



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

**65 PARROTT ROAD**  
**WEST NYACK, NY 10994-0607**  
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**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:

**PRINTING (VARIOUS) - BID #2022-23-23**

Bids will be received until Tuesday, November 29, 2022 at 11:00 AM by the PURCHASING OFFICE at:

**PURCHASING DEPARTMENT – BUILDING #4**  
**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. In the event that Rockland BOCES Purchasing Office is closed the day of the Bid Opening, the bid(s) will be opened at the same time, on the next day that the Rockland BOCES Purchasing Office is open. 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:

Tuesday, November 29, 2022 at 11:00AM

in the Rockland BOCES Purchasing Department 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 attached hereto **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.

**PRINTING (VARIOUS) - BID #2022-23-23**  
Due Tuesday, November 29, 2022 at 11:00AM

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.

Initial \_\_\_\_\_

**INSTRUCTIONS TO BIDDERS (Continued)**

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.

10. **AWARD** - Rockland BOCES reserves the right to award bids on individual items, by category, by groups of items or on total sum bids whichever will be in the best interest of the Board. 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.

Initial \_\_\_\_\_

**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. Not applicable.

24. Not applicable.

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 Health & Safety Department Building #4, 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 the Health, Safety & Security Coordinator 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
See Specifications and Pricing Pages 1 through 23 of 23

\$ \_\_\_\_\_
See Specifications and Pricing Pages 1 through 23 of 23

Authorized Signature

Printed Name

Title

## SPECIFICATIONS AND INSTRUCTIONS

**Period of Performance:** One year from date of award.

**Delivery Schedule:** Items on the following detailed Specifications A through U located on Specifications and Pricing pages 1 through 23 shall be ordered on an **“as-needed”** basis throughout the period of performance. Certain of those items may be ordered several times throughout that period

Pricing for all identified quantities is required. Bids submitted without complete pricing shall be considered non-compliant with this specification.

**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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**ROCKLAND BOCES**  
**PRINTING BID #2022-23-23**  
**Project Specifications**

**For the Period Ending one year from date of award**

<b><u>ITEM</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>PAGE</u></b>
A	Books (Budget Books, Services Guide, etc.)	1
B	Books (Annual Report)	2
C	Books (Program Guides)	3 - 4
D	Bookmarks (2-sided)	5
E	Business Cards	6
F	Business Cards (2-sided)	7
G	Calendars (2-Color or 4-Color)	8
H	Envelopes	9
I	Flyers	10
J	Forms – Multi-part (NCR)	11
K	Newsletter 8.5" x 11"	12
L	Postal Cards - 6"x 9" (2-sided)	13
M	Postal Cards - 5"x 7" (2-sided)	14
N	Postal Cards - 6"x 11" (2-sided)	15
O	Posters – 11" x 17"	16
P	Posters – 18" x 24"	17
Q	Posters – 24" x 36"	18
R	Tri-Panel Brochures - 5" x 7"	19
S	Tri-Panel Brochures – 3.6" x 11"	20
T	Tri-Panel Brochures – 3.6" x 11"	21
U	Adult Ed/Continuing Education Catalog	22-23

**See the following pages for specifications for the above items.**

**SPECIFICATIONS AND PRICING**

**A. BOOKS - VARIOUS – (Budget Book, Services Guide, etc.)**

- QUANTITY** 200, 300, 500 or 1,000
- STOCK** 80 lb. Cover - 70 lb. Text (Coated or Non-Coated)
- BINDING** Fold, collate, stitch and trim to final size
- FINISHED SIZE** 17" X 11" finished to 8.5" X 11", saddle stitched
- NUMBER OF PAGES** 40, 44, or 48 numbered pages plus 4-page cover
- INK** Two-Color cover with Two-Color inside pages with Bleeds  
Four-Color cover with Two-Color inside pages with Bleeds
- TYPE/MECHANICALS VISUAL/STATS** Use of vendor’s FTP site, or via e-mail as a PDF.
- QUALITY** Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
- PROOFS** Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
- PACKAGING** Cartons shall be plainly marked with Vendor’s name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The size and or quantity of Books is subject to change for each printing.

**QUANTITY OF BOOKS**

<u>PAGES</u>	<u>Two-Color cover with Two-Color inside pages with Bleeds</u>			
	200	300	500	1,000
40	\$ _____	\$ _____	\$ _____	\$ _____
44	\$ _____	\$ _____	\$ _____	\$ _____
48	\$ _____	\$ _____	\$ _____	\$ _____

<u>PAGES</u>	<u>Four-Color cover with Two-Color inside pages with Bleeds</u>			
	200	300	500	1,000
40	\$ _____	\$ _____	\$ _____	\$ _____
44	\$ _____	\$ _____	\$ _____	\$ _____
48	\$ _____	\$ _____	\$ _____	\$ _____

VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature



**SPECIFICATIONS AND PRICING**

**B. BOOKS – ANNUAL REPORT**

<b>QUANTITY</b>	250 or 500
<b>STOCK</b>	80 lb. Cover - 70 lb. Text (Coated or Non-Coated)
<b>BINDING</b>	Fold, collate, stitch and trim to final size
<b>FINISHED SIZE</b>	20" X 8.5" finished to 10" x 8.5", saddle stitched
<b>NUMBER OF PAGES</b>	24, or 28 numbered pages plus 4-page cover
<b>INK</b>	<u>Four-Color</u> cover with <u>Four-Color</u> inside pages with <u>Bleeds</u>
<b>TYPE/MECHANICALS VISUAL/STATS</b>	Use of vendor's FTP site, or via e-mail as a PDF.
<b>QUALITY</b>	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
<b>PROOFS</b>	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
<b>PACKAGING</b>	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The size and or quantity of Books is subject to change for each printing.

**QUANTITY OF BOOKS**

Four-Color cover with Four-Color inside pages with Bleeds

<u>PAGES</u>	250	500
24	\$ _____	\$ _____
28	\$ _____	\$ _____

VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature

**SPECIFICATIONS AND PRICING**

**C. BOOKS – (Program Guides)**

<b>QUANTITY</b>	250, 500, 1,000, 1,500 <u>or</u> 2,000
<b>STOCK</b>	80 lb. Cover - 70 lb. Text (Coated or Non-Coated)
<b>BINDING</b>	Fold, collate, stitch and trim to final size
<b>FINISHED SIZE</b>	12" X 9" finished to 6" X 9", saddle stitched
<b>NUMBER OF PAGES</b>	20, 24 or 28 numbered pages plus 4-page cover
<b>INK</b>	<u>Two-Color</u> cover with <u>Two-Color</u> inside pages with <u>Bleeds</u> <u>Four-Color</u> cover with <u>Two-Color</u> inside pages with <u>Bleeds</u> <u>Four-Color</u> cover with <u>Four-Color</u> inside pages with <u>Bleeds</u>
<b>TYPE/MECHANICALS VISUAL/STATS</b>	Use of vendor’s FTP site, or via e-mail as a PDF.
<b>QUALITY</b>	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
<b>PROOFS</b>	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
<b>PACKAGING</b>	Cartons shall be plainly marked with Vendor’s name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

**QUANTITY OF BOOKS**

<b><u>PAGES</u></b>	<b><u>Two-Color cover with Two-Color inside pages with Bleeds</u></b>				
	<b>250</b>	<b>500</b>	<b>1,000</b>	<b>1,500</b>	<b>2,000</b>
20	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
24	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
28	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

<b><u>PAGES</u></b>	<b><u>Four-Color cover with Two-Color inside pages with Bleeds</u></b>				
	<b>250</b>	<b>500</b>	<b>1,000</b>	<b>1,500</b>	<b>2,000</b>
20	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
24	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
28	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

C. BOOKS – TWO-COLOR (Program Guides) – (Cont'd)

Four-Color cover with Four-Color inside pages with Bleeds

PAGES	250	500	1,000	1,500	2,000
20	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
24	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
28	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature

**SPECIFICATIONS AND PRICING**

**D. BOOKMARKS (2-sided)**

<b>QUANTITY</b>	250, 500 or 1,000
<b>STOCK</b>	100 lb. (Coated or Non-Coated)
<b>FINISHED SIZE</b>	2.5" X 8.5"
<b>INK</b>	<u>Four</u> -Color with Bleeds
<b>TYPE/MECHANICALS VISUAL/STATS</b>	Use of vendor's FTP site, or via e-mail as a PDF.
<b>QUALITY</b>	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
<b>PROOFS</b>	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
<b>PACKAGING</b>	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The information to be printed on Bookmarks is subject to change for each printing.

PRICE PER 250 \$ \_\_\_\_\_ 500 \_\_\_\_\_ 1,000 \_\_\_\_\_

VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_

Signature

**SPECIFICATIONS AND PRICING**

**E. BUSINESS CARDS**

- QUANTITY** 250
- STOCK** 80 lb. Cover, Sundance Felt, Natural White
- FINISHED SIZE** 2" X 3.5"
- INK** Two-Color, flat, Black plus one PMS color – Blue 2747
- TYPE/MECHANICALS** Use of vendor’s FTP site, or via e-mail as a PDF.
- VISUAL/STATS**
- QUALITY** Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
- PROOFS** Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
- PACKAGING** Cartons shall be plainly marked with Vendor’s name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The information to be printed on Business Cards is subject to change for each printing.

PRICE PER 250 CARDS \$ \_\_\_\_\_

VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature

**SPECIFICATIONS AND PRICING**

**F. BUSINESS CARDS – (2-sided)**

<b>QUANTITY</b>	250
<b>STOCK</b>	80 lb. Cover, (Coated or Non-Coated)
<b>FINISHED SIZE</b>	2" X 3.5"
<b>INK</b>	<u>Four</u> -Color, with blees, flat, Black plus one PMS color – Blue 2747
<b>TYPE/MECHANICALS VISUAL/STATS</b>	Use of vendor’s FTP site, or via e-mail as a PDF.
<b>QUALITY</b>	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
<b>PROOFS</b>	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
<b>PACKAGING</b>	Cartons shall be plainly marked with Vendor’s name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The information to be printed on Business Cards is subject to change for each printing.

PRICE PER 250 CARDS \$ \_\_\_\_\_

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VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature

**SPECIFICATIONS AND PRICING**

**G. CALENDARS**

<b>QUANTITY</b>	2,500 <i>or</i> 3,000
<b>STOCK</b>	70 lb. inside - 80 lb. cover (Coated or Non-Coated)
<b>FINISHED SIZE</b>	11" X 17" sheets finished to 8.5" X 11" landscape, saddle stitched, with one hole punched for hanging
<b>NUMBER OF PAGES</b>	24 inside pages plus a 4-page cover
<b>INK</b>	<u>Two-Color</u> cover with <u>Two-Color</u> inside pages with <u>Bleeds</u> or <u>Four-Color</u> cover with <u>Two-Color</u> inside pages with <u>Bleeds</u> or <u>Four-Color</u> cover with <u>Four-Color</u> inside pages with <u>Bleeds</u>
<b>TYPE/MECHANICALS VISUAL/STATS</b>	Use of vendor's FTP site, or via e-mail as a PDF.
<b>QUALITY</b>	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
<b>PROOFS</b>	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
<b>PACKAGING</b>	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The quantity of Calendars is subject to change for each printing, the following price schedule is offered for alternate quantities:

	2/2 COLOR	4/2 COLOR	4/4 COLOR
PRICE PER 2,500 COPIES	\$ _____	\$ _____	\$ _____
PRICE PER 3,000 COPIES	\$ _____	\$ _____	\$ _____
REPRINT 500 COPIES	\$ _____		

VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature

**SPECIFICATIONS AND PRICING**

**H. ENVELOPES (LOGO)**

- QUANTITY** 1,000 or 5,000 or 15,000
- STOCK** 24 lb. White wove
- FINISHED SIZE** #10, 9" X 12" or 7.5" X 10.5"
- PRINTING** One-sided
- INK** One-Color flat (2-Color for 7.5" x 10.5")
- TYPE/MECHANICALS VISUAL/STATS** Use of vendor's FTP site, or via e-mail as a PDF.
- QUALITY** Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
- PROOFS** Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
- PACKAGING** Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The type and quantity of Envelopes is subject to change for each printing, the following price schedule is offered for alternates:

	Regular Non-Window	Regular Window	Safety Window
1,000 #10 ENVELOPES	\$ _____	\$ _____	N/A
5,000 #10 ENVELOPES	\$ _____	\$ _____	\$ _____
15,000 #10 ENVELOPES	\$ _____	\$ _____	\$ _____
1,000 9" X 12" ENVELOPES	\$ _____		
500 7.5" X 10.5" ENVELOPES	\$ _____		
1,000 7.5" X 10.5" ENVELOPES	\$ _____		

VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature



**SPECIFICATIONS AND PRICING**

**I. FLYERS (Four-Color)**

<b>QUANTITY</b>	250, 500 or 1,000
<b>STOCK</b>	100 lb. (Coated or Non-Coated)
<b>FINISHED SIZE</b>	8.5" x 11"
<b>INK</b>	<u>Four</u> -Color with bleeds
<b>TYPE/MECHANICALS VISUAL/STATS</b>	Use of vendor's FTP site, or via e-mail as a PDF.
<b>QUALITY</b>	Printing shall be of the highest quality and shall be acceptable to Scott Salotto.
<b>PROOFS</b>	Digital or hard copy shall be provided to Scott Salotto for approval prior to proceeding with printing.
<b>PACKAGING</b>	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The quantity of Brochures is subject to change for each printing.

PRICE PER 250 COPIES      \$ \_\_\_\_\_

PRICE PER 500 COPIES      \$ \_\_\_\_\_

PRICE PER 1,000 COPIES      \$ \_\_\_\_\_

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VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature

**SPECIFICATIONS AND PRICING**

**J. FORMS (Multiple Part Forms - Two-Color 2-part, 3-part, 4-part & 5-part forms)**

- QUANTITY** 300, 500, 1,200 or 2,000
- STOCK** NCR – **2-Part** (white & canary), **3-Part** (white, canary, pink) **4-Part** (white, canary, pink & goldenrod), **5-Part** (white, green, canary, pink & goldenrod)
- FINISHED SIZE** 8.5" X 11"
- NUMBER OF PAGES** 2-part, 3-part, 4-part or 5-part – single sided
- INK** Two-Color
- TYPE/MECHANICALS VISUAL/STATS** Use of vendor's FTP site, or via e-mail as a PDF.
- QUALITY** Printing shall be of the highest quality and shall be acceptable to Scott Salotto.
- PROOFS** Digital or hard copy shall be provided to Scott Salotto for approval prior to proceeding with printing.
- PACKAGING** Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The type and or quantity of forms is subject to change for each printing.

QUANTITY	2-Part	3 -Part	4-Part	5-Part	4-Part Numbered
300					
500					
1,200					N/A
2,000					N/A

VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature

**SPECIFICATIONS AND PRICING**

**K. NEWSLETTER (Four-Color)**

<b>QUANTITY</b>	10,000
<b>STOCK</b>	80 lb. (Gloss Text)
<b>FINISHED SIZE</b>	11" x 17" folded to 8.5" x 11"
<b>INK</b>	<u>Four</u> -Color with bleeds
<b>NUMBER OF PAGES</b>	4 or 8
<b>TYPE/MECHANICALS VISUAL/STATS</b>	Use of vendor's FTP site, or via e-mail as a PDF.
<b>QUALITY</b>	Printing shall be of the highest quality and shall be acceptable to Scott Salotto.
<b>PROOFS</b>	Digital or hard copy shall be provided to Scott Salotto for approval prior to proceeding with printing.
<b>PACKAGING</b>	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.
<b>DELIVERY</b>	Mail Services, Count by route, tray or bag, delivery to Monsey Bulk Mail Center, then to local post offices in the district.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The information printed on Newsletter is subject to change for each printing.

	<u><b>4 PAGES</b></u>	<u><b>8 PAGES</b></u>
PRICE PER 2,500 COPIES	\$ _____	\$ _____
PRICE PER 5,000 COPIES	\$ _____	\$ _____
PRICE PER 10,000 COPIES	\$ _____	\$ _____

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VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature

**SPECIFICATIONS AND PRICING**

**L. POSTAL CARDS – (2-sided)**

- QUANTITY** 250, 500, 1,000, 10,000 or 15,000
- STOCK** 80 lb. Card Stock, (Coated or Un-Coated)
- FINISHED SIZE** 6" X 9"
- INK** Two-Color *or* Four-Color with Bleeds
- TYPE/MECHANICALS VISUAL/STATS** Use of vendor’s FTP site, or via e-mail as a PDF.
- QUALITY** Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
- PROOFS** Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
- PACKAGING** Cartons shall be plainly marked with Vendor’s name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The color and or quantity of Postcards is subject to change for each printing, the following price schedule is offered for alternates:

			2-Color	4-Color
PRICE PER	250 CARDS	6" X 9"	\$ _____	\$ _____
PRICE PER	500 CARDS	6" X 9"	\$ _____	\$ _____
PRICE PER	1,000 CARDS	6" X 9"	\$ _____	\$ _____
PRICE PER	10,000 CARDS	6" X 9"	\$ _____	\$ _____
PRICE PER	15,000 CARDS	6" X 9"	\$ _____	\$ _____
PRICE PER	110,000 CARDS	6" X 9"	\$ _____	\$ _____

VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature

**SPECIFICATIONS AND PRICING**

**M. POSTAL CARDS – (2-sided)**

<b>QUANTITY</b>	250, 500 or 1,000
<b>STOCK</b>	80 lb. Card Stock, (Coated or Non-Coated)
<b>FINISHED SIZE</b>	5" X 7"
<b>INK</b>	<u>Two-Color</u> <i>or</i> <u>Four-Color</u> with <u>Bleeds</u>
<b>TYPE/MECHANICALS VISUAL/STATS</b>	Use of vendor's FTP site, or via e-mail as a PDF.
<b>QUALITY</b>	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
<b>PROOFS</b>	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
<b>PACKAGING</b>	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The color and or quantity of Postcards is subject to change for each printing, the following price schedule is offered for alternates:

			2-Color	4-Color
PRICE PER	250 CARDS	5" X 7"	\$ _____	\$ _____
PRICE PER	500 CARDS	5" X 7"	\$ _____	\$ _____
PRICE PER	1,000 CARDS	5" X 7"	\$ _____	\$ _____

VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature

**SPECIFICATIONS AND PRICING**

**N. POSTAL CARDS – (2-sided)**

<b>QUANTITY</b>	500, 1,000 or 100,000
<b>STOCK</b>	100 lb. Card Stock, (Coated or Non-Coated)
<b>FINISHED SIZE</b>	6" X 11"
<b>INK</b>	<u>Two-Color</u> <i>or</i> <u>Four-Color</u> with <u>Bleeds</u>
<b>TYPE/MECHANICALS VISUAL/STATS</b>	Use of vendor's FTP site, or via e-mail as a PDF.
<b>QUALITY</b>	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
<b>PROOFS</b>	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
<b>PACKAGING</b>	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The color and or quantity of Postcards is subject to change for each printing, the following price schedule is offered for alternates:

			2-Color	4-Color
PRICE PER	500 CARDS	6" X 11"	\$ _____	\$ _____
PRICE PER	1,000 CARDS	6" X 11"	\$ _____	\$ _____
PRICE PER	110,000 CARDS	6" X 11"	\$ _____	\$ _____

VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature

**SPECIFICATIONS AND PRICING**

**O. POSTERS (Four-Color)**

- QUANTITY** 25, 50 ,100 or 250
- STOCK** 80 lb. (Coated or Non-Coated)
- FINISHED SIZE** 11" x 17"
- INK** Four-Color with bleeds
- TYPE/MECHANICALS VISUAL/STATS** Use of vendor’s FTP site, or via e-mail as a PDF.
- QUALITY** Printing shall be of the highest quality and shall be acceptable to Scott Salotto.
- PROOFS** Digital or hard copy shall be provided to Scott Salotto for approval prior to proceeding with printing.
- PACKAGING** Cartons shall be plainly marked with Vendor’s name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The quantity of Posters is subject to change for each printing.

- PRICE PER 25 COPIES \$ \_\_\_\_\_
- PRICE PER 50 COPIES \$ \_\_\_\_\_
- PRICE PER 100 COPIES \$ \_\_\_\_\_
- PRICE PER 250 COPIES \$ \_\_\_\_\_

VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature

**SPECIFICATIONS AND PRICING**

**P. POSTERS (Four-Color)**

- QUANTITY** 50 ,100 or 250
- STOCK** 80 lb. (Coated or Non-Coated)
- FINISHED SIZE** 18" x 24"
- INK** Four-Color with bleeds
- TYPE/MECHANICALS VISUAL/STATS** Use of vendor's FTP site, or via e-mail as a PDF.
- QUALITY** Printing shall be of the highest quality and shall be acceptable to Scott Salotto.
- PROOFS** Digital or hard copy shall be provided to Scott Salotto for approval prior to proceeding with printing.
- PACKAGING** Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The quantity of Posters is subject to change for each printing.

PRICE PER 50 COPIES \$ \_\_\_\_\_

PRICE PER 100 COPIES \$ \_\_\_\_\_

PRICE PER 250 COPIES \$ \_\_\_\_\_

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VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature





**SPECIFICATIONS AND PRICING**

**R. TRI-PANEL BROCHURES (Four-Color)**

<b>QUANTITY</b>	250, 500, 1,000 or 12,000
<b>STOCK</b>	100 lb. (Coated or Non-Coated)
<b>FINISHED SIZE</b>	15" X 7" roll fold to 5" x 7"
<b>INK</b>	<u>Four-Color</u> with bleeds
<b>TYPE/MECHANICALS VISUAL/STATS</b>	Use of vendor's FTP site, or via e-mail as a PDF.
<b>QUALITY</b>	Printing shall be of the highest quality and shall be acceptable to Scott Salotto.
<b>PROOFS</b>	Digital or hard copy shall be provided to Scott Salotto for approval prior to proceeding with printing.
<b>PACKAGING</b>	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The quantity of Brochures is subject to change for each printing.

PRICE PER 250 COPIES	\$ _____
PRICE PER 500 COPIES	\$ _____
PRICE PER 1,000 COPIES	\$ _____
PRICE PER 12,000 COPIES	\$ _____

VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature

**SPECIFICATIONS AND PRICING**

**S. TRI-PANEL BROCHURES (Four-Color)**

<b>QUANTITY</b>	250, 500, 1,000 or 2,000
<b>STOCK</b>	80 lb. (Coated or Non-Coated)
<b>FINISHED SIZE</b>	11" X 8.5" roll fold to 3.6" x 11"
<b>INK</b>	<u>Four</u> -Color with bleeds
<b>TYPE/MECHANICALS VISUAL/STATS</b>	Use of vendor's FTP site, or via e-mail as a PDF.
<b>QUALITY</b>	Printing shall be of the highest quality and shall be acceptable to Scott Salotto.
<b>PROOFS</b>	Digital or hard copy shall be provided to Scott Salotto for approval prior to proceeding with printing.
<b>PACKAGING</b>	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The quantity of Brochures is subject to change for each printing.

PRICE PER 250 COPIES	\$ _____
PRICE PER 500 COPIES	\$ _____
PRICE PER 1,000 COPIES	\$ _____
PRICE PER 2,000 COPIES	\$ _____

VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature

**SPECIFICATIONS AND PRICING**

**T. TRI-PANEL BROCHURES (Four-Color)**

<b>QUANTITY</b>	500 or 1,000
<b>STOCK</b>	80 lb. (Coated or Non-Coated)
<b>FINISHED SIZE</b>	17.88" X 9" roll fold to 5.5" x 9"
<b>INK</b>	<u>Four-Color</u> with bleeds
<b>TYPE/MECHANICALS VISUAL/STATS</b>	Use of vendor's FTP site, or via e-mail as a PDF.
<b>QUALITY</b>	Printing shall be of the highest quality and shall be acceptable to Scott Salotto.
<b>PROOFS</b>	Digital or hard copy shall be provided to Scott Salotto for approval prior to proceeding with printing.
<b>PACKAGING</b>	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

The quantity of Brochures is subject to change for each printing.

PRICE PER 500 COPIES      \$ \_\_\_\_\_

PRICE PER 1,000 COPIES      \$ \_\_\_\_\_

VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_  
Signature

U. ADULT ED/CONTINUING EDUCATION CATALOG

**SPECIFICATIONS AND PRICING**

<b>QUANTITY</b>	110,000
<b>STOCK</b>	70 lb. coated text for cover and 70 lb. uncoated for inside
<b>FINISHED SIZE</b>	11.5" x 10.75" folded in half to 5.75" x 10.75" saddle-stitched
<b>INK</b>	<u>Four</u> -Color cover/ <u>Two</u> -Color inside with <u>Bleeds</u>
<b>TYPE/MECHANICALS VISUAL/STATS</b>	Use of vendor's FTP site, or via e-mail as a PDF.
<b>QUALITY</b>	Quality of printing shall be of the highest and shall be acceptable to Scott Salotto.
<b>PROOFS</b>	Digital or hard copy proof shall be provided to Scott Salotto for approval prior to proceeding with printing.
<b>PACKAGING</b>	Cartons shall be plainly marked with Vendor's name, name of job completed and Rockland BOCES Purchase Order number.

**PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES**

<b>DELIVERY</b>	There shall be two destinations as designated below.
<b>QUANTITY "A"</b>	105,000
<b>DESTINATION "A"</b>	Printer must be able to transport print job directly to bulk mail center, Monsey, NY for postal verification. <b>RESIDENTIAL CARRIER ROUTE.</b> Direct delivery to 18 post offices in Rockland County. The six smaller post offices (Bear Mountain, Hillburn, Palisades, Sparkill, Thiells and Tomkins Cove) would remain at Monsey for distribution. Delivery to White Plains, NY or any other bulk mail centers is unacceptable.
<b>QUANTITY "B"</b>	5,000
<b>DESTINATION "B"</b>	BOCES Educational Resource Center 131 Midland Avenue North Nyack, NY 10960 Attn: Katherine Mistele

U. ADULT ED/CONTINUING EDUCATION CATALOG

SPECIFICATIONS AND PRICING – (Continued)

PRICE SHALL INCLUDE ALL PROOFS, MATERIALS, PRINTING, PACKING AND DELIVERY CHARGES. MUST PROVIDE PROOF OF DROP SHIPMENT TO VERIFY LOCAL DROP.

SPRING/SUMMER - 2022 COURSE CATALOGS

110,000 Copies to be delivered week of January 16, 2023

4-Color Cover w/ 2-Color inside

- 8 Pages \$ \_\_\_\_\_
- 12 Pages \$ \_\_\_\_\_
- 16 Pages \$ \_\_\_\_\_
- 20 Pages \$ \_\_\_\_\_

FALL/WINTER – 2023-2024 COURSE CATALOGS

110,000 Copies to be delivered week of July 17, 2023

4-Color Cover w/ 2-Color inside

- 8 Pages \$ \_\_\_\_\_
- 12 Pages \$ \_\_\_\_\_
- 16 Pages \$ \_\_\_\_\_
- 20 Pages \$ \_\_\_\_\_

VENDOR NAME \_\_\_\_\_ BY \_\_\_\_\_ DATE \_\_\_\_\_

Signature

**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 ID #: \_\_\_\_\_

WMBE (if applicable, please check):  WBE  MBE

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 Totals</u>	<u>Responsible 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:

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

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

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

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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.**



**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
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.**

**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 PROPOSAL CERTIFICATION form, signed VENDOR IDENTIFICATION 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.**



**HOLD HARMLESS**

**(BIDDER)**

\_\_\_\_\_ does hereby covenant and agree to  
(Individual/Firm)  
defend, indemnify and hold harmless the Rockland BOCES from and against  
any and all liability, loss, damages, claims, or actions (including costs and  
attorney's fees) for bodily injury and/or  
property damage, to the extent permissible by law, arising out of or in  
connection with the \_\_\_\_\_  
(Name of project)  
by the \_\_\_\_\_, it's agents, servants and  
(Individual/Firm)  
employees.

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

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> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <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> <hr/> <p><b>6</b> City, state, and ZIP code</p>	<p>Requester's name and address (optional)</p> <p><b>ROCKLAND BOCES</b> <b>65 PARROTT ROAD</b> <b>WEST NYACK, NY 10994</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>												
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<b>OR</b>												
<b>Employer identification number</b>												
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## Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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-INT (interest earned or paid)

- 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 \_\_\_\_\_