



RECEIPT CONFIRMATION FORM

RFQ NUMBER: #2425-19

TITLE: CTI Student Lockers

VENDORS: PLEASE COMPLETE AND RETURN THIS CONFIRMATION FORM AS SOON AS POSSIBLE TO michael.maher@dcbooces.org

_____(INITIAL)_____ We intend to submit a quote and understand that this proposal is due to Dutchess BOCES no later than **04/01/2025 2 p.m.**

_____(INITIAL)_____ We DO NOT intend to submit a proposal on this project.

COMPANY NAME		
ADDRESS		
CITY	STATE	ZIP
POC:		TITLE:
PHONE:		FAX:
EMAIL:		

I authorize the Dutchess BOCES to send, by the following method, further correspondence that the Dutchess BOCES deems pertinent to this proposal:

E-mail:
Other (specify):

Submitting this form will ensure that you receive all further communication in regards to this Request For proposal.

PLEASE COMPLETE AND RETURN THIS FORM ASAP

Request for proposal (RFP) #2425-19

FOR:
CTI Student Lockers

PROPOSAL SUBMISSION OPENING DATE:
04/01/2025 2 p.m.

**This proposal REQUIRES attendance to a pre-bid walk through on
March 19th, 2025 at 10 a.m.**

DUTCHESS COUNTY
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
(Dutchess BOCES)
5 BOCES Road
Poughkeepsie, NY 12601

Contact information for inquiries regarding this RFP:

Dutchess BOCES

ATTN: Michael Maher, Purchasing Agent
5 BOCES Rd, Poughkeepsie, NY 12601
Email: michael.maher@dcboces.org
Phone: 845.486.4800 ext. 2262

BID OPENING DATE:	4/01/2025 2 p.m.
PURCHASING AGENCY:	Dutchess BOCES
PLACE:	Dutchess BOCES Administration Bldg. 5 BOCES Road Poughkeepsie, NY 12601

Dutchess BOCES thanks you for your interest in providing services to our schools.

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 proposals to provide and install student lockers in the CTI building on the Dutchess BOCES Campus.

Proposal 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 proposals is being offered by Dutchess County Board of Cooperative Educational Services (Dutchess BOCES), by Michael Maher, Purchasing Agent and sealed proposals, on the forms provided, are to be filed with Dutchess County BOCES Purchasing Agent, at 5 BOCES Road, Poughkeepsie, New York, 12601 and will be publicly opened at the Administration Building of the Dutchess BOCES on 04/01/2025 2 p.m.

GENERAL INFORMATION

1. INTRODUCTION & BACKGROUND

Dutchess BOCES is seeking proposals from qualified vendors to supply and install student lockers. The awarded contract will cover the removal of existing student lockers and providing and installing new lockers to replace, as well as providing additional lockers in new locations, throughout the CTI Building at 5 BOCES Rd., Poughkeepsie, NY 12601. The contract will commence after the end of the student's school year and is to be completed ASAP. Contract will be closed at the certified completion of all work.

Boards of Cooperative Educational Services (BOCES) were established by New York State legislation in 1948 to enable smaller school districts to offer more breadth in their educational programs by sharing teachers. In 1955, Legislation was passed allowing BOCES to provide vocational and special education. The BOCES are voluntary, cooperative associations of school districts in a geographic area that share planning, services, and programs to provide educational and support activities more economically, efficiently, and equitably than could be provided locally. BOCES' programs and services include special education, vocational education, academic and alternative programs, summer school, staff development, computer services (management and instructional), educational communication, and business services.

2. SCOPE OF SERVICES

The awarded contractor shall provide all labor, materials and equipment necessary to remove the existing hallway lockers in the areas indicated on the attached plan, then provide and install new lockers in the existing locker locations, as well as install lockers in additional locations, marked on the attached plan, to install up to 1,263 lockers in three (3) general areas as outlined

below. Vendors must bid the project on the Bid Worksheet with pricing based upon the scope tasks below.

Base Project Inclusions

The following areas are part of the base contract and will be included when the project commences. This includes the installation of approximately 868 lockers. Please see the attached plan for location specifics.

- B Wing
 - Dutchess BOCES intends to install approximately 550 lockers in this area
- C Wing
 - Dutchess BOCES intends to install approximately 318 lockers in this area

Optional Project Inclusions

The following areas are considered optional for this project. Based upon project details and timing, these areas may be included upon final negotiation. Contractors should address this optional area in their RFP as an add-on cost to the project that will only be included if Dutchess BOCES determines that the costs, timeline and other factors align to warrant its inclusion. Please see the attached plan for location specifics.

- A Wing
 - Dutchess BOCES intends to potentially install approximately 395 lockers in this area

Project Task Items:

1. **PRE-BID** - Contractor is **REQUIRED to attend the pre-bid meeting and walk through on 3/19/2025 at 10 a.m.** Contractor is solely responsible for costs to attend the pre-bid meeting as well as any and all costs incurred in the preparation and submission of their proposal.
2. **PERMITTING**- Dutchess BOCES will assist in permit applications, but the contractor is responsible for securing all necessary permits before work begins for any and all AHJ.
3. **MOBILIZATION** - Contractor to mobilize to 5 BOCES Rd., Poughkeepsie, NY 12601 within five (5) days after the end of the student school year with all necessary labor, equipment, and materials to commence the project and complete it in the agreed upon timeline. The scheduled last day for students is 13 June 2025.
4. **REMOVAL OF EXISTING LOCKERS** - Contractor to remove all existing lockers per the attached plan.
5. **DISPOSAL** - Contractor to properly dispose of all removed lockers and any and all debris and materials as a result of the removal ensuring environmental compliance. Contractor is solely responsible for proper disposal and retains ownership of the removed lockers.
6. **PROVIDE NEW LOCKERS** - Contractor to provide lockers in the quantities per the agreed upon proposed layout and to the locker specifications included in this RFP. The total

number of all lockers is estimated to be approximately 868 lockers in the base project with the option for approximately 395 additional lockers.

- a. **PROVIDE ADA LOCKERS** - Contractor to provide ADA compliant lockers to meet ADA standards. e.g. at least 5% of lockers must be classified as accessible and meet ADA compliance which based on the base projects is approximately 44 lockers.
7. **INSTALLATION OF LOCKERS** - Contractor to provide all labor, equipment, and materials to properly and securely install all lockers per the agreed upon layout and meeting building codes and ADA requirements. Contractor is responsible to ensure ratios, design, and their proposed locations of accessible lockers are ADA compliant.
8. **DE-MOBILIZATION** - Contractor to de-mobilize leaving all work and storage areas in a clean, neat and generally broom swept manner as approved by Dutchess BOCES personnel. This includes the final disposal of all materials, debris, or other items from the project. Dutchess BOCES personnel will verify the complete de-mobilization.
9. **WARRANTIES** - Contractor to provide information and costs for any optional warranties.

Locker Specifications

The installed lockers must meet the following criteria:

- Steel construction
- 18" in width
- 18" in depth
- 72" in height
- Full length door, with vent slats
- Padlock ready latches
- Included numbering tags (Numbering to be established by DCBOCES.)
- Standard color palette

3. GENERAL INFORMATION

- a. By submitting a proposal in response to this Request for Proposal (RFP), you are asking Dutchess BOCES to accept your offer for providing services. It is important that you read and understand all terms and conditions contained herein, as well as understand the laws that govern Municipal Purchasing in the State of New York.
- b. Once Dutchess BOCES has opened bids, there can be no changes to price or terms outside of legally permitted final negotiations of things such as final staffing requirements, payment terms, or guarantees. 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.
- c. The envelope shall be clearly marked on the front with the name of person, firm, or corporation submitting the proposal, and **"RFP for CTI Student Lockers #2425-19 - proposal opening 04/01/2025 2 p.m."** This includes marking the outside of any express mail envelope that may be used.

- d. Facsimile, telephone, or verbal proposal or any modifications of proposal documents will NOT be accepted or considered.
- e. Additional contract terms or conditions added to the proposal will not be binding to Dutchess BOCES.
- f. Proposals received after the time stated for the proposal opening date in the Notice to Vendors will not be considered and will be returned to the vendor unopened. The vendor assumes all responsibility for having the proposal submitted on time at the place specified.
- g. No modifications or additions are to be made to the printed proposal documents. In the event the vendor deems that modifications are necessary, such modifications must be set forth in writing to Dutchess BOCES in a separate document and submitted with the proposal documents to be considered. However, any modifications or additions submitted may result in the proposal being considered non-responsive.
- h. 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.
- i. This is a Public Works contract covered by Article 8 of the New York State Labor Law. The Department of Labor has assigned PRC #2025002686 to this project. As such, the contractor's employees and the employees of its subcontractors shall not be required or permitted to work more than the number of hours or days allowed by statute, except as otherwise provided by law and as set forth in the prevailing wage and supplement schedules issued by the New York State Department of Labor.
Furthermore, the contractor and its subcontractor(s) are required to pay at least the prevailing wage rate and provide the required supplemental benefits, including premium rates for overtime pay, as determined by the New York State Department of Labor, in accordance with Article 8 of the Labor Law (NYLL §220).
Additionally, the contractor understands and agrees that the submission of certified payroll records, as mandated by Subdivision 3-a of NYLL §220, is a condition precedent to payment and will comply with submitting weekly certified payrolls. The contractor must provide all required documentation to Dutchess BOCES to ensure full compliance with New York State labor laws and prevailing wage reporting obligations
- j. 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.
- k. Contractor must be prepared to provide a Payment Bond for 100% of the value of the contract in accordance with New York State Finance Law, Section 137.
- l. Dutchess BOCES reserves the right to require a Performance Bond of up to 100% of the contract value at its sole discretion. The decision will be based on a review of the awarded contractor's financial standing, past performance, and project scope. Dutchess BOCES will consider the awarded contractor's financial stability, past performance, project scope, and risk assessment and reserves the right, at its sole discretion, to waive this requirement upon request.
- m. All specifications are minimum standards and accepted samples do not supersede specifications for quality unless the sample exceeds given standards, in which case deliveries must be the same identity and quality as accepted in the sample.

- n. Dutchess BOCES reserves the right to accept this bid by item or as a whole or, in its discretion, reject all bids and re-advertise in the manner provided by § 103 of the General Municipal Law. Also reserved is the right to reject, for cause, any bid in whole or in part; to waive technical defects, qualifications, irregularities, and omissions if, in its judgment, the best interests of Dutchess BOCES will be served.
- o. Selection of the awarded proposal will be based on “Best Value” in accordance with New York General Municipal Law §103, State Finance Law §163(4)(d), and all other applicable laws and regulations. The award shall be made to the responsible vendor whose proposal is determined to be most advantageous to the public interest, considering price and additional qualitative factors as outlined in the included evaluation rubric.
To support this determination, vendors are encouraged to provide all relevant documentation demonstrating the additional value their proposal offers beyond cost considerations.
- p. 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 formally dispute the award in writing. 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.
- q. The selected vendor(s) will not provide services until and unless an executed Purchase Order is presented from a duly authorized Dutchess BOCES representative. Even when awarded the contract, the selected vendor(s) will not consider a contract valid without an issued Purchase Order.
- r. This contract is contingent upon the availability of appropriated funds. Dutchess BOCES shall have no liability under this agreement beyond funds appropriated and available for the purpose of this contract. In the event that sufficient funds are not appropriated or allocated, Dutchess BOCES reserves the right to terminate the contract with written notice to the contractor, without penalty or further obligation.
- s. 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.
- t. The contractor shall be subject to a \$500 per day penalty for each day beyond the agreed completion date, unless the delay is caused by force majeure events, Dutchess BOCES-approved change orders, or unforeseen site conditions documented in writing. Dutchess BOCES reserves the right to waive penalties if substantial progress is demonstrated.

4. INSURANCE & COMPLIANCE REQUIREMENTS

The selected contractor must provide certificates of insurance, naming Dutchess BOCES as additional insured on all policies, prior to issuance of a Purchase Order. Minimum coverage requirements include:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate.

- Worker's Compensation & Disability Insurance: Statutory coverage required by NYS.
- Automobile Liability Insurance: \$1,000,000 combined single limit.
- Umbrella/Excess Liability: \$3,000,000 per occurrence (for unarmed security services).
- Professional Liability Insurance: \$1,000,000 per claim.

5. DISPUTE RESOLUTION

In the event of a dispute, and good faith negotiations are not successful, any dispute, controversy, or claim arising out of or relating to this contract, including but not limited to its breach, termination, or validity, shall be resolved by binding arbitration in Dutchess County, New York. The arbitration shall be conducted in accordance with the rules and procedures set forth by Dutchess BOCES. The arbitrator shall be mutually agreed upon by both parties within 10 business days of a written arbitration request. If no agreement is reached, the arbitrator shall be selected pursuant to the rules of the American Arbitration Association (AAA). The arbitrator's decision shall be final and binding upon all parties.

6. PROPOSAL SUBMISSION DETAILS (Instructions to Bidders)

Proposal Due Date: 04/01/2025 @ 2 p.m.

Submission Address:

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

Proposal Format:

The contract will be structured as a fixed hourly rate agreement. All proposals must be sealed and clearly labeled as "**RFP for CTI Student Lockers #2425-19 - proposal opening 04/01/2025 2 p.m.**" Proposals should include:

- Pages 2 thru 15 of this RFP must be returned with your proposal
- Pages 10 thru 15 must be properly and legibly completed with the appropriate signatures
- Company Profile & Experience (include references from school districts or gov. entities)
- Completed Bid Worksheet
- Proposed layout for lockers with quantities and locations, including ADA locations
- Detailed locations of ADA compliant lockers
- Proposed timeline for project
- Specifications of the lockers, to include color options
- Information on any included warranties
- W-9

Prices, and all required information, except signature of Bidder, should be typewritten or printed for legibility. Illegible or vague bids may be rejected. All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.

Proposals must be valid for no less than forty-five (45) days from the opening of sealed proposals.

7. EVALUATION CRITERIA & AWARD PROCESS

Proposals will be evaluated based on the following criteria:

- Cost Proposal (50 points) – Competitive pricing for specified security services.
- Contractor Qualifications & References (20 points) – Experience in school security.
- Staffing Plan & Supervision (10 points) – Ability to provide trained personnel.
- Compliance with NYS Laws & Insurance Requirements (10 points).
- Additional Value-Added Services (10 points).

8. PAYMENTS

No payments can be made without an issued purchase order, and the contractor acknowledges that services will not be performed until they receive a properly issued purchase order.

Vendor understands that Dutchess BOCES is bound to the terms in this RFP and any subsequent executed contract only, and **no other stipulations or terms included within the quotation will apply** without the express written approval of Dutchess BOCES.

Dutchess BOCES' obligation to make payments under this agreement is subject to the availability of funds lawfully appropriated for its purpose. Any obligation assumed by Dutchess BOCES under this contract shall not constitute a debt or financial obligation beyond the current fiscal year.

Payments for services will be paid upon completion of the project and final approval of the Dutchess BOCES Business Official and receipt of all required documents and a valid invoice. As a Public Works contract this includes certified payrolls and any and all other documentation needed to comply with Prevailing Wage requirements.

Dutchess BOCES reserves the right to withhold up to 10% of the final payment as retainage until all contractual obligations, including remedial work, punch list completion, and final documentation submission (e.g., warranties, compliance reports, certified payrolls), have been satisfied.

Dutchess BOCES will process payments on NET 30 terms though vendors are urged to provide any discount pricing for expedited payments. e.g. 2/15, NET 30.

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 in the executed contract.

CTI Student Lockers

Contract Period: This is a project based contract and is only valid for the single project. The contract will be closed upon completion of the project.

The undersigned agrees to supply the service and products proposed and as agreed upon in final contract and pursuant to the terms of this Request for proposal.

<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>		
<i>SIGNATURE:</i>		

DO NOT SEPARATE THESE SHEETS.

VENDORS ARE REQUIRED TO RETURN ONE FULL COMPLETED SET WHEN SUBMITTING THEIR BID. BE SURE TO CAREFULLY READ ALL SECTIONS OF THIS DOCUMENT INCLUDING THE INSTRUCTIONS TO BIDDERS.

Non-Collusive Bidding 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 proposal, each vendor and each person signing on behalf of any vendor, and in the case of a joint proposal, each party thereto certifies as to its own organization under penalty of perjury, that to the best of knowledge and belief:

The prices in this proposal 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 vendor or with any competitor;

2. Unless otherwise required by law, the prices which have been presented in this proposal have not been knowingly disclosed by the vendor and will not knowingly be disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor; and

3. No attempt has been made or will be made by the vendor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

B. A proposal 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 vendor cannot make the foregoing certification, the vendor shall so state and shall furnish with the proposal, a signed statement which sets forth in detail the reasons therefore. Where (A) (1), (2) and (3) above have not been complied with, the proposal 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 proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the vendor (i) has published price lists, rates or tariffs covering items being procured, (ii) has informed prospective customers of proposed for pending publication of new or revised price lists for such items, or (iii) has sold the same items to other customers at the same prices being proposed, does not constitute, without more, a disclosure within the meaning of section I. (A) above.

II. Any proposal hereafter made to any political subdivision of the State or any public department, agency or official thereof by a corporate vendor 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 proposal contains the certification referred to Section I above, 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.

Company

Signed

Title

IRAN DIVESTMENT ACT COMPLIANCE RIDER

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law (“SFL”) §165-a and General Municipal Law (“GML”) §103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the District, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL §165-a and GML §103-g, a person engages in investment activities in the energy sector of Iran if:

(a) The person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or

(b) The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the SFL and maintained by the Commissioner of the Office of General Services.

A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder’s certification.

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the SFL. In any case where the bidder or proposer cannot certify that it is not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The District may award a bid to a bidder who cannot make the certificate on a case by case basis if:

(1) The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or

(2) The District makes a determination that the goods or services are necessary for the District to perform its functions and that, absent an exemption, the District would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

CERTIFICATION**IRAN DIVESTMENT ACT OF 2012**

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, added new provisions to the State Finance Law (SFL), §165-a and General Municipal Law (GML) §103-g 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) and GML §103-g, 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 response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer (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 is advised that once the list is posted on the OGS website, any Proposer seeking to enter into, 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 bid upon or a proposal submitted, or the contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should Dutchess BOCES and/or Component District receive information that a person is in violation of the above-referenced certification, Dutchess BOCES and/or Component District 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 Dutchess BOCES and/or Component District 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.

Dutchess BOCES reserves the right to reject any bid, 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: _____

Sexual Harassment Prevention Certification

State Finance Law §139-l 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 proposal, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint proposal, 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-l.

Bidder: _____

By (signature): _____

Name (Please Print): _____

Title: _____

Date: _____

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

If the vendor cannot make the above certification, they must provide a statement with their proposal detailing the reasons:

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.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Firm Name: _____

- 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:

Signature: _____ Date: _____

Print Name: _____ Title: _____

Firm Name: _____



Project: CTI Student Lockers Bid Pricing Worksheet

RFP Number: #2425-19

Contractor Name: _____

Base Contract Work (~868 Lockers in B & C Wings)

Item Description	Estimated Quantity	Unit Price	Total Cost	Notes
Materials (Lockers, Fasteners, etc.)	lockers	\$	\$	Price should include all required materials.
Labor Costs (Installation, Removal, etc.)	hours	\$	\$	Labor for removing old lockers and installing new ones.
Equipment Costs (Tools, Lifts, etc.)	days	\$	\$	Include rental costs for lifts and specialized tools.
Permits & Compliance Costs		\$	\$	Any required local or state permits.
Disposal & Waste Removal		\$	\$	Cost to remove and dispose of old lockers properly.
Insurance Costs		\$	\$	Insurance to meet the Dutchess BOCES requirements.
Payment Bond (100% of Contract Value - Required)		\$	\$	Required under NYS Finance Law Section 137.
Performance Bond (Up to 100% of Contract Value)		\$	\$	May be waived upon request at Dutchess BOCES' discretion.
Overhead (General Business Expenses)		\$	\$	Indirect costs related to project management, office expenses.
Profit Margin		\$	\$	Contractor's markup for profit.
Subtotal - Base Contract Work (NO Optional Work)		\$	\$	Total for base contract work only.

Optional Work (~395 Lockers in A Wing)

Item Description	Estimated Quantity	Unit Price	Total Cost	Notes
Materials (Lockers, Fasteners, etc.)	lockers	\$	\$	Additional materials if optional work is included.
Labor Costs (Installation, Removal, etc.)	hours	\$	\$	Additional labor for optional work.
Equipment Costs (Tools, Lifts, etc.)	days	\$	\$	Additional equipment rental for optional work.
Permits & Compliance Costs		\$	\$	Any required permits for this additional work.
Disposal & Waste Removal		\$	\$	Proper disposal of old lockers if applicable.
Insurance Costs		\$	\$	Additional coverage if required.
Payment Bond (100% of Optional Work - Required)		\$	\$	Required if optional work is selected.
Performance Bond (Optional - Up to 100% of Optional Work Value)		\$	\$	Optional bond for the additional work.
Overhead (General Business Expenses)		\$	\$	Additional indirect costs for optional work.
Profit Margin		\$	\$	Markup for additional work.
Subtotal - Optional Work (A Wing)		\$	\$	Total cost for optional work only.
Economy of Scale Discount (if applicable)		\$	\$	If Dutchess BOCES selects optional work, vendors should apply any per-unit cost reductions.
Final Cost - Optional Work (A Wing) (After Discount)		\$	\$	Final optional work cost after discount is applied.

Adjustments		Amount (\$)	Notes
Discount for Early Payment (e.g., 2/15 Net 30)			If vendor offers a discount for faster payment.
Volume Discount (if applicable)		\$	If vendor provides a discount for the large order.
Salvage Value of Removed Lockers (credit to Dutchess BOCES)		\$	If old lockers have resale or scrap value, vendor should apply a credit here.
Other Discounts (if applicable)		\$	Any additional discounts offered.
Total Project Costs		Total (\$)	Comments/Clarifications
Subtotal - Base Contract Work (NO Optional Work)		\$	
Subtotal - Optional Work (A Wing) (Before Discount)		\$	
Economy of Scale Discount (if applicable)		\$	
Total Adjustments & Discounts		\$	
FINAL PROJECT COST (if Optional Work is INCLUDED)		\$	
FINAL PROJECT COST (if ONLY Base Work is Selected)		\$	
PROPOSAL SUBMITTED BY:			
COMPANY NAME			
POC:		TITLE:	
PHONE:			
EMAIL:			
SIGNATURE:		DATE:	

This Bid Pricing Worksheet MUST be properly filled, legible, and returned with your proposal.
 Failure to complete this form as required may result in disqualification.

By submitting this worksheet, the vendor acknowledges that:

All pricing, discounts, and terms provided herein are binding under the terms of the RFP and applicable New York State law.
 Dutchess BOCES reserves the right to reject any incomplete or non-compliant submissions.
 All proposed pricing shall remain valid for 45 days following the bid submission deadline.