



SPENCERPORT CENTRAL SCHOOL DISTRICT

Assistant Superintendent for Business

71 Lyell Avenue - Spencerport, NY 14559

RICK WOOD

Assistant Superintendent for Business

Phone: (585) 349-5111

Fax: (585) 349-5011

Date: April 10, 2024

BID: HVAC Supplies/Parts

BID OPENING: May 2, 2024

TIME: 10:25 a.m.

BIDDER

NAME:

CONTACT

NAME:

ADDRESS:

City

State

Zip

CONTACT

PHONE NO. :

CONTACT

EMAIL:

DATE:

April 10, 2024

Spencerport Central School District
Administration Building
Room 15, First Floor
71 Lyell Avenue
Spencerport, New York 14559

PLEASE DO NOT SEPARATE THESE PAGES

**BE SURE TO SIGN BID PROPOSAL CERTIFICATIONS AND DECLARATION OF
BIDDER/BID PERFORMANCE AGREEMENT**

**Your bid will not be accepted without the required signatures.
All bids must be in a sealed envelope and clearly labeled.**

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NOTICE TO BIDDERS

The Board of Education of the SPENCERPORT CENTRAL SCHOOL DISTRICT, Monroe County, New York (in accordance with Section 103 of Article 5-A of the General Municipal Law) hereby invites the submission of sealed bids to be received on the following time schedule for:

9:00 a.m.	Athletic Supplies
9:10 a.m.	Athletic Equipment
9:20 a.m.	Athletic Varsity Uniforms & Warm-ups
9:30 a.m.	Athletic Modified Uniforms
9:35 a.m.	Physical Education Equipment
9:40 a.m.	Lawn Care Management
9:45 a.m.	Paint
9:50 a.m.	Electrical Supplies
9:55 a.m.	Roof PM and Repairs
10:00 a.m.	Recycling/Refuse Service
10:05 a.m.	Plumbing Supplies
10:10 a.m.	Certified Document Destruction
10:15 a.m.	Heavy Automotive Repair
10:20 a.m.	General Automotive Repair
10:25 a.m.	HVAC Supplies
10:30 a.m.	Musical Instrument Repairs
10:35 a.m.	Piano Tuning
10:40 a.m.	Security Services

Bids will be received by the Spencerport Board of Education in Room 15, 1st Floor of the Administration Building, 71 Lyell Avenue, Spencerport, NY on May 2, 2024, at which time they will be publicly opened and read aloud.

Specifications and forms may be obtained by contacting the District Office, (585) 349-5110. The Board of Education reserves the right to reject any or all bids. Any bid submitted will be binding for 60 days subsequent to the date of bid opening.

Please address your bid to:

Spencerport Central School District
Attn: Rick Wood
71 Lyell Avenue
Spencerport, NY 14559
Mark Outside Envelope Bid Name

BOARD OF EDUCATION
Spencerport Central School
By: Rick Wood,
Assistant Superintendent for Business

Instructions to Bidders

Spencerport Central School District
71 Lyell Ave.
Spencerport, NY 14559

(For the **purchase of materials**, supplies, and equipment)

All invitations to bid issued by the above named school district will bind bidders and successful bidders to the conditions and requirements set forth in these general conditions, and such conditions shall form an integral part of each purchase contract awarded by the school district.

DEFINITIONS

"School district"	Shall be the legal designation of the district.
"Notice to bidders"	A formal statement which, when issued by the school district, constitutes an invitation to bid on the materials, supplies and equipment described by the specifications.
"Board"	The board of education of the school district.
"Bid"	An offer to furnish materials, supplies, and/or equipment in accordance with the invitation to bid, the general conditions, special instructions, and the specifications.
"Bid offer"	The form on which the bidder submits the bid.
"Bidder"	Any individual, company, or corporation submitting a bid.
"Contract"	A notice to the successful bidder by the issuance of a purchase order; also, all documents relating to the transaction including, but not limited to, the bid offer of the successful bidder, notice to bidders, general information, general conditions, special instructions, specifications, notice of award, bid proposal certifications; also, a formal document signed by the successful bidder and the school district representative.
"Successful bidder"	Any bidder to whom an award is made by the school district.
"Contractor"	Any bidder to whom a contract award is made by the board of education.
"Specification"	Description of materials, supplies and/or equipment and the number/amount requested and the conditions for its purchase.

BIDS

1. The date, time, and place of bid opening will be given in the Notice to Bidders.
2. All bids must be submitted on bid offer forms and in accordance with instructions provided by the board.
3. All bids received after the time stated in the Notice to Bidders may not be considered and will be returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the school district. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid deposited on time at the place specified.
4. All information that is required by Notice to Bidders, General Conditions, Specifications, and Bid Offer, in connection with each item against which a bid is submitted, must be given to constitute a regular bid.
5. The non-collusive bidding certification must be included with each bid as required by General Municipal Law, Section 103-d.
6. The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the service, supplies, materials, or equipment required and a representation that the bidder can furnish the service, supplies, materials, or equipment satisfactorily in complete compliance with the specifications.
7. No alteration, erasure, or addition is to be made in the typewritten or printed matter. Deviations from the specifications must be set forth in space provided in bid for this purpose.
8. Prices and information required should be typewritten for legibility. Illegible or vague bids may be rejected. All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.
9. Sales to school districts are not affected by any fair trade agreements. (General Business Law, Sec. 369-a, sub. 3).
10. No charge will be allowed for Federal, State, or municipal sales and excise taxes since the school district is exempt from such taxes. The price bid shall be net and shall not include the amount of any such tax.
11. In all specifications, the words "or equal" are understood after each article giving manufacturer's name or catalog reference, or on any patented article. If bidding on items other than those specified, bidder must in every instance give the trade designation of the article, manufacturer's name, and detailed specifications of item he proposes to furnish. Otherwise, bid will be construed as submitted on the identical item as specified.
12. Bids on equipment must be on standard new equipment, of latest model and in current production, unless otherwise specified.
13. All regularly manufactured stock electrical items must bear the label of the Underwriters' Laboratories, Inc.

14. When bids are requested on a lump sum basis, bidder must bid on each item in the lump sum group. A bidder desiring to bid "no charge" on an item in a group must so indicate; otherwise bid for the group may be rejected.
15. All prices quoted must be "per unit" as specified; e.g., do not quote "per case" when "per dozen" is requested; otherwise, bid may be rejected.
16. Bidder must insert the price per unit and the extensions against each item in his bid. In the event of a discrepancy between the unit price and the extension, the unit price will govern. Prices shall be extended in decimals, not fractions.
17. Prices shall be net, including transportation and delivery charges fully prepaid by the successful bidder to destination indicated in the instructions to bidders. If award is made on any other basis, transportation charges must be prepaid by the successful bidder and added to the invoice as a separate item. In any case, title shall not pass until items have been delivered and accepted.
18. All bids must be sealed. They must be submitted in envelopes furnished by the school district, if any. Otherwise, plain, opaque envelopes may be used, clearly marked "BID." Also the date and time of the bid opening as indicated on the Notice to Bidders must appear on the envelope. Bids must not be attached to or enclosed in packages containing bid samples. Telephoned quotations or amendments will not be accepted at any time.
19. No interpretation of the meaning of the specifications or other contract document will be made to any bidder orally. Every request for such interpretation should be in writing, addressed to the school district, not later than five (5) days prior to the date fixed for the opening of bids. Notice of any and all such interpretations and any supplemental instructions will be sent to all bidders of record by the school district in the form of addenda to the specifications. All addenda so issued shall become a part of the contract documents.
20. If the supplies, materials, or equipment are to be delivered over an extended period of time, or if the specifications so state, then the successful bidder may be required to execute an agreement in relation to the performance of his contract, such agreement to be executed by the bidder within 15 days after notification to execute such contract. If the specifications so state, the successful bidder also may be required to furnish a performance bond equal to the full amount of the contract to guarantee the faithful performance of such contract. Such performance bond shall be maintained in full force and effect until the contract shall have been fully performed. The Surety Company furnishing such performance bond shall be authorized to do business in the State of New York and must be satisfactory to the school district. The successful bidder shall execute the performance bond at the time of the execution of the contract by the successful bidder and the board.

SAMPLES

21. All specifications are minimum standards; and accepted bid samples do not supersede specification for quality unless bid sample is superior, in which case deliveries must be the same identity and quality as accepted bid sample.
22. The school district reserves the right to request a representative sample of the item quoted upon either prior to the award or before shipments is made. If the sample is not in accordance with the requirements of the specification, the school district may reject the bid; or, if award has been made, cancel the contract at the expense of the successful bidder.
23. Samples, when required, must be submitted strictly in accordance with instructions; otherwise, bid may not be considered. If samples are requested subsequent to bid opening, they shall be delivered as directed for bid to have consideration. Samples must be furnished free of charge and must be accompanied by descriptive memorandum invoices indicating if the bidder desires their return and specifying the address to which they are to be returned provided they have not been used or made useless by tests. Award samples may be held for comparison with deliveries. The school district will not be responsible for any samples destroyed or mutilated by examination or testing. The bidder at his expense shall remove samples. Samples not removed within fifteen (15) days after written notice to the bidder will be regarded as abandoned and the school district shall have the right to dispose of them as its own property.
24. When a specification indicates that an item to be purchased is to be equal to a sample, such sample will be on display at a designated location in the school district. Failure on the part of the bidder to examine sample shall not entitle him to any relief from the conditions imposed in the proposal, specification, etc.

AWARD

25. Awards will be made to the lowest responsible bidder, taking into consideration the reliability of the bidder, the quality of the materials, equipment, or supplies to be furnished, their conformity with the specifications, the purposes for which required, and the terms of delivery.
26. The school district reserves the right to reject all bids. 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 the district will be served. Also reserved is the right to reject bids and to purchase items on State or county contracts if such items can be obtained on the same terms, conditions, specifications, and at a lower price.
27. The school district reserves the right to make awards within sixty (60) days after the date of the bid opening during which period bids may not be withdrawn unless the bidder distinctly states in his bid that acceptance thereof must be made within a shorter specified time.
27. Where a bidder is requested to submit a bid on a total sum or sums, the right is reserved to award contracts on total sum or sums, whichever is in the best interests of the school district.
29. If two or more bidders submit identical bids as to price, the decision of the board to award a contract to one of such identified bidders shall be final. (General Municipal Law, Sec. 103, sub. 1.)

CONTRACT

30. Each bid will be received with the understanding that the acceptance thereof in writing by the board, to furnish any or all of the items described therein shall constitute a contract between the successful bidder and the school district. Contract shall bind the successful bidder on his part to furnish and deliver at the prices and in accordance with the conditions of his bid. Contract shall bind the school district on its part to order from such successful bidder and to pay for at the contract prices, all items ordered and delivered, within ten (10) percent over or under the award quantity, unless otherwise specified.
31. The placing in the mail of a notice of award or purchase order to a successful bidder, to the address given in his bid, will be considered sufficient notice of acceptance of contract.
32. If the successful bidder fails to deliver as ordered, or within the time specified, or within reasonable time as interpreted by the school district, or fails to make replacement of rejected articles, when so requested immediately or as directed by the school district, the school district may purchase from other sources to take the place of the item rejected or not delivered. The school district reserves the right to authorize immediate purchase from other sources against item rejections or not delivered on any contract when necessary. On all such purchases the successful bidder agrees to reimburse the school district promptly for excess costs occasioned by such purchases. Should the cost be less, the successful bidder shall have no claim to the difference. Such purchases will be deducted from contract quantity.
33. A contract may be canceled at the successful bidder's expense upon nonperformance of contract.
34. Cancellation of contract for any reason may result in removal of the successful bidder's name from mailing list for future proposals for an indeterminate period.
35. When materials, equipment, or supplies are rejected, the successful bidder from the premises of the school district must remove them within ten (10) days of notification. Rejected items left longer than ten (10) days will be regarded as abandoned, and the school district shall have the right to dispose of them as its own property.
36. No items are to be shipped or delivered until receipt of an official purchase order from the school district.
37. It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or his right, title, or interest therein, or his power to execute such contract, to any other person, company, or corporation, without the previous written consent of the school district.

INSTALLATION OF EQUIPMENT

38. The successful bidder shall clean up and remove all debris and rubbish resulting from his work from time to time as required or directed. Upon completion of the work the premises shall be left in a neat, unobstructed condition, and the buildings broom cleaned, and everything in perfect repair and order. Old materials are the property of the successful bidder unless otherwise specified.
39. Equipment, supplies, and materials shall be stored at the site, only on the approval of the school district and at the successful bidder's risk. In general, such on-site storage should be avoided to prevent possible damage or loss of the material.
40. Work shall be progressed so as to cause the least inconvenience to the school district and with proper consideration for the rights of other successful bidders or workmen. The successful bidder shall keep in touch with the entire operation and install his work promptly.
41. Bidders shall acquaint themselves with conditions to be found at the site and shall assume all responsibility for placing and installing the equipment in the locations required.
42. Equipment for trade-in shall be dismantled by the successful bidder and removed at his expense. The condition of the trade-in equipment at the time it is turned over to the successful bidder shall be the same as covered in the specifications, except as affected by normal wear and tear from use up to the time of trade-in. All equipment is represented simply "as is." Equipment is available for inspection only at the delivery point listed for new equipment, unless otherwise specified.

GUARANTEES BY THE SUCCESSFUL BIDDER

43. The successful bidder guarantees:
 - (a) His products against defective material or workmanship and to repair or replace any damages or marring occasioned in transit.
 - (b) To furnish adequate protection from damage for all work and to repair damages of any kind for which he or his workmen are responsible, to the building or equipment, to his own work, or to the work of other successful bidders.
 - (c) To carry adequate insurance to protect the school district from loss in case of accident, fire, theft, etc.
 - (d) That all deliveries will be equal to the accepted bid sample.
 - (e) That the equipment delivered is standard, new, latest model of regular stock product or as required by the specifications; also that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice. Every unit delivered must be guaranteed against faulty material and workmanship for a period of at least one-year from date of delivery. If during this period such faults develop, the successful bidder agrees to replace the unit or the part affected without cost to the school district.

Any merchandise provided under the contract, which is or becomes defective during the guarantee period shall be replaced by the successful bidder free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment. The successful bidder shall make any such replacement immediately upon receiving notice from the school district.

DELIVERY

44. Delivery must be made in accordance with the instructions to bidders and specifications. If delivery instructions do not appear on order, it will be interpreted to mean prompt delivery. The decision of the school district as to reasonable compliance with delivery term shall be final.
45. The school district will not accept any deliveries on Saturday, Sundays, or legal holidays, except commodities required for daily consumption or where the delivery is for an emergency.
46. Items shall be securely and properly packed for shipment, storage, and stocking in shipping containers and according to acceptable commercial practice, without extra charge for packing cases, baling or sacks.
47. The successful bidder shall be responsible for the delivery of items in good condition. He shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices. The receiving school district will note for the benefit of successful bidder when packages are not received in good condition.
48. Unless otherwise stated in the specifications, all items must be delivered into and placed at a point within the building as directed by the shipping instructions or the agent for the school district. The successful bidder will be required to furnish proof of delivery in every instance.
49. Unloading and placing of the equipment and furniture is the responsibility of the successful bidder, and the school district accepts no responsibility for unloading and placing of equipment. Any costs incurred due to the failure of the successful bidder to comply with this requirement will be charged to him. No help for unloading will be provided by the school district, and suppliers should notify their truckers accordingly.
50. All deliveries shall be accompanied by delivery tickets or packing slips. Ticket(s) shall contain the following information for each item delivered:

Contract Number and/or Purchase Order Number
Name of Article
Item Number (if applicable)
Quantity
Name of the Successful Bidder

Carton shall be labeled with purchase order or contract number, successful bidder's name and general statement of contents. Failure to comply with this condition shall be considered sufficient reason for refusal to accept the goods.

PAYMENTS

51. Payment for the used portion of an inferior delivery will be made by the school district on an adjusted price basis.
52. Payment will be made only after correct presentation of claim form or invoices as may be required.
53. Payments of any claim shall not preclude the school district from making claim for adjustment on any item found not to have been in accordance with the contract specifications.

SAVING CLAUSE

54. The successful bidder shall not be held responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fire, floods, acts of God, or for any other acts not within the control of the successful bidder and which by the exercise of reasonable diligence he is unable to prevent.

Date of Adoption by Board of Education: June 22, 1999

NOTE: A non-collusive bidding certification must be submitted with each bid.

BOARD OF EDUCATION
Spencerport Central School District
Monroe County, Spencerport, NY

Rick Wood
Assistant Superintendent for Business
Purchasing Agent

Marcela Clapper
District Clerk

NON-COLLUSIVE BIDDING CERTIFICATION

Name:

Business Address: _____

Telephone Number: _____ Date of Bid: _____

I. General Bid Certification

The bidder certifies that he will furnish, at 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 subdivision 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 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 therefore. 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 of subparagraph one (a).

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 (Authorized) _____

Title _____

BOARD OF EDUCATION
SPENCERPORT CENTRAL SCHOOLS
SPENCERPORT, NEW YORK

DECLARATION OF BIDDER/BID PERFORMANCE AGREEMENT

Name of Bidder: _____

Business Address: _____

Telephone No.: _____ Date of Bid: _____

The bidder above mentioned declares and certifies:

First: That the said 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.

Second: That this bid is made without any previous understanding, agreement or connection with any other person, firm, or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.

Third: That no member of the Board of Education of Spencerport Central School District, County of Monroe, 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 relates, or in any portion of the profits thereof.

Fourth: That said bidder has carefully examined the instructions to bidders, schedules 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, goods, apparatus, wares, merchandise, services or labor for which this bid is made.

Fifth: That the prices quoted herein are net and exclusive of all federal, state and municipal sales and excise taxes.

No plea of mistake in such accepted bid shall be available to the undersigned bidder and no bid may be withdrawn before the expiration of 20 days from the date of submission thereof.

The undersigned hereby proposes and agrees to furnish and deliver to the Spencerport Central School District items listed in accordance with the specifications detailed herein; and to perform this contract in accordance with all laws, rules and regulations of the State of New York, including the regulations of the Commissioner of Education of the State of New York.

All specifications which include on-site labor of any type are subject to NYS Department of Labor Prevailing Wage Classification (PR). The Spencerport Central School District is not empowered to grant any exceptions.

In submitting this proposal, we certify to furnish the required products(s) in accordance with the detailed list of product and instructions included herein, and to guarantee performance and delivery no later than sixty (60) days from bid award. We further agree to comply with all items under instructions to bidders.

(Person, Firm or Corporation)

(Authorized Signature)

SPENCERPORT CENTRAL SCHOOL DISTRICT
SPENCERPORT, N.Y.

Specifications are for the equipment, supplies and/or services specified or approved equal. All specifications are to be met or noted on bid sheet. If an alternate unit is bid, any specifications that are different from those indicated should be clearly noted in the exceptions area on the form below.

All specifications which include on-site labor of any type are subject to New York State Department of Labor Prevailing Wage Classification (PRC). The Spencerport Central School District is not empowered to grant any exceptions.

All installation, rearrangement products and services supplied shall conform to all applicable local, state, and federal codes.

Where items or articles of equipment or supplies are designated as manufactured by a specific manufacturer, it is to be understood that the article as specified represents an accepted standard. Where certain brands of materials, apparatus, or equipment are specified, such goods have been selected in order to establish a standard for the particular supply required, but it is not the intention to limit competition thereby.

Department: Facilities **2024-2025**
Account Name: **HVAC SUPPLIES/PARTS**
Acct: Number: **31-1621-568**

1. The contract year runs from July 1, 2024 to June 30, 2025, and bid prices shall be in effect for the entire period.
2. Spencerport Schools reserves the right to award to the vendor who in the District's view can best serve the District.
3. The purpose of this invitation is to secure "standard discount percentage" for various items and thereby establish a ready source of supply for materials, supplies and equipment of the kinds described. It is understood that other discounts may apply to specific items, and the respective discounts may not be available for publication at this time. Such discounts will be applied to the appropriate purchases as processed.
4. **Item 1** will report the standard Discount Percentage of HVAC Supplies to be carried at the initiation of this agreement at or below State Contract Pricing. If equivalent is to be proposed, the name brand being substituted will be noted.
5. Catalog items are defined as those items listed in the vendor's TRADE SERVICE CATALOG or alternate publication. These items are individually and separately identified by a catalog number.
6. Buyer agrees to purchase, and seller agrees to sell and deliver the catalog items listed in the TRADE SERVICE CATALOG or alternate publication. Further, the buyer agrees to buy, and seller agrees to sell non-catalog items under the terms and conditions of this agreement, except that non-catalog items shall not be subject to the provisions of the following paragraphs.
7. Non-catalog items are defined as those items not listed in the TRADE SERVICE CATALOG or alternate publication, same category or generic group as those items classified "catalog".
8. This agreement is subject to vendor supplying Spencerport Central School District with an acceptable listing of catalog items by July 1, 2024.
9. Seller's discount to buyer for all materials sold by seller to buyer during the course of this contract shall be as follows:
 - a. Catalog Items: Trade Service Publication Sheet, Last Column, Discount%, or Alternate Publication
 - b. Non-Catalog Items: Will be priced the same as catalog items.
 - c. F.O.B. - Spencerport Central School District.
 - d. In the event of a price increase or decrease in the net cost of one or more of a manufacturer's product lines, seller may, by supplying new catalog sheets, adjust the price. However, the discount % from TRADE SERVICE last column price or alternate publication must remain in effect for the life of the contract.
10. If buyer's requirements change with regard to a particular item or group of items, in such a way as to alter seller's cost, either party may, in writing, request renegotiation of the contract prices for these items. If no agreement can be reached, the items concerned may be eliminated from the contract by either party upon sixty (60) days written notice.
11. Seller agrees to supply to buyer a priced catalog to be used under this agreement. Seller agrees to supply updated catalog pages to buyer as required, during the term of this contract.
12. Bidders **MUST** use Trade Service Publication Price Sheets, last column, in order for bid to be considered.
13. Seller agrees that delivery of catalog items to buyer's designated delivery point may be made within two (2) working days after receipt of material requisition.
14. Seller agrees to notify the buyer of the delivery date of all non-catalog items not deliverable within the time limits established for catalog items in the previous paragraph.

15. Seller will stock an adequate supply of items for buyer. Buyer will assist seller in forecasting usage and seller will guarantee that there will be no stock outs for catalog items, unless due to circumstances beyond seller's control. Seller will immediately advise requisitioning personnel or the buyer when a stock-out situation occurs and delivery within the established time schedule cannot be accomplished. Seller will take all possible action to provide these out of stock items with minimum delay. However, buyer is free under these circumstances to use any other source available to secure these out-of-stock items.
16. Additions, deletions, or substitutions from this list may be made by written amendment to this contract.
17. No substitution of material will be permitted on catalog items unless previously agreed to by the buyer. For non-catalog items, seller may deliver equivalent merchandise if requested items are not available when required. but acceptance or rejection is the prerogative of the buyer.
18. This agreement may be terminated by either party at any time by giving sixty (60) days written notice.
19. The award will be made to the qualified low bidder based on the proposed discounts of **Item 1 and Item 2**. The District retains the option to split the award to multiple vendors as is financially advantageous.

This contract may not be changed, amended, or assigned without the written consent of the Director of Facilities. Spencerport Central School District.

Item 1	Description	Discount Percentage
Items to be carried at the Initiation of this Agreement at or below State Contract Pricing	MERV 8 Filters	_____ %
	Actuator's	_____ %
	Control Boards	_____ %
	Ignitors, Flame Sensor's	_____ %
	Pumps, Motors	_____ %
	Belimo Valve's	_____ %
	*if equivalent is to be proposed, write in name brand being substituted:	_____ %
	Item 2	
Standard discount for additional material	Standard Discount for material not included in Item 1	_____ %

Item 3	Exceptions: <hr/> <hr/> <hr/> <hr/>
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