



NOTICE TO BIDDERS

RFB 2526-32

Signage Services

The **Dutchess County Board of Cooperative Educational Services (Dutchess BOCES)** in accordance with Section 103 of Article 5-A of the General Municipal Law, hereby invites the submission of sealed bids to provide signage services as required by Dutchess BOCES, as set forth in this solicitation.

Bid forms may be obtained from the offices of the Dutchess BOCES, 5 BOCES Road, Poughkeepsie, New York, 12601 upon request or on our website: www.dcboces.org.

This Request for Bids is being offered by Dutchess County Board of Cooperative Educational Services (Dutchess BOCES) through Matthew Metzger, Interim Purchasing Agent. Sealed bids, on the forms provided, are to be filed with the same, and will be publicly opened at the Dutchess BOCES campus at **11:00 a.m. on February 20, 2026**. In the event that Dutchess County BOCES is closed the day of the Bid opening, the bid(s) will be opened the next day that Dutchess County BOCES is open.

All questions or requests for clarification regarding this RFB must be submitted in writing via email to the purchasing department no later than February 10, 2026. Responses will be shared with all known bidders.

Point of Contact for this RFB is:

Dutchess BOCES

ATTN: Taylor Fiorito, Purchasing Assistant
5 BOCES Rd, Poughkeepsie, NY 12601
Email: taylor.fiorito@dcboces.org
Phone: 845.486.4800 ext. 2203

Point of Contact for Technical Questions is:

Dutchess BOCES

ATTN: Gregg Caruso, Assistant Director of School Facilities & Operations
5 BOCES Rd, Poughkeepsie, NY 12601
Email: gregg.caruso@dcboces.org
Phone: 845.486.4800 ext. 2275

RECEIPT CONFIRMATION FORM

PLEASE COMPLETE AND RETURN THIS FORM ASAP

RFB NUMBER: #2526-32 TITLE: Signage Services

Vendors: Please complete and return this form as soon as possible. Doing so will ensure you receive all future updates on this request. Email to: taylor.fiorito@dcbores.org

<i>COMPANY NAME</i>		
<i>ADDRESS</i>		
<i>CITY</i>	<i>STATE</i>	<i>ZIP</i>
<i>POC:</i>		<i>TITLE:</i>
<i>PHONE:</i>		<i>FAX:</i>
<i>EMAIL:</i>		

_____ **We intend to submit a bid no later than 11:00 a.m. on February 20, 2026.**

I understand that all communications related to this request will be sent to the email address I provided, and I authorize Dutchess BOCES to do so.

_____ **We DO NOT intend to submit a bid in response to this request.**

Dutchess BOCES is interested in the reasons why bidders fail to submit bids. Please indicate your reason(s) by checking all appropriate item(s) below and returning this form to the address below.

- Insufficient time allowed for preparation of bid.
- We do not offer these goods/services.
- Insurance requirements are too restrictive.
- Bond requirements are too restricting.
- Workload does not allow us to bid at this time.
- Specifications unclear or too restrictive.
- Quantities too small
- Other : _____

1. INSTRUCTIONS TO BIDDERS

Bidders are responsible for carefully reviewing the entire contents of this RFB packet, including all requirements, specifications, and terms. Please ensure all required documentation is included, completed in full, and submitted according to the instructions provided.

The checklist below outlines the mandatory submission items. Each box must be checked off by the bidder to confirm compliance. Incomplete submissions or failure to follow these instructions may result in disqualification.

All bids become the property of Dutchess BOCES and may be subject to disclosure under the New York State Freedom of Information Law (FOIL), Public Officers Law §84–90.

Bid Due Date: February 20, 2026 at 11 a.m.

Submission Address: Dutchess BOCES, ATTN: Purchasing Department, 5 BOCES Rd, Poughkeepsie, NY 12601

Bid Format: All bids must be sealed and clearly labeled as:

"RFB# 2526-32 - Signage Services"

Bids must include:

- ☐ IRS Form W-9
- ☐ Bidders are required to submit one completed hard copy of the Certifications Packet, pages 14-20 in this RFB, with all pages properly and legibly completed with the appropriate signatures.
- ☐ Certificate(s) of Insurance (COI)
- ☐ Pricing Worksheet- Pages 21-22
- ☐ Vendors must include proof of registration with the NYS Department of Labor in accordance with Labor Law §220(3-a). DOL Registration certificate must be included with the bid submission.

2. INTRODUCTION & BACKGROUND

BOCES are cooperative associations of school districts established by New York State law to share services efficiently and economically. Dutchess BOCES Purchasing manages procurement for all programs and operations, leveraging collective buying power to achieve best value for Dutchess BOCES and its component districts.

3. SCOPE OF SERVICES

The purpose of this Request for Bids (RFB) is to secure qualified service providers to provide Signage Services as needed by Dutchess BOCES and its component school districts for interior and exterior locations.

Services will be rendered on a pay-per-use basis, as needed, and will include all labor, parts, materials, and documentation necessary to ensure full compliance with applicable state and federal regulations. The District will provide access to areas as required.

Vendors are encouraged to submit pricing for all sign types they are capable of providing. Submission of a bid does **not require coverage of every item listed**. Dutchess BOCES reserves the right to award different portions of the contract to multiple vendors based on the scope of services each vendor can provide.

Vendors must clearly indicate on the pricing sheet which sign types or services they are bidding on. Bids that do not include all sign types will still be considered for award based on the items included.

Contract Period

The initial term of this contract shall begin on March 12, 2026, or upon Board of Education approval, whichever is later, and shall continue for one (1) year through March 11, 2027. The end date of the initial term is fixed and shall not be extended due to a delayed start. Four (4) one-year extension options may be made upon mutual consent.

While Dutchess BOCES intends to execute extensions as described above, nothing herein shall be construed as binding Dutchess BOCES to any extension. Dutchess BOCES reserves the right to decline a contract extension for any reason permitted by law.

This term is intended to provide continuity for Dutchess BOCES and the vendor to enable volume pricing and known service term discounts and planning while providing consistent service expectations, and minimizing administrative burden, on Dutchess BOCES and the vendor.

Signage Types

The contractor may be requested to provide signage including, but not limited to:

- Safety and regulatory signage
- Emergency and security signage
- Wayfinding and directional signage
- Building, room, and space identification signage
- Instructional and informational signage
- Temporary signage for events or operational needs
- Interior wall, door, window, and floor signage
- Exterior mounted and freestanding signage
- Vinyl graphics, decals, adhesive lettering
- ADA-compliant signage
- Replacement of outdated, damaged, or worn signage
- Custom signage as requested by the District
- Campus traffic, speed limit, and other roadway signs that shall comply with MUTCD standards, when applicable

This list is representative and not exhaustive.

Services Provided

The contractor shall provide services that may include:

- Site visits and field measurements
- Design assistance, when requested by the District

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- Fabrication of signage
 - Delivery of signage
 - Installation of signage, including mounting, where requested
 - Removal and replacement of existing signage, where requested

*Not all purchases will require installation services. The District may elect to receive signage only and perform installation with District staff or under a separate arrangement.

**Design assistance, when requested, may include layout adjustments or formatting using District-provided brand assets and does not imply original logo or brand creation.

Ordering and Authorization

- All work shall be performed only upon authorization by a District-issued purchase order.
- The District may request written quotes prior to issuing a purchase order.
- No minimum quantity of work is guaranteed under this contract.

Standards and Compliance

- All signage shall comply with applicable local, state, and federal laws and regulations, including ADA requirements where applicable.
- All work shall be performed in accordance with District policies and safety requirements.

Ownership of Artwork and Design Files

All artwork, design, and production files specifically created for the District by the contractor under this contract shall be the property of Dutchess BOCES. This includes, but is not limited to, vector files, CAD files, logos, and other production-ready files. The District shall have the right to use, reproduce, or modify these files at any time without additional compensation to the contractor. All files shall be delivered to the District upon completion of each project or upon request. The contractor shall not use the District's artwork or files for any other purpose without prior written consent.

Piggybacking

This solicitation and any resulting award(s) are intended to be available for piggybacking use by other governmental entities under GML §103. Use by another entity is subject to the awarded vendor's consent and must be under the same terms, conditions, and pricing as this contract. Dutchess BOCES is not a party to such transactions and assumes no responsibility for performance, ordering, or payment by any other entity. For school districts within New York State, see the *Eligible School Districts* page of this RFB.

4. Pricing

Labor

Bidders shall submit hourly labor rates for installation, service, and design, as applicable. Labor rates shall include all overhead and incidental costs. For work subject to New York State prevailing wage requirements, the applicable prevailing wage rates shall apply and shall supersede the bid labor rates.

Materials and Parts

Bidders shall provide a percentage discount off their standard list or catalog pricing for signage materials and fabricated signs. No additional markup shall be applied beyond the stated discount.

Overall Pricing

Pricing under this contract shall be based on the bid labor rates, unit pricing where applicable, and discounted material pricing. The District may request written quotes prior to issuing a purchase order. Pricing shall remain firm for the duration of the contract term.

Quote Validity

Unless otherwise stated, written quotes provided under this contract shall be valid for a minimum of thirty (30) days from the date issued.

Freight and Minimum Orders

All pricing submitted shall be F.O.B. destination, fully freight prepaid. Shipping and handling costs must be included in the bid pricing model; no additional freight, delivery, or fuel surcharge fees will be accepted, except in cases of oversized, bulk, or specialty items requiring nonstandard freight services. Any such exceptions must be clearly identified in the bidder's submission or written quote and approved in writing by Dutchess BOCES prior to order fulfillment.

Dutchess BOCES will make reasonable efforts to place orders totaling at least \$25.00; however, no minimum order quantities or minimum dollar amounts may be required by the vendor under this contract.

Dutchess BOCES reserves the right, at its discretion, to pick up completed signage from the contractor's facility at no additional cost.

5. QUALIFICATIONS & REQUIREMENTS

To be considered for award, vendors must meet the following minimum qualifications and provide documentation as requested:

- Vendors must hold all required and valid licenses and permits under applicable federal, New York State, and local laws
- Vendors should have a minimum of two years' experience providing similar services.
- Dutchess BOCES reserves the right to disqualify proposers based on negative reference checks or unsatisfactory past performance.
- Vendor must be registered with the NYS DOL, per NYS Labor Law §220

6. CONTRACTOR RESPONSIBILITIES

The awarded contractor shall be responsible for performing all services in a professional, and fully compliant manner. Responsibilities include, but are not limited to, the following:

Timely Service Delivery

The contractor shall ensure that services are provided as scheduled and that repairs are completed in a timely manner. The contractor shall respond to District inquiries, including requests for

quotes, service requests, and warranty-related issues, within five (5) business days of notification.

Emergency services, when requested by the District and limited to situations impacting safety or operations, shall be acknowledged within four (4) hours of notification. Emergency response requirements shall apply only when expressly designated by the District and do not establish a standing twenty-four (24) hour, seven (7) day obligation.

Prevailing Wage and Public Works Requirements

Certain work performed under this contract may constitute public work under New York State Labor Law and may be subject to prevailing wage requirements. For any work determined by the District to be a public work project, the District shall obtain the appropriate Project Registration Certificate (PRC) prior to commencement of work.

The contractor shall comply with all applicable prevailing wage requirements, including the submission of certified payrolls, for such projects. Prevailing wage applicability shall be determined on a project-by-project basis.

Contractor Performance & Deductions for Non-Compliance

In the event the contractor fails to respond to an emergency request, as designated by the District and limited to situations impacting safety or operations, within the required response timeframe, Dutchess BOCES reserves the right to self-perform the work or engage another vendor to address the emergency condition.

Any reasonable and documented costs incurred by Dutchess BOCES in excess of what would have been incurred had the work been performed by the awarded contractor may be charged back to the contractor.

The contractor shall be responsible for any damage to Dutchess BOCES property resulting from the contractor's failure to respond as required, negligence, or improper performance of work. Where an insurance claim is filed and the proceeds do not fully cover the documented loss, the contractor shall be responsible for the remaining balance, including any applicable deductibles, to the extent permitted by law.

Warranty

The contractor warrants that all signs, materials, and work performed under this contract shall be free from defects in materials and workmanship for a period of one (1) year from the date of installation, unless a longer manufacturer warranty applies.

The contractor shall promptly repair or replace, at no additional cost to the District, any sign, component, or work found to be defective or improperly installed during the warranty period.

Warranty service shall be performed in a timely manner, and the contractor shall respond to all warranty-related inquiries within five (5) business days of notification by the District.

This warranty does not cover damage resulting from misuse, vandalism, acts of God, or modifications performed by anyone other than the contractor.

For safety, regulatory, or operational signage, the contractor shall provide replacement or repair within ten (10) business days of notification, unless otherwise approved by the District.

Branding and Design Standards

All signage, graphics, and visual materials produced under this contract shall conform to Dutchess BOCES branding and design standards. The contractor shall use the official logos, color codes, fonts, and other brand assets as provided or approved by the District's Communications Department.

The contractor shall not recreate, substitute, modify, or approximate the District's logo, colors, or branding elements. Use of unofficial, altered, or estimated color values or logo files is strictly prohibited.

Final designs may be subject to review and approval by the District or its Communications Department prior to production.

References

Bidders shall submit a minimum of three (3) references for similar signage or related services performed within the past three (3) to five (5) years. References should include the client name, contact person, telephone number, email address, and a brief description of the services provided.

Dutchess BOCES reserves the right to contact any references provided and to consider reference information in determining bidder responsibility. Failure to provide references may result in a determination of non-responsibility.

7. CONTRACT RETENTION & TERMINATION CONDITIONS

The following conditions govern the continued retention of any contract awarded under this RFB. Dutchess BOCES reserves the right to terminate the contract, in whole or in part, under the following:

Contract Retention

Dutchess BOCES reserves the right to retain the selected contractor for the full duration of the agreement, including any extensions, provided the contractor complies with all terms and conditions of the contract and performs in a satisfactory manner.

Termination for Cause

Dutchess BOCES reserves the right to terminate this contract, in whole or in part, for cause upon written notice to the contractor. Cause shall include, but not be limited to:

- Failure to perform services in accordance with contract requirements
- Repeated delays or failure to meet scheduled service timelines
- Failure to comply with applicable laws, regulations, or safety standards
- Any other material breach of contract, including failures described under Contractor Performance and Non-Compliance

Prior to termination for cause, Dutchess BOCES will provide written notice of the deficiency and may allow the contractor a reasonable period to cure the issue, as reasonably determined by the District. In the event of termination for cause, Dutchess BOCES shall not be liable for any costs incurred by the contractor after the effective date of termination. Payment will be made only for work satisfactorily performed and accepted by the District prior to termination.

Termination for Convenience

Dutchess BOCES may terminate this contract at any time, for any reason, with at least thirty (30) days' written notice to the contractor. In such case, the contractor shall be compensated for services satisfactorily performed and accepted up to the effective date of termination. No compensation shall be due for anticipated profit, loss of future business, or work not yet performed unless otherwise required by law.

Effect of Termination

Upon termination, the contractor shall promptly return all Dutchess BOCES property, data, and documentation. Dutchess BOCES shall not be liable for any further obligations, penalties, or damages beyond payment for services accepted and rendered.

8. INSURANCE & COMPLIANCE REQUIREMENTS

The successful bidder shall maintain, at its own expense, the following insurance coverage throughout the contract term, including any extensions. All policies must be issued by insurers authorized to do business in New York State.

Required Coverage and Minimum Limits:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate: Includes premises & operations, products/completed ops, contractual liability, and independent contractors.
- Business Automobile Liability: \$1,000,000 per accident: Covers owned, leased, hired, and non-owned vehicles.
- Workers' Compensation and Disability Insurance: As required by NYS Law.
- Umbrella/Excess Liability: \$1,000,000 per occurrence and aggregate
Must apply over General and Auto policies.

Certificates of Insurance (COI):

- Must list Dutchess BOCES, 5 BOCES Rd, Poughkeepsie, NY 12601 as Certificate Holder.
- Must name Dutchess BOCES, its officers, agents, and employees as Additional Insureds on a primary and noncontributory basis for General Liability.
- Certificates must provide 30 days' prior written notice to Dutchess BOCES of cancellation, non-renewal, or material change.

Subcontractors:

If subcontractors are authorized, they must carry the same coverage and limits. The contractor is responsible for verifying and maintaining their compliance.

Continuous Coverage:

All required insurance policies must remain in full force and effect for the duration of the contract, including any authorized extension periods, without lapse or interruption.

Indemnification:

The contractor shall indemnify and hold harmless Dutchess BOCES, its officers, employees, and agents from any claims, damages, or causes of action arising from the contractor's acts or omissions.

9. DISPUTE RESOLUTION

Dutchess BOCES and the contractor agree to make a good faith effort to resolve any disputes arising under this contract through informal discussion. If a resolution cannot be reached within 120 days, the dispute shall be submitted to binding arbitration in accordance with the rules of the American Arbitration Association. The arbitration will take place in New York State, and the decision of the arbitrator will be final and binding. Each party shall bear its own legal costs, and arbitration fees will be shared equally, unless otherwise directed by the arbitrator.

10. AWARD AND RESERVATION OF RIGHTS

The award of this contract shall be made to the lowest responsive and responsible bidder, optimizing quality, cost, and efficiency, in accordance with GML §103. While price is a significant factor, Dutchess BOCES reserves the right to consider additional criteria in determining responsibility, including but not limited to:

- Reputation and demonstrated ability to meet contract requirements
- Financial stability and legal standing
- Compliance history
- References

Dutchess BOCES reserves the right to request additional documentation or clarification from bidders as necessary to evaluate logistical capacity, responsiveness, and service feasibility. Failure to demonstrate the ability to respond to District requests in a timely and professional manner may result in a determination of non-responsibility.

Dutchess BOCES reserves the right to reject any or all bids, to waive minor irregularities, and to award a contract deemed to be in the best interest of the District, in accordance with New York State General Municipal Law §103.

Conflicting Terms

In the event of a conflict between the General Terms and Conditions and the detailed Bid Specifications, the provisions of the Bid Specifications shall prevail.

Dutchess BOCES also reserves the right to resolve any ambiguity or conflict in the bid documents in the manner deemed most favorable to the agency as determined by the purchasing agent.

Timing

Dutchess BOCES may make awards within ninety (90) days of bid opening. Bids may not be withdrawn during this period.

Multiple Awards

Dutchess BOCES reserves the right to award this contract to one or more responsive and responsible bidders, by category, specialty, or scope of services, when it is determined to be in the best interest of the District. Award determinations may be made to ensure adequate coverage, specialized capabilities, pricing advantages, or service efficiency. The District is not obligated to assign all work to any single awarded contractor and may issue purchase orders among multiple awarded vendors based on scope, specialty, availability, or best value.

11. PAYMENTS

No payments can be made without an itemized invoice against a properly issued purchase order, and the vendor acknowledges that services are not to be provided until and unless they received a properly issued purchase order. Vendors are encouraged to provide any discounts available for prompt payment. e.g. 5% 15 Net 45. However, Dutchess BOCES shall not be bound to any payment term shorter than forty-five (45) days.

Dutchess BOCES will not be held liable for payment of any orders placed by, for and to component districts or any other public agency ordering under a piggybacking of this agreement.

NON-APPROPRIATION CLAUSE

This contract is subject to the availability of funds. Dutchess BOCES shall not be liable for any purchase or contract for which funds are not appropriated or encumbered. Payment is authorized only upon issuance of a valid purchase order. In the event funding is withdrawn or a purchase order is canceled, Dutchess BOCES shall be liable only for documented costs incurred up to the date of cancellation and shall not be responsible for lost profits, restocking fees, or future damages.

Eligible School Districts

Use of this bid and any resulting award is limited to those school districts who are members of the Dutchess BOCES Cooperative Purchasing CoSer. Any other school district wishing to utilize this bid must first arrange for a cross-contract through Dutchess BOCES.

The following districts are members of the Purchasing CoSer and are eligible to purchase items from this bid:

Dutchess County BOCES
5 BOCES Road
Poughkeepsie, NY 12601-6599

Arlington Central Schools
144 Todd Hill Road
LaGrangeville, NY 12540

Poughkeepsie City Schools
11 College Avenue
Poughkeepsie, NY 12603

Beacon City Schools
10 Education Drive
Beacon, NY 12508

Red Hook Central Schools
9 Mill Road
Red Hook, NY 12571

Dover Union Free Schools
2368 Route 22
Dover Plains, NY 12522

Rhinebeck Central Schools
P.O. Box 351
Rhinebeck, NY 12572

Hyde Park Central Schools
PO Box 2033
Hyde Park, NY 12538

Spackenkill Union Free Schools
15 Croft Road
Poughkeepsie, NY 12603

Millbrook Central Schools
PO Box AA – Alden Place
Millbrook, NY 12545

Wappingers Central Schools
25 Corporate Park Drive
Hopewell Junction, NY 12533

Pawling Central Schools
515 Route 22
Pawling, NY 12564

Webutuck Central Schools
194 Haight Rd. - PO Box 405
Amenia, NY 12501

Pine Plains Central Schools
2829 Church Street
Pine Plains, NY 12567

CERTIFICATIONS REQUIRED FOR PROPOSAL SUBMISSION

Instructions

The following certifications are required by New York State law and/or Dutchess BOCES policy. This packet must be completed in full, signed where indicated, and returned with your bid or proposal. Failure to return a properly completed packet may result in your submission being deemed non-responsive.

Included Certifications

- General Terms and Conditions (2 pages)
- Bidder Responsibility Questionnaire (Please include any additional information as appropriate as well as this form) (1 page)
- Non-Collusive Bidding Certification (GML §103-d) (1 page)
- Iran Divestment Act Compliance Certification (1 page)
- Sexual Harassment Policy Compliance Certification (1 page)
- Conflict of Interest Disclosure Statement (1 page)

All certifications in this packet must be completed and returned for every formal solicitation

The following general conditions apply to all proposal submissions and will govern the interpretation and administration of this solicitation. If general terms listed here are inconsistent with terms of the formal solicitation scope, the terms of the formal solicitation scope supersede these general terms.

- a. Once Dutchess BOCES has opened proposals, there can be no changes to price or terms outside of legally permitted items. In addition, there are no provisions to cancel after an award is made, except by Dutchess BOCES, which maintains a unilateral right to cancel for any reason or no reason at all.
- b. Facsimile, telephone, or verbal proposal or any modifications of proposal documents will NOT be accepted or considered.
- c. Vendors may not alter the proposal documents. Any requested modifications must be submitted in a separate document with the proposal. Dutchess BOCES reserves the right to deem such proposals non-responsive.
- d. Proposals received after the time stated for the proposal opening date in the Notice to Vendors will NOT be considered. The vendor retains all responsibility for proper timely submission..
- e. Dutchess BOCES will interpret the submission of a proposal to mean that the vendor is fully informed as to the extent and character of the services, supplies, materials, and equipment required and that the vendor can furnish the same in complete compliance with the specifications.
- f. Vendors on the NYS Labor Department or Workers' Compensation Debarment Lists are ineligible for award. By submitting a proposal, the vendor affirms that they are in good standing with both agencies as of the proposal date.
- g. No charges will be allowed for federal, state, or municipal sales and excise taxes, from which the political subdivisions are exempt, or for any portion of a gross receipts tax, MTA surcharge or other tax or surcharge imposed upon the vendor.
- h. Dutchess BOCES reserves the right to award this contract to one or more responsive and responsible proposers, if determined to be in the best interest of Dutchess BOCES. Dutchess BOCES may also reject proposals and purchase services under an existing County or New York State contract if such services are available on equivalent terms, at a lower price.
- i. Selection of the awarded proposal will be made in accordance with New York General Municipal Law §103 and all other applicable laws and regulations, on either a lowest responsible bidder or best value basis, as specified in the solicitation..
- j. To ensure compliance, vendors must provide all required documentation demonstrating their ability to fulfill the contract's requirements at their proposal price.
- k. Prices, and all required information, except signature of proposer, should be typewritten or printed for legibility. All signatures must be written.
- l. Failure to respond to a notice of award does not release the vendor from its obligation to perform under the terms of its submitted proposal. Upon notification of award, the vendor has three (3) business days to make a formal written dispute. If no dispute is submitted within this period, the vendor shall be deemed to have accepted the award and must fulfill all contractual responsibilities. Notice of award will be via email.
- m. Even when awarded the contract, the selected vendor(s) will not perform under this contract without an Issued Purchase Order.
- n. It is mutually understood and agreed that the selected vendor shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title, or interest therein, or their power to execute such contract, to any person, company or corporation without the previous written consent of Dutchess BOCES.

- o. Payments of any invoice shall not preclude Dutchess BOCES from making claim for adjustments on any item found not to have been in accordance with general terms and conditions and scope of services.
- p. This contract may be made available to other political subdivisions in accordance with GML §103(16), subject to mutual agreement. This practice, commonly referred to as “piggybacking” is subject to the vendor’s approval of the other entity to purchase under this contract and the terms and conditions remain intact if authority is granted. Dutchess BOCES assumes no responsibility for payment or other obligations of any other entity allowed to purchase under this "piggybacking" clause.
- q. Contractor personnel performing work under this agreement may be required to submit to criminal background checks in accordance with the SAVE Act and Education Law §305(30).
- r. Dutchess BOCES reserves the right to request additional documentation or clarification from proposers as necessary to evaluate logistical capacity and service feasibility. Failure to demonstrate the ability to meet contract requirements may result in a determination of non-responsibility.
- s. Dutchess BOCES reserves the right to reject any or all proposals, to waive minor irregularities, and to award a contract deemed to be in the best interest of the District, in accordance with New York State General Municipal Law §103.
- t. All materials submitted in response to this RFP shall become the property of Dutchess BOCES and may be subject to disclosure under the New York State Freedom of Information Law (FOIL), Public Officers Law § 84–90. By submitting a proposal, the vendor acknowledges and agrees that Dutchess BOCES is a public entity and is obligated to comply with FOIL. Proposal submissions, including pricing and supporting documentation, may be disclosed to third parties upon request, unless a valid exception under FOIL applies.
Vendors requesting exemption from disclosure for specific proprietary or trade secret materials must clearly identify such content at the time of submission and provide a written justification pursuant to FOIL §87(2)(d). Dutchess BOCES will determine the applicability of any claimed exemption in accordance with the law.

These General Terms apply to all solicitations unless otherwise modified. In the event of any conflict between these General Terms and the specific terms set forth in the Request for Proposal (RFP) or Request for Bid (RFB), the terms of the specific solicitation shall control.

Company:	
Title:	
Signature:	
Name:	
Date:	

BIDDER RESPONSIBILITY QUESTIONNAIRE

<i>COMPANY NAME:</i>		
<i>ADDRESS:</i>		
<i>CITY:</i>	<i>STATE:</i>	<i>ZIP:</i>
<i>POC:</i>	<i>TITLE:</i>	
<i>PHONE:</i>	<i>FAX:</i>	
<i>EMAIL:</i>	Years in business under current name:	
BUSINESS REFERENCE 1:	BUSINESS REFERENCE 2:	
<p align="center"><i>Please attach additional references or more details when applicable.</i></p> <p>Legal & Compliance</p> <ul style="list-style-type: none"> ● I have read the terms and conditions of this RFP and agree to them ● No bankruptcy, liens, or judgments in past 5 years ● Not debarred or suspended by any agency ● This bid is valid for no less than 60 days from the scheduled Bid Opening ● No terms or stipulations added to this proposal are binding unless agreed in writing 		
<i>Comments:</i>		
<p>The undersigned agrees to supply the service and products bid, as agreed upon in final contract and pursuant to the terms of this Request For Bid.</p>		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>SIGNATURE</i>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>NAME</i>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>TITLE</i>

Non-Collusive Bid Certification

I. In accordance with Section 103-D of the General Municipal Law, the following must be subscribed to by every vendor:

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.

Company:	
Title:	
Signature:	
Name:	
Date:	

Note: The following is a summary of the legal effect of this certification, provided for informational purposes.

- If the certification above is not completed, **the bid cannot be considered for award.**
- If a bidder cannot make the certification, they must attach a signed statement explaining why. The purchasing official may decide if the bid can still be accepted.
- Corporate bidders are considered to have their **board's authorization** to sign and submit the bid, including this certification.
- Simply having published price lists or selling items at the same prices to others **does not count as collusion.**

IRAN DIVESTMENT ACT CERTIFICATION

**Pursuant to New York State Finance Law §165-a
(the “Iran Divestment Act of 2012”)**

By submitting 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 its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

As a condition of submitting a bid or bid to Dutchess BOCES, the undersigned further certifies, under penalty of perjury, the following:

The bidder will not utilize any subcontractor or affiliate that is identified on the Prohibited Entities List to perform work under this contract.

The bidder certifies that no funds received from Dutchess BOCES will be used to conduct or support activities in violation of the Act.

If the bidder is unable to make the above certification, the bidder must provide a detailed written explanation of the circumstances.

Bidder Certification (Check One):

- ☐ I certify that the bidder is not on the Prohibited Entities List and is in full compliance with the Iran Divestment Act.
- ☐ I cannot certify compliance. An explanation is attached.

Company:	
Title:	
Signature:	
Name:	
Date:	

Sexual Harassment Prevention Certification

State Finance Law §139-I requires vendors on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training to all its employees and that such policy, at a minimum, meets the requirements of §201-g of the Labor Law.

By submission of this bid, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint bid, each party thereto certifies its own organization, under penalty of perjury, that the vendor has and has implemented a written policy addressing sexual harassment prevention in the workplace, and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of §201-g of the Labor Law.

The signature below certifies its compliance with State Finance Law §139-I.

Company:	
Title:	
Signature:	
Name:	
Date:	

This form must be signed by an authorized executive or legal representative.

If the vendor cannot make the above certification, they must attach a written statement with their bid detailing the reasons (Failure to certify may render this bid non-responsive):

CONFLICT OF INTEREST DISCLOSURE STATEMENT

PLEASE COMPLETE A OR B BELOW:

- A. No affiliations or financial interests exist between myself and any segment of Dutchess BOCES or any employee, board member or elected official of Dutchess BOCES.

Company:	
Title:	
Signature:	
Name:	
Date:	

- B. An affiliation or financial interest exists with a Dutchess BOCES employee, board member or elected official. The affiliation or financial interest is as follows (please be specific):

Explain Here:

Company:	
Title:	
Signature:	
Name:	
Date:	

Pricing Sheet

1. Labor Rates

Category	Hourly Rate (\$/hr)
Installation	
Service / Repair	
Design / Layout	

Rates shall include all overhead, travel, tools, equipment, and incidental costs.

For work subject to New York State prevailing wage, applicable prevailing wage rates shall apply and supersede the rates written.

2. Materials & Fabrication Pricing

Indicate the percentage discount off the bidder's standard published or verifiable pricing.

Item / Category	Discount %
Stock signage materials (substrates, blanks, panels)	%
Fabricated / custom signage	%
Vinyl graphics and decals	%
ADA-compliant signage	%
MUTCD-compliant roadway signage	%

- Discounts shall apply to the bidder's standard list, catalog, or otherwise verifiable pricing.
- No additional markup shall be applied beyond the stated discount.
- Unit pricing for commonly ordered items may be attached, if available.

3. Common Unit Pricing (Optional)

(Complete if applicable; leave blank if not offered)

Item / Service	Unit	Unit Price
Removal of existing sign	Each	\$
Reinstallation / relocation	Each	\$
Site visit / field measurement	Each	\$
Rush fabrication (if offered)	Each / %	\$

4. Ordering Instructions (Informational)

Please provide ordering and contact information for use by District staff after award. This information is for administrative and operational purposes only and will not be used for bid evaluation.

Primary contact name: _____ Phone number: _____

Email address: _____

Ordering method (e.g., email, online portal, written quote):

Pricing Sheet Cont.

Signage Types	Can Provide? (Y/N)	Notes
Safety and regulatory signage		
Emergency and security signage		
Wayfinding and directional signage		
Building, room, and space identification signage		
Instructional and informational signage		
Temporary signage for events or operational needs		
Interior wall, door, window, and floor signage		
Exterior mounted and freestanding signage		
Vinyl graphics, decals, adhesive lettering		
ADA-compliant signage		
Replacement of outdated, damaged, or worn signage		
Custom signage as requested by the District		
Campus traffic, speed limit, and other roadway signs that shall comply with MUTCD standards, when applicable		
Other, Please Specify:		

Services	Can Provide? (Y/N)	Notes
Site visits and field measurements		
Design assistance, when requested by the District		
Fabrication of signage		
Delivery of signage		
Installation of signage, including mounting		
Other, Please Specify:		

Pricing Acknowledgement

By signing below, the bidder confirms that all pricing submitted:

- Complies with the Bid Specifications and General Terms & Conditions
- Supports an on-call, as-needed contract structure
- Includes all applicable costs as required by the bid
- Remains firm for the duration of the contract term

Company Name: _____

Date: _____

Authorized Signature: _____

Phone: _____

Printed Name / Title: _____

Email: _____