

BOARD OF EDUCATION

VOORHEESVILLE CENTRAL SCHOOL DISTRICT  
432 New Salem Road, Voorheesville, NY 12186

Bid Proposal for Septic System Maintenance

Sealed bids will be received no later than 2 p.m. on Thursday, May 31, 2007, by the Assistant Superintendent for Business at the above address, and then publicly opened and read. Bids must be in a sealed envelope, plainly marked on the outside stating the bid proposal as shown above.

The attached conditions and specifications consist of eight (8) pages. The undersigned bidder certifies to having read every page and offers to furnish the items specified, and to perform all incidental work contemplated herein, to the School District in exact accordance with these specifications and at the prices stated.

Name of Bidder \_\_\_\_\_

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

Phone no. \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Printed Name of Authorized Signer \_\_\_\_\_

Title \_\_\_\_\_

**Specifications**  
**for**  
**Septic System Maintenance**  
**Board of Education**  
**Voorheesville Central School District**

Voorheesville Central School District, of the Towns of New Scotland, Berne and Guilderland;  
County of Albany.

Bids will be received in the District Office located at the Clayton A. Bouton High School in  
Voorheesville, NY until:

**2 p.m.**  
**Thursday, May 31, 2007**

at the **DISTRICT OFFICE**, at which time they will be opened and publicly read.

**DO NOT SEPARATE THESE SHEETS**

## **INSTRUCTIONS TO BIDDERS**

### **1. SUBMISSION OF BIDS**

#### **BIDS SHALL BE ADDRESSED TO:**

**Assistant Superintendent for Business  
VOORHEESVILLE CENTRAL SCHOOL DISTRICT  
P.O. BOX 498  
432 NEW SALEM ROAD  
VOORHEESVILLE, NEW YORK 12186**

### **2. FORM OF BID**

Proposal shall be in writing. Prices shall be itemized by units and totals and identified in accordance with the items in these specifications and shall be on bid form enclosed.

### **3. EQUIVALENTS AND SUBSTITUTES**

Where items are specifically described by model numbers or are of a specific manufacturer's make, the base bid shall include that item as specified. If this bid is not possible, a satisfactory explanation shall be given. This shall apply even though the expression "or approved equal" shall appear after the model number and make. The bidder shall state in the bid form the name of the manufacturer whose products he will use for all standard machinery, equipment and other standard items and he shall be authorized dealer of such products.

### **4. RESERVATIONS**

The owner reserves the right to reject any or all proposals, to waive any informalities in any bid, or to make award in the best interests of the owner.

The owner also reserves the right to omit any item or items if he considers it in his interest to do so. Further, the owner may award the individual items separately, in groups or in toto.

### **5. QUALIFICATION OF BIDDERS**

The owner may make such investigation as is necessary to determine the ability and qualifications of the bidder to perform specified services, and to supply specified materials. The bidder shall furnish a list and any information and data as to other similar installations, if requested by owner, within seven days from the date of notification of request for such information by owner.

### **6. 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 and is required to make a non-collusion certification.

7. **SEALED BIDS**  
Bid sheets and all other related documents must be delivered in a sealed envelope. In the lower left hand corner, bidder will place the legend "Bid for Septic System Maintenance".
8. **CONFIRMATION OF QUANTITIES AND MEASUREMENTS**  
The bidder shall assume all responsibility for confirming quantities, measurements and any other requirements as stated in the specifications.
9. **UNIT PRICES**  
The school authorities reserve the right to remove items from the bid list. Any discounts offered by the bidder must be applicable to unit prices.
10. **DELIVERY CHARGES**  
All bids are to be made on the basis of delivery and placement, according to directions from the business office. The successful bidder shall pay all freight and delivery charges. Damaged merchandise will not be accepted.
11. **DELIVERY**  
Bidder will indicate the earliest date on which the delivery of the equipment and supplies can be made. Bidder agrees to deliver the equipment and all of its components as described in the specifications, within thirty (30) days following receipt of our purchase order. If the item(s) cannot be delivered on time, the District reserves the right to cancel the order and to find an alternate vendor to provide them.
12. **WARRANTIES/GUARANTEES**  
Bidder will provide a copy of all warranties and guarantees that accompany this equipment. This shall explicitly identify what is and what is not covered under these warranties and guarantees.
13. **BILLING AND PAYMENT**  
At the time of delivery, the bill or invoice will be signed by the recipient. The total cost of items delivered must be entered on each bill. Payment will be made by Voorheesville CSD on a monthly basis.
14. **AWARDS**  
Bid will be awarded to the lowest responsible bidder meeting specifications, as determined by the Board of Education and its designees.

# Septic System Maintenance BID – 2007-2008

## Official Bid Summary Form (Bidder – Please fill in each blank line.)

Septic pumped out of the tank at both ES and MS/HS sites \$ \_\_\_\_\_ per 1000 gallons

Grease pumped out from the trap both ES and MS/HS sites \$ \_\_\_\_\_ per 1000 gallons

Pump station at Elementary School pumped and cleaned \$ \_\_\_\_\_

Dumping fees (if applicable)\* \$ \_\_\_\_\_ per gallon\*

\*Write "NA" in price column if not applicable.

The above price(s) are guaranteed until \_\_\_\_\_  
(Note specific date above.)

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

**BID CERTIFICATION**

TO: BOARD OF EDUCATION, VOORHEESVILLE CENTRAL SCHOOLS

No member of the Board of Education of Voorheesville Central School, 432 New Salem Road, Voorheesville, New York, 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 is related, or in any portion of the profits thereof.

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 prices bid and within merchandise, services or labor for which this bid is made.

The prices quoted herein are net and exclusive of all Federal, State and Municipal sales and excise taxes.

We agree that the Board of Education of Voorheesville Central School is to be the sole judge of equivalency, and in submitting this bid we agree to abide by the decision of the Board and waive all rights to question or contest with respect to equivalency.

Further, we attest that neither this company nor any of its principals have been prosed for debarment, been debarred or been suspended by a federal agency in accordance with 7 CFR part 3017.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Dated

**RESOLUTION - for Corporate Bidders Only**

RESOLVED THAT \_\_\_\_\_ be  
*(Individual)*  
authorized to sign and submit the bid or proposal of this corporation for the following:

\_\_\_\_\_  
*(Description of Item/Project)*

and to include in such a bid or proposal the certificate as to noncollusion required by Section one hundred three-d of the general Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by \_\_\_\_\_

\_\_\_\_\_  
corporation at a meeting of its board of directors held on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ and is still in full force and effect on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL OF THIS CORPORATION)

**NON-COLLUSION STATEMENT**

(To be returned with proposal)

THE BIDDER CERTIFIES THAT:

- A. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- B. This bid or proposal has not been knowingly disclosed and will not knowingly be disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor;
- C. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- D. The person signing this bid or proposal certifies that he or she has fully informed him/herself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing on its behalf;
- E. The attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the executive of this certificate by the signator of this bid or proposer in behalf of the corporate bidder.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**(BID IS VOID IF SIGNED COPY IS NOT RETURNED WITH PROPOSAL)**