

**GREENVILLE CENTRAL SCHOOL
P.O. BOX 129
4982 STATE ROUTE 81
GREENVILLE, NY 12083**

NOTICE TO BIDDERS

The Board of Education of the Greenville Central School District will receive separate sealed bids for:

SURPLUS ITEMS

The Board of Education reserves the right to reject any or all bids and waive any informalities or defect in such bid.

Sealed bids will be received in the Business Office of Greenville Central School until:

**DATE: Tuesday, December 18, 2018
TIME: 10:00 AM**

Specifications and bid forms may be obtained on the District's website www.greenvillecsd.org or at the Business Office, Greenville Central School, 4982 SR 81, Greenville, NY 12083.

Note: Designated times to review surplus items – Tuesday, December 11th from 9:00am to 12:00pm and Thursday, December 13th from 12:30pm to 3:30pm. Contact Richard Outtrim, Director of Facilities III @ (518)966-5070 ext. 462 to make arrangements to meet on site.

Robyn Bhend
Business Official

**Greenville Central School District
Request for Bids**

**A. Description:
2018-2019 Surplus Items Bid**

B. Background:

The Greenville Central School District serves approximately 1,150 students in grades Kindergarten through 12th grade. The District facilities located on one campus of 80 acres include one elementary school, a combined middle and high school, and transportation facility.

Project Location Address and Contact Information:

Greenville Central School District
PO Box 129
4982 State Route 81
Greenville, NY 12083

Greenville CSD Contact Person:

Name: Richard Outtrim
Title: Director of Facilities III
Phone: (518) 966-5070 Ext. 462
Fax: (518) 966-8346
Email: outtrimr@greenvillescd.org

C. Desired Scope of Services:

The Greenville Central School District is soliciting bids from qualified bidders.

D. Written Proposal Format:

Respondents are directed to prepare and submit written bids to be recorded under the "Bid Price" column. Bids will be awarded item by item not on the entire bid package. Some items will list a minimum bid requirement.

All bids and accompanying documentation become the property of the Greenville Central School District. The school district reserves the right to reject any and all bids received, to modify the proposal and award, to re-issue a request for bids if it deems that it is not satisfied with responses or is unable to proceed with and award at this time.

E. Selection Process & Timeline:

1. Issue bid specifications: December 6, 2018
2. Designated times to review surplus items:
 - *Tuesday, December 11th from 9:00am to 12:00pm
 - *Thursday, December 13th from 12:30pm to 3:30pm
 - *Please contact Richard Outtrim, Director of Facilities III, to make arrangements to meet on site at (518) 966-5070 Ext. 462.
3. Bids Due to District: December 18, 2018 – prior to 10:00am. Late bids will be rejected.
4. Bid Opening: 10:00am on December 18, 2018
5. Anticipated Action: Board of Education meeting – January 14, 2019.

F. Submission of bid packages: Bids shall be submitted as follows:
One copy of your written proposal, supporting documentation and a signed non-collusion certification is to be submitted in a clearly marked sealed enveloped labeled:

**Greenville Central School District
2018-2019 Surplus Items
By 10:00am on December 18, 2018 to:**

Robyn Bhend, Business Official
Greenville Central School District
Business Office
4982 State Route 81
PO Box 129
Greenville, NY 12083

Thank you for your interest.

cc: Board of Education
Robyn E. Bhend, Business Official
Project File

**Greenville Central School District
Surplus List #2
2018-2019 School Year**

Item #	Location	Description	Conditon	Minimum Price		Bid Price	
1	Buildings & Grounds	Fifty (50) 4' x 6' Horse Mats	Good	\$ 15.00	per mat		
2	Buildings & Grounds	Thirty-Three (33) 2' x 6' Acoustical Panels	Good	\$ 25.00	Lot		
3	Buildings & Grounds	Thirty-Five (35) 2' x 4' Acoustical Panels	Good	\$ 25.00	Lot		
4	Buildings & Grounds	One (1) Hammond Organ Model C3. Full bass pedals. Separate Leslie Organ Speaker Model 22 Serial #3059. Includes all electrical cords and bench.	Fair	\$ 200.00	Lot		

Name:
Address:
Phone:

All items must be removed from the premises within seven (7) business days after your bid has been approved by the Board of Education and after notification by the District.

BID PROPOSAL CERTIFICATIONS

Name:	
Address:	
Telephone Number:	Date of Bid:

I. General Bid Certification

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

II. Non-Collusive Bidding Certification

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

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 knowingly been disclosed by the bidder and will not be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

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

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

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph 1 (a).

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

Signature