

# NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN, that the Catskill Central School District, hereafter, "District", is accepting the submission of sealed bids for; Snow Plowing and Removal. Such sealed bids must be delivered to Mrs. Lissa Jilek, Business Official, 347 West Main Street, Catskill, New York 12414, 2:00 PM Wednesday, June 21, 2023 at which time said bids will be opened.

Bid forms and specifications may be obtained at the Business Office at the above mentioned address (Telephone: 518-943-2300 X1446)

**There will be a mandatory bid walkthrough on Monday, June 12, 2023. Starting at 1:00 pm starting at the Business Office, 347 W. Main St, Catskill.**

Bids will only be accepted from those who participate in walkthrough on June 12, 2023. Faxed or e-mailed responses will not be accepted.

The District reserves the right to reject any or all bids. Any bid submitted will be binding for forty-five (45) days subsequent to the bid opening date.

Lissa Jilek  
Business Official  
Catskill Central School District  
347 W. Main St  
Catskill, NY, 12414

## **GENERAL INSTRUCTIONS TO BIDDERS**

1. Sealed Bid Proposals must be received **2:00 pm** on **Wednesday, June 21, 2023** at the Catskill Central School District Business Office, 347 W Main Street, Catskill, NY 12414.
2. This bid document describes the conditions and specifications that must be met by any person or firm receiving an award as a result of this bid. All bidders must be prepared to comply with all instructions, conditions, stipulations, specifications and regulations included in this document and any and all addenda issued prior to the opening of bids.
3. **Proposals must be received in sealed envelopes with the following information clearly marked on the outside: BID ENCLOSED – DATED MATERIAL, BID #, OPENING DATE and VENDOR NAME.**
4. If responding to multiple bid requests, ALL BID PROPOSALS MUST BE MAILED IN SEPARATE SEALED ENVELOPES WITH THE ABOVE INFORMATION CLEARLY MARKED ON THE OUTSIDE.
5. Bids received after the date and time stated in the Notice to Bidders will not be considered and will be returned to the Bidder unopened. The Bidder assumes all responsibility for having the Bid deposited on time at the place specified.
6. Each bidder is requested to read the attached material carefully before submitting your bid and verify that all pricing is correct. **By submitting a bid response, vendor represents that they have read all of the Bid Documents and will provide items/services in accordance with the terms and conditions and at the prices stated in vendor's bid response for the entire contract period.** Failure to fulfill any requirements of the Bid Documents may result in being considered non-responsive.
7. In the event that the lowest apparent Bidder has been awarded only a small portion of the Bid, the District reserves the right to award to the second lowest bidder.
8. The awarded Bid will be utilized at the discretion of the District. Consequently, there is no guarantee that the specified minimum amount of materials, supplies, labor or equipment will be purchased. Conversely, the quantities purchased may exceed the estimated quantities listed within this Bid.
9. Bids stipulating minimum order requirements will not be considered.
10. No contract becomes binding until the necessary funds have been approved for the fiscal year during which the contract is in effect.
11. **All required information provided by bidders must be legible.** All bids submitted must be either typed or written legibly in ink. Illegible or vague bids may be rejected at the discretion of the District.
12. The forms listed below must be completed and included with each Bid response:
  - a. Vendor Reference Form
  - b. Non-Collusive Bidding Certification
  - c. Affidavit of Compliance
  - d. Iran Divestment Act Compliance
  - e. Contractor Notification Form
  - f. Bid Proposal Forms
  - g. Statement of Bidder's Qualifications
  - h. Site Visit Form (when applicable)
  - i. Prevailing Wage Rate Acknowledgement (when applicable)
  - j. Addenda (when applicable)

## **GENERAL INSTRUCTIONS (continued)**

Additional forms may be required for this Bid. **It is the responsibility of the Bidder to return all required pages of this contract.**

13. Bids written in **PENCIL** will not be considered.
14. **All signatures must be original written signatures in INK.** Facsimile, printed or typewritten signatures are not acceptable.
15. All Bid Proposal Forms should be completed as requested. Please refer to General Terms and Conditions for pricing requirements. Bid prices submitted shall be all-inclusive. Vendor name should be filled in on all Bid Proposal Forms.
16. Price lines on Bid Cost Proposal Pages and/or Vendor Price List Reports should not be left blank. Incomplete bid responses may be considered incomplete and be rejected, in whole or in part, at the discretion of the District.
  - a. **"No Bid"** –contractor not wishing to bid on an item and/or service must clearly indicate "No Bid" for that item and/or service.
  - b. **"No Charge" Bid Item** –contractor desiring to bid "no charge" on an item and/or service must clearly indicate such by either writing "No Charge" or indicating 0 dollars.
  - c. **"No Discount" Bid item** – contractor offering no discount off list price must clearly indicate zero percent (0%) as discount offered.
17. **Pricing - All pricing must include shipping, handling, freight & inside delivery. THERE SHALL BE NO CHARGES IN EXCESS OF THOSE QUOTED, INCLUDING FUEL SURCHARGES.**

Services rendered and/or materials provided must be as per the enclosed bid specifications. All invoices submitted must reflect pricing as per the enclosed bid proposal pages in order for payment to be rendered (i.e. Hourly rate, initial price, discount, final price, etc.)
18. Bidders are to pay particular attention to the way each item is requested to be priced. Example: Price \$\_/each or /lot, /ounce, /case. /per hour  
Varying from the requested price breakdown may cause that item to be deemed non-responsive.
19. **All signatures must be original written signatures in INK.** Facsimile, printed or typewritten signatures are not acceptable
20. Incomplete bid submissions may not be considered for award.
21. Vendor may be deemed non-responsive if responses are not received in required format as indicated herein.
22. **ALL PRICING MUST APPEAR ON PRICING LINES PROVIDED. THE DISTRICT WILL NOT ACCEPT ANY ARROWS OR DITTO MARKS.**
23. **NO ITEMS ARE TO BE SHIPPED OR DELIVERED UNTIL RECEIPT OF AN AUTHORIZED PURCHASE ORDER FROM CATSKILL CENTRAL SCHOOL DISTRICT.**

## SPECIFICATIONS

### (I) Purpose

It is the intent of the District to obtain a qualified contractor to perform snow removal from District roads, parking lots and driveway entrances. The awarded Contractor will be responsible for snow plowing and removal of snow, and will perform services either with or without the assistance of District Personnel. This shall be determined by the Director of Facilities and/or his designee.

This document describes the conditions and specifications that must be met by any person or firm receiving a contract as a result of this bid. All bidders must be prepared to comply with all instructions, conditions, stipulations, specifications and regulations included in this document and any and all addenda issued prior to the opening of bids.

### (II) Contract Period: Upon approval through June 30, 2024

Vendor will be responsible for supplying all items and/ or services on this bid at the price quoted at any time during the entire contract period.

### (III) Scope Of Work

Contractor shall be responsible to provide all materials, labor and equipment in order to perform snow removal as required by the District in accordance with the following:

1. Services will be performed during the term of the contract. Notification of necessary service, including the location and area on the premises, shall be from the Office of the Director of Facilities. The name of a contact person at the building will be provided, whenever possible.
2. The contractor shall provide, at Contractor's expense, all tools of the trade and equipment necessary to perform work to the District's specifications. Contractor is responsible for bringing equipment suitable to meet the demands of the job.
3. Snow plowing and removal will consist of plowing district roads, parking lots, and other areas, and removing large amounts of snow that has been plowed. This will involve using equipment to load and truck snow off site.
4. **All invoices submitted must clearly indicate all work performed, including but not limited to: type of equipment, hourly rates, number of hours worked, location of work performed.**
5. **Emergency Service and Response Time** - the contractor shall provide emergency service as required. Vendor must contact the District immediately upon notification to schedule a service call and **must guarantee** that service will be provided within **eight (8) hours** after the call is made requesting said service. Emergency service must be performed as determined by the Office of the Director of Facilities or designee.
6. The District reserves to right to cancel this contract for reason of non-performance of scheduled work, which shall include, but not be limited to the second failure of the contractor to complete work as scheduled. The decision of the District shall be final.
7. This contract will be utilized on an "as needed" basis. There is no guarantee that the District will utilize any/all of the services listed herein.
8. This contract will be awarded to a single vendor.
9. No increases in the prices charged will be permitted for the full term of this contract.
10. A MANDATORY walk through of all district locations will be held on Monday June 12, 2022 at 1:00 pm, starting at the district Business Office, 347 West Main St., Catskill, NY 12414

## SPECIFICATIONS

11. What sidewalks are included?
  - A. All sidewalks at the Catskill Elementary School. The district will be responsible for within 10 feet of the building.
  - B. All sidewalks at Catskill Middle School and High School campus. The district will be responsible for within 10 feet of the buildings.
12. What time does school start?
  - C. The Middle/High School starts at 7:00 am.
  - D. Catskill Elementary School starts at 8:30 am.
13. Does the bid include snow removal?
  - E. Snow removal is requested for all district buildings & campuses.
14. What are the priority areas?
  - F. Superintendents Parking Lot
  - G. Middle School/High School Campus
  - H. Elementary Campus
15. What about the area behind the High School/Middle School building?"
  - I. Both snow plowing and removal are being requested for the area behind the High School/Middle School campus.
16. Does the district need any areas salted or sanded?
  - J. No, only snow plowing and removal is being requested.
17. Does the district require plowing and snow removal during school recess and holidays?
  - K. Yes, snow plowing and removal is requested during school recess and holidays.
18. Who is the primary contact for the Catskill School District?
  - L. William Hoffman 518-755-6315
  - M. Dean Benjamin 518-701-1188
19. Will the school district be using their own equipment side by side with us in order to keep costs down and will they be performing all the work themselves for smaller storms? The bid form reads the work will be 'on an as-needed basis' and 'when requested'. If a contractor gears up with the right amount of equipment for the work to be performed, they will need to know that there will be enough compensation for such equipment to be devoted to each of the two campuses for a season with the possibility of very little work being requested.
20. The district is looking for a contractor for the purpose of snow plowing and snow removal. The district will be utilizing district equipment on an as needed basis.
21. Does labor on the sites need to be paid at prevailing wage rates?
  - N. Yes, the labor must be prevailing wage rates.

**Bids are due on Wednesday, June 21, 2023 @ 2PM in the Catskill Central School District Business Office located at 347 W. Main St, Catskill, NY 12414 at which time they will be publically opened and read.**

*Catskill Central School District*

**BID PROPOSAL FORM**

**Bid Title:** Snow Plow and Removal Bid  
**Date Of Opening:** June 21, 2023  
**Time:** 2:00 pm  
**Contract Period:** Upon approval through June 30, 2024

Name Of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Federal Employer Id #: \_\_\_\_\_  
Company Representative: \_\_\_\_\_  
Title: \_\_\_\_\_

**THE BIDDER WHOSE SIGNATURE APPEARS ON THIS BID PROPOSAL FORM DECLARES AND CERTIFIES THAT:**

1. Bidder is of lawful age and the only one interested in this bid, and that no one other than said bidder has any interest herein;
2. No member of the Board of Education of Catskill Central School District nor any officer or employee or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it related, or in any portion of the profits thereof;
3. Bidder has carefully examined the Instructions to Bidders and Specifications prepared under the direction of the Board of Education, and will, if successful in this bid, furnish and deliver at the prices bid and within the time stated, all the materials, supplies, apparatus, goods, wares and merchandise, services or labor for which this bid is made in accordance with the terms and conditions of the specifications;
4. Bidder is in compliance with the requirements of Section 201-G of the NYS labor law regarding sexual harassment.
5. Bidder understands that in the event of the failure to perform within the time stated in the schedule or purchase order as the case may be, the bid deposit, if any, made with this bid, or so much thereof as shall be applicable to the unfulfilled amount of the award made to the undersigned, shall be retained by the Board. Furthermore, the Board may demand payment by the undersigned bidder to cover the difference between the price or prices for which such items shall be subsequently purchased, less the amount of the bid deposit retained by the Board. No plea of mistake in such accepted bid shall be available to the undersigned bidder;
6. Bidder has examined, understands and agrees to the terms and conditions of the agreement as set forth in the bid specifications.
7. Bidder has submitted accurate pricing for required items and/or services.

***By submitting a bid response, the undersigned, as a duly authorized representative of the vendor, represents that they have read all Bid Documents and will provide items and/or services in accordance with the terms and conditions and at the prices stated in vendor's response for the entire contract period.***

Company Representative: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

NOTARY PUBLIC

*Catskill Central School District*

**BID PROPOSAL FORM**

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**Bids stipulating minimum order requirements will not be considered.** There shall be no charges in excess of those quoted.

No contract becomes binding until the necessary funds have been approved for the fiscal year during which the contract is in effect.

**Price lines should not be left blank.** Incomplete bid responses may be rejected, in whole or in part, at the discretion of the District.

- a. **“No Bid”** –contractor not wishing to bid on an item and/or service must clearly indicate “No Bid” for that item and/or service.
- b. **“No Charge” Bid Item** –contractor desiring to bid “no charge” on an item and/or service must clearly indicate such by either writing “No Charge” or indicating 0 dollars.
- c. **“No Discount” Bid item** – contractor offering no discount off list price must clearly indicate zero percent (0%) as discount offered.
- d. **All pricing and any additional bid information must appear on pricing lines provided. The District will not accept any arrows or ditto marks.**
- e. **All quotes & invoices must reflect:**
  - prices and discounts according to bid;
  - hourly rates being charged; and
  - total number of man hours utilized.

**Bid for Snowplow and Snow Removal Includes Sidewalks  
July 1, 2023-June 30, 2024** \_\_\_\_\_

Bid offer

**Option: Bid may be extended upon satisfactory completion of service  
July 1, 2024-June 30, 2025** \_\_\_\_\_

Bid offer

**July 1, 2025-June 30, 2026** \_\_\_\_\_

Bid offer

**CONTRACTOR CONTACT INFORMATION**

***DURING REGULAR BUSINESS HOURS:***

Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

***AFTER REGULAR HOURS:***

Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

*Catskill Central School District*

**BID PROPOSAL FORM**

**Bid Title:** Snow Plow and Removal Bid  
**Date Of Opening:** June 21, 2023  
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*Catskill Central School District*

**\*\*SUBMIT WITH BID RESPONSE\*\***

**CONTRACTOR NOTIFICATION FORM**

Please take notice that asbestos exists in various locations in school district facilities.

Exposure to asbestos fibers can be hazardous to your health, and therefore, precautions must be taken to prevent the disturbance of asbestos-containing building materials.

Information on specific locations where asbestos containing building materials exists is available for each building at the Facilities Office. Areas containing asbestos materials are conspicuously labeled. Please proceed with caution.

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I have been informed of the locations of asbestos containing building materials in the building/buildings in which I am to perform work.

All workers in my employ (if applicable) will also be informed of such locations and will take adequate measures to prevent disturbance of asbestos fibers to the extent possible.

All workers in my employ are trained in asbestos awareness.

Contractor will indemnify and save the school district harmless from any and all claims of loss or damage, including reasonable attorney fees, which the school district may sustain by reason of the injury to any person through the negligent act or acts of the contractor, its sub-contractors, employees or agents in the performance of said contract.

· (Printed Name of Contractor Representative)

· (Signature)

· (Date)

*Catskill Central School District*

**NON-COLLUSIVE BID PROPOSAL CERTIFICATION**

**\*\*SUBMIT WITH BID RESPONSE\*\***

**Firm Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Telephone Number ( )** \_\_\_\_\_

**Bid: Snow Plow and Removal Bid;**

**Date Of Opening: June 21, 2023**

I. General Bid Certification

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services proposed on this bid.

II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

1) Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury:

**Non-collusive bidding certification**

(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

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

(b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

2) Any bid hereafter made to any political sub-division of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

**Signature (Authorized) Title** \_\_\_\_\_ **Please Print Name** \_\_\_\_\_

**Catskill Central School District**

Business Office  
347 W Main Street  
Catskill, NY 12414

**\*\*SUBMIT WITH BID RESPONSE\*\***

**AFFIDAVIT OF**

**COMPLIANCE STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says:

- 1) That (s)he is an officer or representative of \_\_\_\_\_ and that (s)he has the authority to sign this affidavit.
- 2) This affidavit is offered as an inducement to the Catskill School District to award to \_\_\_\_\_ such purchase contracts for goods or services as directed by the Board of Education, in accordance with New York State law and with District policy.
- 3) That no Officer, Employee or Stockholder of the above referenced vendor is an Employee, in any position, Administrator or Board Member at the Catskill Central School District other than as disclosed below.
- 4) That no Officer, Employee or Stockholder of the above-referenced vendor is related to an employee in any position, administrator or Board Member, at the Catskill Central School District other than as disclosed below:

Vendor: List Officer, Employee or Stockholder's Name	Position with Vendor	Catskill Employee, Administrator or Board Member Name	Relationship between parties

Signed

Date

*Catskill Central School District*

**\*\*SUBMIT WITH BID RESPONSE\*\***

**CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT**

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, \_\_\_\_\_, being duly sworn, deposes and says that  
he/she is the \_\_\_\_\_ of the \_\_\_\_\_  
Corporation and that neither the Bidder/ Contractor nor any proposed subcontractor is  
identified on the Prohibited Entities List.

SIGNED

SWORN to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public: \_\_\_\_\_

*Catskill Central School District*

**\*\*SUBMIT WITH BID RESPONSE\*\***

**DECLARATION OF BIDDER'S INABILITY TO PROVIDE CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT**

***Bidders shall complete this form if they cannot certify that the bidder /contractor or any proposed subcontractor is not identified on the Prohibited Entities List. The District reserves the right to undertake any investigation into the information provided herein or to request additional information from the bidder.***

Name of the Bidder: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_

Has bidder been involved in investment activities in Iran? \_\_\_\_\_  
Describe the type of activities including but not limited to the amounts and the nature of the investments (e.g. banking, energy, real estate) \_\_\_\_\_

If so, when did the first investment activity occur? \_\_\_\_\_

Have the investment activities ended? \_\_\_\_\_

If so, what was the date of the last investment activity? \_\_\_\_\_

If not, have the investment activities increased or expanded since April 12, 2012? \_\_\_\_\_

Has the bidder adopted, publicized, or implemented a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran? \_\_\_\_\_

If so, provide the date of the adoption of the plan by the bidder and proof of the adopted resolution, if any and a copy of the formal plan. \_\_\_\_\_

In detail, state the reasons why the bidder cannot provide the Certification of Compliance with the Iran Divestment Act below (additional pages may be attached):

.  
. .  
. .

I, \_\_\_\_\_, being duly sworn, deposes and says that  
he/she is the \_\_\_\_\_ of the \_\_\_\_\_  
Corporation and that neither the Bidder/ Contractor nor any proposed subcontractor is  
identified on the Prohibited Entities List.

SIGNED

SWORN to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Notary Public: \_\_\_\_\_

***Catskill Central School District***

Business Office  
Purchasing Department  
347 W Main Street  
Catskill, NY 12414

**\*\*SUBMIT WITH BID RESPONSE\*\***

REFERENCES

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

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Dates of Contract(s) \_\_\_\_\_

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

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Dates of Contract(s) \_\_\_\_\_

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

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Dates of Contract(s) \_\_\_\_\_

*Catskill Central School District*

**\*\*SUBMIT WITH BID RESPONSE\*\***

**STATEMENT OF BIDDER'S QUALIFICATIONS**

1. Name of Bidder \_\_\_\_\_
2. Type of Business Entity: \_\_\_\_\_
3. If the bidder is a corporation, state the date and place of incorporation of the corporation.  
.
4. For how many years has the bidder done business under its present name? \_\_\_\_\_
5. List the persons who are directors, officers, owners, managerial employees or partners in the bidder's business.  
.  
.
- 6a. Have any of the persons listed in Number 5 owned/operated/been shareholders in any other companies? If so, please state name of owned/operated/been shareholders and names of other companies:  
.  
.
- 6b. If the answer to number 6a is in the affirmative, list said persons and the names of their previous affiliations.  
.  
.
7. Has any director, officer, owner or managerial employee had any professional license suspended or revoked? If the answer to this question is yes, list the name of the individual, the professional license he/she formerly held, whether said license was revoked or suspended and the date of the revocation or suspension.  
.  
.
8. During the five year period preceding the submission of this bid, has the bidder been found guilty of any OSHA Violations? If the answer to this question is yes, describe the nature of the OSHA violation, an explanation of the remediation or other steps taken regarding such violation(s).  
.  
.
9. During the five year period preceding the submission of this bid, has the bidder been charged with any claims pertaining to unlawful intimidation or discrimination against any employee by reason of race, creed, color, disability, sex or natural origin and/or violations of an employee's civil rights or equal employment opportunities? If the answer to this question is yes, list the person making such claim against the bidder, a description of the claim, the status of the claim, and what disposition (if any) has been made regarding such claim.  
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*Catskill Central School District*

**\*\*SUBMIT WITH BID RESPONSE\*\***

**STATEMENT OF BIDDER'S**

10. During the five year period preceding the submissions of this bid, has the bidder been named as a party in any lawsuit in an action involving a claim for personal injury or wrongful death arising from performance of work related to any project in which it has been engaged? If the answer to this question is yes, list all such lawsuits, the index number associated with said suit and the status of the lawsuit at the time of the submission of this bid.

11. During the five year period preceding the submission of this bid, has the bidder been the subject of an investigation and/or proceedings before the Department of Labor for alleged violations of the Labor Law as it related to the payment of prevailing wages and/or supplemental payment requirements? If the answer to this question is yes, please list each such instance of the commencement of a Department of Labor proceeding, for which project such proceeding was commenced, and the status of the proceeding at the time of the submission of this bid.

12. During the five year period preceding the submission of this bid, has the bidder been the subject of an investigation and/or proceeding before any law enforcement agency, including, but not limited to any District Attorney's Office? If the answer to this question is yes, please list each such instance, the law enforcement agency, the nature of the proceeding, the project for which such proceeding was commenced, if applicable to a project, and the status of the proceeding at the time of the submission of this bid.

13. During the five year period preceding the bidder's submission of this bid, has the bidder been the subject of proceedings involving allegations that it violated the Workers' Compensation Law including but not limited to the failure to provide proof of worker's compensation or disability coverage and/or any lapses thereof. If the answer to this question is yes, list each such instance of violation and the status of the claimed violation at the time of the submissions of this bid.

14. Has the bidder, its officers, directors, owner and/or managerial employees been convicted of a crime or been the subject of a criminal indictment during the five years preceding the submission of this bid? If the answer to this question is yes, list the name of the individual convicted or indicted, the charge against the individual and the date of disposition of the charge.

*Catskill Central School District*

**\*\*SUBMIT WITH BID RESPONSE\*\***

**STATEMENT OF BIDDER'S**

15. During the five year period preceding the bidder's submission of this bid, has the bidder been charged with and/or found guilty of any violations of federal, state or municipal environmental and/or health laws, codes, rules and/or regulations? If the answer to this question is yes, list the nature of the charge against the bidder, the date of the charge, and the status of the charge at the time of the submission of this bid.

16. Has the bidder bid on any projects during the five year period preceding the bidder's submission of this bid? If the answer to this question is yes, list the projects bid on, whether said bid was awarded to the bidder and the expected date of commencement of the work for said project. For those projects listed, if the bidder was not awarded the contract, state whether the bidder was the lowest monetary bidder.

17. Does the bidder have any projects ongoing at the time of the submission of this bid? If the answer to this question is yes, list the projects on which the bidder is currently working, the percentage complete and the expected date of completion of said project.

18. Has your firm, in its current or any previous names, ever been declared a non-responsible bidder? If yes, please explain.

19. Has your firm, in its current or any previous names, ever failed to complete any contract awarded to you? If yes, please explain.

20. Has the bidder ever been terminated from a Project by the Owner? If the answer to this question is yes, list the projects on which the bidder was terminated, the nature of the termination (convenience, suspension, for cause), and the date of said termination.

**I hereby certify that all statements above are true and accurate.**

**BY:** \_\_\_\_\_  
**(Signature)**

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**(Print Name and Title)**

*Catskill Central School District*