



NOTICE TO BIDDERS

RFP 2526-22

ACSD HS Auditorium A/V Upgrades

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 perform a Public Works project to upgrade the High School Auditorium audiovisual (AV) systems at the Arlington Central School District High School (ACSD HS) auditorium.

This is a Public Works project in accordance with Article 8 of the New York State Labor Law §220 and the Department of Labor has issued PRC# 2025010376 to this project.

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) through Michael Maher, Purchasing Agent. Sealed proposals, on the forms provided, are to be filed with the same, and will be publicly opened at the Dutchess BOCES Administration Building at **12:00 p.m. on September 12, 2025**.

Point of Contact for this RFP is:

Dutchess BOCES

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

Point of Contact for Technical Questions is:

Dutchess BOCES

ATTN: Mark Stein, Director of Technology
5 BOCES Rd, Poughkeepsie, NY 12601
Email: mark.stein@dcboces.org
Phone: 845.486.4800 ext. 4886

Attachments:

Attachment 1. Solicitation Certification Packet

RECEIPT CONFIRMATION FORM

PLEASE COMPLETE AND RETURN THIS FORM ASAP

RFP NUMBER: #2526-22 TITLE: ACSD HS Auditorium A/V Upgrades

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: michael.maher@dcbooces.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 proposal no later than 12:00 p.m. on Sep. 12, 2025.**

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 proposal in response to this request.**

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

- | | |
|---|---|
| <input type="checkbox"/> Insufficient time allowed for preparation of proposal.

<input type="checkbox"/> We do not offer these goods/services.

<input type="checkbox"/> Insurance requirements are too restrictive.

<input type="checkbox"/> Bond requirements are too restricting.

<input type="checkbox"/> Workload does not allow us to propose at this time.

<input type="checkbox"/> Specifications unclear or too restrictive. | <input type="checkbox"/> Quantities too small

<input type="checkbox"/> Other : _____

_____ |
|---|---|

1. INSTRUCTIONS TO BIDDERS

Proposers are responsible for carefully reviewing the entire contents of this RFP 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 proposer to confirm compliance. Incomplete submissions or failure to follow these instructions may result in disqualification.

All proposals 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.

Proposal Due Date: September 12, 2025 at 12 p.m.

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

Proposal Format: All proposals must be sealed and clearly labeled as:

"RFP# 2526-22 - for ACSD HS Auditorium A/V Upgrades"

Proposals must include:

- ☐ IRS Form W-9
 - ☐ DOL Registration certificate; Vendors must include proof of registration with the NYS Department of Labor in accordance with Labor Law §220(3-a).
 - ☐ Proposers are required to submit one completed hard copy of the Certifications Packet, attached to this RFP with all pages properly and legibly completed with the appropriate signatures.
 - ☐ Certificate(s) of Insurance (COI)
 - ☐ Proposal packet to include itemized pricing, with labor separated.
 - ☐ Bonding costs must be included in the proposal. Required bonds shall be submitted within 10 days of award.
-

2. INTRODUCTION & BACKGROUND

Dutchess BOCES is a cooperative association of school districts that provides shared educational and operational services, including special education, career and technical education, alternative programs, technology services, and business office support. Purchasing manages procurement for all programs, leveraging collective buying power to achieve best value.

3. SCOPE OF SERVICES

Arlington Central School District, through Dutchess BOCES, is undertaking a Public Works project to upgrade the High School Auditorium audiovisual (AV) systems. The purpose of this

project is to replace aging sound, video, and projection systems with modern equipment that enhances performance, reliability, and usability for school events, performances, and community functions.

The selected contractor shall furnish, deliver, install, program, and commission a complete AV system upgrade. Work shall include, but not be limited to:

- Replacement of auditorium control, video, and distribution systems with a modern digital solution.
- Replacement of the existing sound system with digital processing, loudspeakers, amplification, and wireless microphone systems suitable for performance-level use.
- Replacement of projection and screen systems with high-brightness laser projection and a professional-grade motorized screen.
- All infrastructure and cabling necessary for a complete, fully functional system.
- Installation and commissioning, including calibration, programming, and integration of all components.
- End-user and technical staff training.
- Submission of as-built drawings, documentation, and configuration files.
- Warranty service and support for a minimum of one year.

Basis of Design Table

The equipment listed in the Basis of Design table is provided for reference only, to establish the required minimum performance, form, fit, and function. Equivalent or superior products may be proposed, provided they meet or exceed the stated specifications.

Vendors must clearly indicate in their proposals:

- The make and model of the equipment they are proposing.
- Any substitutions from the Basis of Design references.
- A statement of compliance with each minimum required specification.

Compliance Note

Where specific compatibility with existing infrastructure is required, it will be explicitly noted in the “Compatibility Required?” column of the Basis of Design table. At this time, no such requirements have been identified.

Basis of Design Reference Table

The make and model numbers listed in the “Basis of Design” column are provided for reference only, to establish minimum performance, form, fit, and function. Vendors may propose equivalent or superior products that meet or exceed the specifications. Compatibility with existing infrastructure is not required unless explicitly marked in the “Compatibility Required?” column.

Category	Basis of Design (Make/Model Reviewed)	Minimum Required Specification	Compatibility Required?

Control Processor	Crestron CP4N	Central control processor with TCP/IP, RS-232/422/485, IR, relays; must support auditorium-wide AV control	No
Touchscreens (2 each)	Crestron TSW-1070-B-S (10.1")	10" touchscreen, wall and tabletop units, customizable graphical interface	No
Touchscreens (1 each)	Crestron TSW-770-B-S (7")	7" touchscreen, wall and tabletop units, customizable graphical interface	No
AV-over-IP Encoder/Decoder	Crestron DM NVX	4K UHD (3840x2160) @ 60Hz, HDCP 2.2 compliant, ≤1 frame latency	No
Wireless Presentation	Barco ClickShare	Wireless presentation from laptops/mobile devices, secure connection	No
DSP	Biamp Tesira SERVER-IO	DSP with ≥48 channels I/O, Dante/AES67 support, ≥8 channels with AEC	No
Main Speakers	K-Array KK102 line array	Line-array speakers, 100 Hz–18 kHz frequency response, ±3 dB coverage	No
Subwoofers	K-Array IS6-218B	Subwoofers extending system response to ≤40 Hz	No
Amplifiers	Powersoft Quattrocanali series	Multi-channel amps with DSP integration, network monitoring, and protection circuits	No
Wireless Microphones	Shure ULX-D series	≥20 bodypacks with lav/headsets; ≥5 quad receivers with Dante output; antenna distribution	No

Intercom	Clear-Com DX410	Intercom system with ≥ 8 wired beltpacks and ≥ 4 wireless packs; supports party-line and point-to-point	No
Projector	Epson EB-PU2213B (13K lumen)	Laser projector, $\geq 13,000$ lumens, WUXGA+, $\geq 20,000$ -hour source life	No
Projector Mount	Nigel B Designs UIM-96	Anti-vibration mounting system suitable for large-format laser projector installation; must provide structural support and minimize transmission of building vibrations.	No
Projection Screen	Da-Lite 236" motorized screen	Motorized tensioned screen ≥ 230 " diagonal, black drop for placement	No
Infrastructure	Netgear M4250 switch	Network switch suitable for AV-over-IP, QoS support, ≥ 40 ports PoE+	No
Cabling & Racks	Miscellaneous	CAT6A shielded plenum-rated cabling, labeled and documented; lockable AV racks with ventilation	No

Contract Period

This contract is performance based and will conclude upon project completion and final payment.

Execution will be upon mutual agreement of the awarded vendor and Arlington Central School District. Vendors must include their projected work timelines within their proposal. Timeframe of execution will be a factor in selecting the awarded vendor.

4. GENERAL INFORMATION**Contract Formation**

By submitting a proposal, the vendor agrees that all terms, conditions, and specifications of this RFP, including any addenda, will be binding upon award.

Bidders must complete the Certifications and General Conditions packet, and it must be returned with the proposal to constitute a responsible submission.

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, timely, and fully compliant manner. Responsibilities include, but are not limited to, the following:

Prevailing Wage

Contractor must comply with New York State Labor Law Article 8 requirements for prevailing wage under PRC# 2025010376.

In accordance with Labor Law §220(3-a), contractors must be registered with the New York State Department of Labor at the time of proposal and throughout the term of the contract. Proof of current registration must be submitted with the proposal.

If a contractor is removed from the NYS DOL approved vendor list at any time during the contract term, they must promptly notify Dutchess BOCES upon learning of such removal.

7. CONTRACT RETENTION & TERMINATION CONDITIONS

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 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 proposer 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, and Arlington Central School District, 144 Todd Hill Rd, LaGrangeville, NY 12540, including Arlington High School, 1157 Route 55, LaGrangeville, NY 12540, as Certificate Holders.
- Must name Dutchess BOCES, Arlington CSD, and Arlington High School, and their officers, agents, and employees as Additional Insureds on a primary and noncontributory basis for General Liability.

Subcontractors:

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

All required insurance policies must remain in full force and effect for the duration of the contract. The vendor shall maintain continuous coverage, without lapse or interruption, from the start date of the agreement through its conclusion, including any authorized extension periods.

9. BONDING REQUIREMENTS

Statutory Requirement

Pursuant to New York State Education Law §2556(10) and General Municipal Law §§103 and 106, all public works contracts in excess of \$100,000 awarded by a board of cooperative educational services or a school district require both a Performance Bond and a Labor and Material Payment Bond in the full amount of the contract. These bonds protect the awarding authority against contractor default and ensure that all laborers, suppliers, and subcontractors are paid in accordance with law. No contract shall be considered fully awarded until such bonds are provided to and approved by Dutchess BOCES.

The successful contractor shall furnish the following bonds, issued by a surety company licensed to do business in the State of New York and acceptable to Dutchess BOCES:

Performance Bond – in the amount of 100% of the contract sum, guaranteeing the faithful performance of the contract.

Labor and Material Payment Bond – in the amount of 100% of the contract sum, guaranteeing prompt payment of all laborers, subcontractors, and material suppliers furnishing services or materials under this contract.

All required bonds shall list Dutchess BOCES and Arlington Central School District as co-obligees.

All bonds shall be delivered to Dutchess BOCES within ten (10) business days of Notice of Award and prior to issuance of a purchase order or Notice to Proceed.

Failure to provide required bonds may result in forfeiture of award.

10. 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.

11. AWARD AND RESERVATION OF RIGHTS

Evaluation Process

All proposals received by the deadline will be reviewed by a selection committee designated by Dutchess BOCES. Proposals will first be examined for responsiveness to the requirements of this RFP, including compliance with submission instructions, required forms, and minimum technical specifications.

Evaluation Criteria

Responsive proposals will then be evaluated on a best-value basis, in accordance with General Municipal Law §§103 and 104-b. Evaluation criteria may include, but are not limited to:

- Ability to meet or exceed the technical specifications outlined in the Scope of Work.
- Experience, qualifications, and references of the firm and proposed project team.
- Proposed implementation plan, schedule, and ability to meet project deadlines.
- Total cost, including equipment, installation, training, and ongoing support.
- Warranty and service terms, including responsiveness of vendor support.
- Compliance with prevailing wage, insurance, and safety requirements.

Bond Costs

Proposers shall include the full cost of required statutory bonds (Performance Bond and Labor & Material Payment Bond) in their proposal. The cost of the bonds must either be itemized as a separate line in the pricing submission or clearly indicated within the total contract sum. No additional charges for bonding will be approved after award.

Right to Reject

Dutchess BOCES reserves the right to reject any or all proposals, to waive technicalities, and to accept the proposal deemed to provide the best value and in the best interest of Dutchess BOCES.

Board Approval and Award

No award shall be made without the formal approval of the Dutchess BOCES Board of Education. The award shall be contingent upon such approval and upon the availability of appropriated funds. A contract shall not be formed until a purchase order or written agreement is executed by Dutchess BOCES.

Notification

The successful vendor will be notified of award via email following Board approval. Unsuccessful proposers will also be notified in writing via email after the award decision is finalized. Upon award notification, the selected vendor will be connected with the project manager for scheduling and execution specifics. Vendor must not perform any work until they receive a purchase order and a Notice To Proceed (NTP).

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 SLA may result in a determination of non-responsibility.

Conflicting Terms

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

Dutchess BOCES reserves the right to resolve any ambiguity or conflict in the proposal documents in the manner deemed most favorable to the agency.

Timing

Dutchess BOCES may make awards within sixty (60) days of proposal opening. Proposals may not be withdrawn during this period.

12. PAYMENTS

No payments will be made without an itemized invoice against a properly issued purchase order. Vendors acknowledge that no goods or services are to be provided until and unless a valid purchase order has been received.

Payments will be made on a per-invoice basis with net forty-five (45)-day terms. Vendors are encouraged to offer discounts 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 issue deposits, down payments, or prepayments of any kind. All invoices must reflect goods and services that have been fully delivered, installed, and accepted by Dutchess BOCES in accordance with the specifications of this RFP. Certified payrolls must be submitted with each invoice in accordance with New York State Labor Law, Article 8, §220, and PRC# 2025010376 for this project. No payment will be processed unless and until certified payrolls are submitted.

For projects with a total completion timeline of 30 days or less, payment will be made in full only after final completion, delivery, installation, and acceptance.

For projects with a total completion timeline exceeding 30 days, Dutchess BOCES may, at its sole discretion, authorize progress payments tied to defined deliverables or stages of completion. Such payments shall not exceed the value of work completed to date, shall be contingent upon submission of required certified payrolls, and shall be subject to retainage of ten percent (10%) until final completion and acceptance. In no event shall cumulative progress payments exceed ninety percent (90%) of the total contract sum prior to final completion. Final payment, including retained amounts, will not be released until the project has been fully completed and accepted by Dutchess BOCES.

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 only authorized 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 or future damages.

NOTHING FOLLOWS



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 SLA 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 style="text-align: center; font-size: small;"><i>Please attach additional references or more details when applicable.</i></p> <p>Legal & Compliance</p> <p><input type="checkbox"/> I have read the terms and conditions of this RFP and agree to them</p> <p><input type="checkbox"/> No bankruptcy, liens, or judgments in past 5 years</p> <p><input type="checkbox"/> Not debarred or suspended by any agency</p> <p><input type="checkbox"/> This bid is valid for no less than 60 days from the scheduled Bid Opening</p> <p><input type="checkbox"/> No terms or stipulations added to this proposal are binding unless agreed in writing</p>		
<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-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 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-l.

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:	