUREKA #AA, 3 PER PKG		PKG	20.00		
	Substitute (Please Specify) _____					
83	VACUUM CLEANER BAGS, PAPER, TO FIT ADVANCE PAPOOSE		PKG	20.00		
84	VACUUM CLEANER INTERCEPT MICRO FILTER BAGS, TO FIT 15" PRO-TEAM PROGEN, 10 PER PKG. #107377		PKG	20.00		
85	VACUUM CLEANER, 15" ADVANCE SPECTRUM 15D, #80660407010		EACH	5.00		
86	VACUUM CLEANER, CARPET, 15", PROGEN 15 #107330		EACH	5.00		
87	WET VAC, 19 GALLONS, ADVANCE VL500-75 #56383408		EACH	2.00		
88	WIPE, TREATED DUST CLOTH, 24" X 24", 500 PER CASE, EVERWIPE BRAND OR EQUAL		CASE	20.00		
	Substitute (Please Specify) _____					
89	WRINGER, #SW11, CONTINENTAL SIDE SQUEEZE, FOR CONTINENTAL PLASTIC MOP BUCKET OR EQUAL		EACH	10.00		
	Substitute (Please Specify) _____					
<b>Total</b>						

Bid Item Count: 106

*Unless Bidder identifies a substitute brand and/or model, it shall be understood that all items will be furnished in full accordance with this specification (not a substitute). Initial: \_\_\_\_\_*

NAME PRINTED \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
65 PARROTT ROAD, WEST NYACK, NY 10994-0607**

**COMPANY INFORMATION  
(Bidder)**

The undersigned declares that he/she has carefully examined the Notice to Bidders, General & Special Information, Detailed Specifications and Bid Forms, and will furnish the supplies, materials and/or equipment in compliance with such specifications for the price set forth in this Bid Offer.

The full names and residences of all persons interested in this bid as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CompanyName \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Name of Person bidding  
(Please print legibly) \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**This form, together with the Bid Proposal Certification, must be returned with your bid.**

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
65 PARROTT ROAD, WEST NYACK, NY 10994-0607**

**INSTRUCTIONS FOR COMPLETING AND SUBMITTING BID**

This page must be completed, signed and returned with the bid forms

In the appropriately marked columns, enter the complete unit price and extended price for the quantity and unit of measure specified. Do not enter price per thousand or bid on any configuration other than what is specifically requested. Bids improperly filled out are subject to rejection.

Do not use ditto marks or squiggly lines to indicate that the price is the same as above. Each item you bid on must have an actual price entered in the appropriate box. Items that do not have a price entered will be considered as No-Bid's

**BID FORMS MUST BE SUBMITTED IN SEALED ENVELOPES. BIDS SENT BY COURIER OR BY OVERNIGHT MAIL MUST BE IN A SEALED ENVELOPE, WITHIN THE COURIER PACKAGING, BEARING ON THE OUTSIDE THE NAME AND ADDRESS OF THE BIDDER AND THE NAME, NUMBER & DUE DATE OF THE BID. BIDS SUBMITTED INCORRECTLY ARE SUBJECT TO REJECTION.**

The following items must be submitted with your bid:

THIS FORM, completed and signed, signed BID CERTIFICATION form, signed COMPANY INFORMATION form, any PAGES OF THE BID form you have filled out. It is necessary to return all pages, even if you have not bid on any items on the page.

**Questions regarding this bid should be directed to: Jackie Cinquemani at: (845) 627-4746**

Please check ( x ) the following:

\_\_\_\_\_ I have read the specifications and instructions and am bidding to specification.

\_\_\_\_\_ I have included all necessary forms with the bid.

Company Name \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**This form, together with the Bid Proposal Certification, must be returned with your bid.**

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
65 PARROTT ROAD, WEST NYACK, NY 10994-0607**

**FORM-A**

**VENDOR IDENTIFICATION**

Name of Organization: \_\_\_\_\_  
 Address of Organization: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Person and Title: \_\_\_\_\_  
 Phone: (    ) \_\_\_\_\_  
 Fax: (    ) \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Website: \_\_\_\_\_  
 Federal Tax ID Number \_\_\_\_\_

Are you incorporated:    (    ) Yes    (    ) No  
 a)    If yes, in what State are you incorporated? \_\_\_\_\_  
 b)    If you are not incorporated in New York State, are you authorized to do business  
       in New York? \_\_\_\_\_

If you are not incorporated, you are a (n):  
 \_\_\_\_\_ Partnership  
 \_\_\_\_\_ Sole Proprietorship  
 \_\_\_\_\_ Unincorporated association  
 \_\_\_\_\_ Other (please specify)

	<u>Firmwide</u>	<u>Responsible</u>
	<u>Totals</u>	<u>Office</u>
No. of Shareholders	_____	_____
No. of Principals	_____	_____
No. of Managers	_____	_____
No. of Staff	_____	_____
No. of Support Staff	_____	_____

**This form, together with the Bid Proposal Certification, must be returned with your bid.**

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
65 PARROTT ROAD, WEST NYACK, NY 10994-0607**

**FORM-A**

**VENDOR IDENTIFICATION (continued)**

List all Principals of the bidding firm:

---

---

List all individuals who will be available throughout the term of the agreement for continuing advice and counsel.

---

---

List all Business Names, Corporate or otherwise, used by the above listed Principals over the past ten (10) years:

---

---

Have any of the projects represented by the above resulted in litigation? \_\_\_\_\_  
If yes, please explain:

---

---

---

I, \_\_\_\_\_, \_\_\_\_\_ as Principal of the bidding firm,  
(print name) (print title)  
hereby certify that the above listed information is complete, true and accurate.

\_\_\_\_\_  
(signature)

**This form, together with the Bid Proposal Certification, must be returned with your bid.**

Rockland BOCES  
65 Parrott Road, West Nyack, NY 10994-0607

**IRAN DIVESTMENT ACT CERTIFICATION**

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a Request for Proposal (RFP) in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer/Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Proposer/Contractor is advised that once the list is posted on the OGS website, any Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the Rockland BOCES receive information that a person is in violation of the above-referenced certification, Rockland BOCES will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then Rockland BOCES shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

Rockland BOCES reserves the right to reject any proposal or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

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

Print Name: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

**This form, together with the Bid Proposal Certification, must be returned with your bid.**

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p><b>2</b> Business name/disregarded entity name, if different from above</p>	
	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC    <input type="checkbox"/> C Corporation    <input type="checkbox"/> S Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p><b>6</b> City, state, and ZIP code</p>	<p><b>Rockland BOCES</b>  <b>65 Parrott Road, Bldg. #4</b>  <b>West Nyack, NY 10994-0607</b></p>
	<p><b>7</b> List account number(s) here (optional)</p>	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
<b>or</b>					
<b>Employer identification number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
65 PARROTT ROAD, WEST NYACK, NY 10994-0607**

**NON-BIDDER'S RESPONSE**

The Rockland County Board of Cooperative Educational Services is interested in the reasons why prospective Bidders fail to submit bids. Failure to submit a bid without explanation may result in removal of your firm from our Bidders' list. If you are NOT submitting a bid in this proposal, please indicate the reason(s) by checking off one or more of the items below and return this form to us.

1.  Unable to bid at this time, but would like to receive future bid proposals.
2.  Items or material not  manufactured,  distributed,  stocked,  furnished.
3.  Materials or items we have to offer do not fully meet all the requirements of standards specified.
4.  Multiplicity of delivery points.
5.  Delivery quantities are too small.
6.  We cannot meet the time of delivery of items or materials specified.
7.  Insufficient time allowed for preparation and submission of bid.
8.  Other reasons \_\_\_\_\_  
\_\_\_\_\_

You may remove our name from the Bid List for:

This Commodity Group

This Commodity Class

This Item or Material

All Bids

Company Name \_\_\_\_\_

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

Printed Name \_\_\_\_\_

Date \_\_\_\_\_