



**Empower
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**Request for Proposal
NCSD-24-006**

DISTRICT ELEMENTARY SCHOOL SIGNS

**Niskayuna Central School District
1239 Van Antwerp Road
Niskayuna, NY 12309
Phone: (518) 377-4666**

SUBMISSIONS DUE BY: May 22, 2024 at 2:50 PM

TIMELINE:

RELEASE OF PROPOSAL: MAY 3, 2024

DEADLINE FOR PROPOSERS TO SUBMIT QUESTIONS: MAY 10, 2024

DISTRICT ISSUES WRITTEN RESPONSE TO QUESTIONS: MAY 15, 2024

PROPOSAL DUE DATE: MAY 22, 2024 at 2:50 pm

PROPOSAL OPENING: MAY 22, 2024 at 3 p.m.

NOTICE OF INTENT TO PROCEED: MAY 29, 2024

ATTACHMENTS: (Complete attachments where applicable and return with proposal)

- A) Proposer Cover Sheet
- B) Proposal/Pricing Sheet
- C) Insurance Requirements
- D) Non-Collusion Certification
- E) C of C Iran Divestment Act 2012
- F) References
- G) Niskayuna Brand Guide
- H) Mock Design

In accordance with the provisions of Section 103 of the General Municipal Law, an advertisement has been published in the local newspaper.

SECTION I - GENERAL INFORMATION/CONDITIONS

Summary Statement:

The purpose of this Request for Proposal (RFP) for the Niskayuna Central School District to establish a contract with a vendor to design, manufacture and install signs at the district's five elementary schools, Birchwood, Craig, Glenclyff, Hillside and Rosendale. The intent of this RFP is to award a contract to the proposer who most successfully meets the requirements outlined in this request for proposals and is deemed to be most advantageous to the district, with cost as a major factor in this evaluation. Proposers shall make all investigations necessary to thoroughly inform themselves about the District. No plea of ignorance by the proposer of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the RFP, will be accepted as a basis for varying the requirements of the District or the compensation to the vendor.

General Information:

Niskayuna Central School District is located in Schenectady County operates one high school, two middle schools and five elementary schools.

SECTION II - GENERAL REQUIREMENTS

Instructions to Bidders:

The contract will be awarded in accordance with the Sealed Proposal procurement method. The submission of a bid will indicate that the Proposer (1) has read the instructions, (2) will abide by the terms and conditions governing this Request for Proposal, and (3) understands the requirements for delivery of the services specified.

General Instructions:

Vendor must submit all required forms with their proposal. A completed proposal packet must be submitted. Each bid is considered a binding contract. Proposers **cannot** change prices after they have been awarded a contract. When a Proposal contract is awarded, the successful proposer **must** provide all of the services.

Questions:

Any questions about the requirements of the bidding procedures, including questions about the meaning of any part of the specifications, must be submitted in writing to the District Purchasing Agent, Michael DeSantis, 1239 Van Antwerp Road, Niskayuna, NY 12309, or mdesantis@niskyschools.org. Questions must be submitted by 5 p.m. on Friday, May 10, 2024. A written answer will be prepared and will thereafter be sent to all vendors of record (in some cases in the form of an addendum). Such written answers will be binding on all vendors. No explanation of RFP response procedures or interpretation of the specifications will be binding on the School District unless it is made in writing and no vendor should rely on an oral answer given by any person. Under no circumstances may any firm or its representatives contact any employee or representative of the District regarding this RFP, other than as provided in this section. Strict adherence to this important procedural safeguard is required and appreciated.

SECTION III - TERMS AND CONDITIONS

1. The issuance of this RFP request constitutes only an invitation to submit a response to the District.
2. No officer of the school district or member of the Board of Education shall have interest in this bid.
3. This proposal request does not commit the District either to award a contract or to pay any costs incurred in the preparation of a submission. Proposers shall bear all costs associated with submission preparation, submission and attendance at presentation interviews, or any other activity associated with this bid request or otherwise.
4. All proposals and accompanying documentation become the property of the Niskayuna Central School District. The District shall not divulge any information presented to anyone outside the District, unless required by law, without the written approval of the individual or firm. The District reserves the right to use the information and any ideas presented in any submission in response to this RFP request, whether or not the submission is accepted. Submitted bids may be reviewed and evaluated by any person or outside consultant retained by the District, other than one associated with a competing applicant, as designated by the District. If a proposer believes that any information in its proposal constitutes a trade secret and wishes such information not be disclosed if requested by a member of the public pursuant to the State Freedom of Information Law, Article 6 of the Public Officers Law, the proposer shall submit with its proposal a letter specifically identifying the page number, line or other appropriate designation, that information which it deems to constitute a trade secret and explain in detail why such information is a trade secret. Failure by a proposer to submit such a letter with its proposal identifying trade secrets shall constitute a waiver by the applicant of any rights it may have under Section 89 (Subdivision 5) of the Public Officers Law relating to protection of trade secrets.
5. If applicable, it is incumbent upon the contractor(s) to pay the prevailing rate of wages as established by the NYS Department of Labor.
6. Prevailing Wage Rate as part of the requirements of Article 9 (sections 230-239) of the NYS Labor Law, requires Public Work Contractors and Subcontractors to pay laborers, workers or mechanics employed in the performance of a Public Works contract not less than the prevailing rate of wages and to provide supplements (fringe benefits) in accordance with prevailing practices in the locality where the work is performed. Any Federal or State determination of a violation of any Public Works law or regulation, or Labor Law, or any OSHA violation deemed "seniors or willful" may be grounds for a determination of vendor non-responsibly and rejection of proposal.
7. If applicable, the Contractor must provide a copy of payroll records, when requested, showing prevailing wages paid to each employee for any School District project.
8. The District neither makes nor assumes any contractual obligation by issuing this RFP request, receiving and evaluating responses, or making preliminary proposal selections. Providing a response as provided herein shall neither obligate nor entitle a proposer to enter into a contract with the District.
9. The District reserves the right to determine in its sole and absolute discretion whether any aspect of the proposer's submission satisfactorily meets the criteria established in this

RFP request, the right to seek clarification from any proposer(s), and the right to cancel and/or amend, in part or entirely, the RFP request, at any time prior to a written contract.

10. It is understood that any submission received and evaluated by the Niskayuna Central School District will be used as the basis for the cost and terms of a contract between the District and the particular proposer. In submitting a response, it is understood by the proposer that the District reserves the right to accept any submission, to reject any and/or all submissions and to waive any irregularities or informalities that the District deems is in its best interest.

11. The District is not obligated to respond to any submission nor is it legally bound in any manner whatsoever by the submission of a response.

12. Each response shall be reviewed for completeness and for the technical and administrative requirements of the RFP request. The District has the option of requesting the bidder to submit missing information or provide clarification of those issues deemed incomplete, or disqualifying the proposal. A proposal may be disqualified for lack of response to such a request.

13. RFP's submitted to the District must be valid for a period of at least 120 days from the deadline for receipt of proposal responses as defined in the time frame section of this document.

14. The selected proposer's proposal will become part of any resulting legal contract, should contracts be awarded. The term of the resultant contract shall commence upon award and shall remain in effect until completion, inspection, and final acceptance of specified project(s) unless terminated, canceled, or extended as otherwise provided herein.

15. The District may, from time to time, inform other local governmental entities and school districts that they may acquire items or services listed in this Request for Proposal. Such acquisition(s) shall be at the prices stated herein, and shall be subject to proposer's acceptance. Other local government entities or school districts purchase orders shall be submitted directly to the vendor within the specified contract period referencing the District's contract. Niskayuna Central School District will not be liable or responsible for any obligations, including, but not limited to, payment, and for any item ordered by an entity or school other than the Niskayuna Central School District.

16. When specifications are revised, the Niskayuna Central School District will issue an addendum addressing the nature of the change. Proposers must sign and include it in the returned proposal package.

17. It is a requirement that proposers indicate specifically in the response any sub-contract, alliance, partner, franchise, or other "non-employee" relationship with any resource(s) they will utilize if they are chosen as the selected bidder. Note: The District reserves the right to approve and designate sub-contractors to be used in any of the services being proposed.

18. Niskayuna Central School District reserves the right to introduce additional factors not contained in this RFP request in order to obtain the most suitable solution. After submitting a proposal, each respondent must be prepared to have the operational aspects of their proposal reviewed in detail by District representatives.

19. Proposals shall be opened publicly at the District's Business Office location, or other duly

designated location, on the "received by" date and time indicated on the cover page. The name of each proposer shall be read publicly and recorded. Unless disclosure of final proposal pricing would constitute an impairment of negotiations, the proposed proposal, cost, or sum of each proposer will be read publicly as well. The content of proposals shall not be subject to public inspection until after contract award. Subsequent to contract award, bids may be reviewed unless they, in total or in part, contain information which is exempt from disclosure pursuant to the Freedom of Information Law (e.g. a trade secret).

20. At any time prior to the specified proposal due time and date, a proposer (or designated representative) may withdraw their bid.

21. The District reserves the right to award contracts for individual projects or for any combination of projects deemed to be most advantageous to the District. Notwithstanding any other provision of the RFP, the District expressly reserves the right to:

- Waive any immaterial defect or informality; or
- Reject any or all proposals, or portions thereof; or
- Reissue an invitation for proposal.

22. The District Board of Education reserves the right to award a contract in the best interest of the District. The Board of Education's decision will be final.

Proposer Default – Failure of the Bidders to comply with any of these provisions may be considered a reason for rejection of the Proposal.

SECTION IV – INFORMATION TO PROPOSERS

1. **General Scope:** Niskayuna Central School District is seeking a vendor to provide design, manufacture and install signs at the five district Elementary schools utilizing Niskayuna Central School District Brand Guide to reference for fonts and colors. Proposers can reach out to the Purchasing Office to request high resolution logo(s)

2. **Award of Contract:** The District will award the contract to the proposal who most successfully meets the requirements outlined in this request for proposals and is deemed to be most advantageous to the district. In determining the most advantageous bid, the District will consider criteria such as, but not limited to, cost, bidder's past performance and/or service reputation, and service capability, quality of the staff or services, customer satisfaction, bidder's past relationship with the District. Evaluation of proposals is outlined in Section IX of this document.

3. **Contract Term:** Effective, upon award, the contract on May 28, 2024, the successful proposer must be able to commit to installing the new signs by August 15, 2024.

4. **Bid Notification:** Successful bidder(s) will be notified via emails and/or purchase orders after the Board of Education approval of the Proposal.

5. **Pricing:** Prices for all goods and/or services shall be firm for the duration of this contract. If for any reason signs are not installed by Aug. 15, 2024, the pricing contained in the selected proposal will be valid through June 30, 2025.

6. **Invoicing:** An itemized invoice should be prepared for each individual service and submitted directly to the Niskayuna Central School District, Accounts Payable Department, 1239 Van Antwerp Road, Niskayuna NY 12309.

7. **Payment Term:** Net thirty (30) days from receipt of the invoice.

SECTION V – GENERAL CONDITIONS

1. All proposals received after the time stated in the Notice to Proposers may not be considered and will be returned 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 bidders assume responsibility for having their bids deposited on time at the place specified.

2. Sales to school districts are not affected by any fair-trade agreements. (General Business Law, Ch. 39, Sec. 369-a, Sub. 3, L. 1941)

3. No charge will be allowed for federal, state, or municipal sales and excise taxes since the school district is exempt from such taxes. The proposal price shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the proposers.

4. Under penalty of perjury the proposer certifies that:

(a) The proposal has been arrived at by the bidder independently and has been submitted without collusion with any other vendor of materials, supplies, or equipment of the type described in the invitation for proposals.

(b) The contents of the bid have not been communicated by the proposer, nor, to its best knowledge and belief, by any other its employees or agents, to any person not an employee or agent of the proposer or its surety on any bond furnished herewith prior to the official opening of the proposal.

5. No interpretation of the meaning of the specifications or other contract document will be made to any bidder orally.

SECTION VI - BID FORMAT AND INSTRUCTIONS

POINT OF CONTACT

The sole point of contact at the District for purposes of this RFP prior to the award of a contract is the Purchasing Agent. All contact relative to this RFP should be made in writing and directed to:

Michael DeSantis, Purchasing Agent
Niskayuna Central School District
1239 Van Antwerp Road
Niskayuna, New York 12309
518-377-4666 x50701
purchasing@niskyschools.org

SECTION VII - SPECIFICATIONS

General Qualifications

Vendors must:

- Provide design, manufacture and install signs at the five district Elementary schools- Birchwood Elementary, Craig Elementary School, Glenclyff Elementary School, Hillside Elementary School and Rosendale Elementary School.
- Provide sign proposals using measurements of 4' (W) x 5' (H)
- Signs will be two-sided, with the same image/graphics/text on each side
- Utilize the Niskayuna Central School District Brand Guide to reference fonts and colors. (Attachment G)
- Provide proposals in line with the mock design that is provided (Attachment H). This mock design is intended to give an example of the desired "look and feel" but we do welcome enhancements, improvements and variations on this mock design.
- Avoid flat lettering and graphics and utilize lettering, graphics and sign components that result in a 3D or raised effect, potentially along the lines of routed and push-thru lettering or other fabrication methods.
- Provide sign proposals using highly durable materials to extend the lifetime usage. Signs shall be fabricated and installed to withstand Upstate New York environmental factors such as precipitation, wind, and heat for a minimum of 5 years.
- Electronic art for graphics and logos will be supplied by the Niskayuna Central School District for the selected vendor's use in producing the signs. A high-resolution version of the Niskayuna "N" used in the sign mock-up can be downloaded at <https://tinyurl.com/37cyrj8j>.
- Provide pricing that will include furnishing and installing signs at the five Elementary School locations.
- Provide multiple sign "proofs" until the district authorizes the fabrication and installation of the final sign design with express sign off from a district representative.
- Provide an indication of "Lead Time", the amount of time from the District sign-off on the design until installation and, importantly, confirmation that your firm will deliver and install signs at the five Elementary Schools by August 15, 2024.

Installation and Demolition

The contractor is responsible for the removal and disposal of existing signs. The successful contractor shall keep the premises and the adjoining premises, driveways and streets clean of rubbish caused by the demolition operations, and at the completion of the work shall remove all rubbish, tools, equipment, temporary work and surplus materials, from and about the premises. All rubbish and debris shall be disposed of offsite. The job site shall be left safe, neat and clean at the completion of each day's operation. The successful contractor shall be responsible for repairing or correcting damage caused by subcontractor's work.

It is required that the successful Bidder complete a walk through with a Niskayuna Central School District representative immediately following installation at each location to identify any errors, such as construction or installation issues. Such errors are to be corrected in a timely manner, and to the satisfaction of the Niskayuna Central School District.

Required Warranty

The successful Bidder is to provide a written five (5) year full replacement warranty to the Niskayuna Central School District that all signs will be free of defects due to craftsmanship

including, but not limited to: cracking, rusting, disintegration, significant fading of color, and issues with the integrity of posts. Without additional cost to the Niskayuna Central School District, the successful Contractor shall repair or replace, including installation, any defects to the signs that develop during the warranty period and repair any damage to other work due to such imperfections.

Sign Quantities and Locations

The district is seeking five (5) post and panel signs, with one at the location of each of the elementary schools listed below. The signs will be installed in the same location as the current signs that the successful vendor will be removing.

Birchwood Elementary School, 897 Birchwood Lane, Niskayuna, NY 12309
Craig Elementary School, 2566 Balltown Road, Niskayuna, NY 12309
Glenclyff Elementary School, 961 Riverview Road, Rexford, NY 12148
Hillside Elementary School, 1100 Cornelius Avenue, Niskayuna, NY 12309
Rosendale Elementary School, 2445 Rosendale Road, Niskayuna, NY 12309

Examples of Similar Work

As part of demonstrating the ability to meet the requirements outlined in this RFP, each proposal must include photos and location of signs that use the same materials and similar dimensions as what is proposed for Niskayuna Central School District.

SECTION VIII – PROPOSAL SUBMITTAL

PROPOSAL REQUIREMENTS

In order to provide a uniform review process, all proposals must include the following:

1. **Proposal Cover Sheet:** Include the Request for Proposal title and number, the name, address and telephone number of the company, name/title of primary contact person, and submission date (*Use Attachment A: Proposal Cover Sheet*)
2. **Proposal Overview (1-2 Paragraphs):** Briefly state your understanding of the work to be performed, a commitment to perform the work and ability to meet defined objectives, and assurance that the timeline outlined in this RFP can be met (sign installation by Aug. 15, 2024).
3. **Summary of Company's Qualifications:** An overview of the company, prior or present projects that demonstrate your qualifications to perform this work, and *at least three (3)* images and location of projects completed with similar materials and fabrication of signs as proposed.
4. **Cost Proposal:** Provide a unit cost and total cost as based on the requirements outlined in this RFP, specifically Section VII Specifications. (*Use Attachment B: Proposal Pricing Sheet*)
5. **Warranty:** Five-year warranty information as discussed in Section VII Specifications.
6. **Images:** Provide graphical representations of the signs that are proposed.
7. **Certificate of Insurance:** Provide a certificate of insurance that addresses the requirements outlined in *Attachment C*.

8. **Required Certifications:** Provide the Non-Collusion Certification and Iran Divestment Act Certification (**Attachments D and E**).
9. **References:** Provide a minimum of five (5) references that you have worked with in the last five (5) years. (**Use Attachment F**)

FORM OF SUBMITTAL

Submit one (1) clearly labeled original and one (1) copy of your proposal and completed Attachments in a sealed package with the company submitting identified on the package, addressed as follows:

Niskayuna Central School District
1239 Van Antwerp Road
Niskayuna, NY 12309

Attention: Michael DeSantis, Purchasing Agent
DISTRICT ELEMENTARY SCHOOL SIGNS

DELIVERY OF PROPOSALS

The proposal shall be properly addressed as shown in Section VIII and delivered or mailed so that the proposal is received on or before the response date and time.

Requests for extension of this date or time shall not be granted. Proposers mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the District; please note that daily mail through the U.S. Post Office often arrives at the District after 3:00 PM. Bids received by the District after the closing time and date will not be considered. Bids delivered by e-mail or facsimile shall not be considered. The District does not accept responsibility for late or mis-delivered proposals.

RESPONSE DATE AND TIME

The response due date and time is:

MAY 22, 2024 at 2:50 PM

SECTION IX – EVALUATION OF PROPOSALS

Proposals will be reviewed for responsiveness to the RFP requirements. Proposals that meet the requirements will be reviewed and scored by an evaluation committee based on these criteria:

Completeness of Proposal (5 points)

- Quality of proposal
- Comprehensive, organized proposal that addresses all areas of the RFP
- Includes required signatures / signed certifications

Qualifications, Experience, and Availability (10 points)

- Understanding of the district's needs and requirements
- Demonstration of relevant experience for similar work
- Ability to be complete the work prior to the required date (Aug. 15, 2024)

Proposed Solution and Design Capabilities (15)

- Demonstration of choice of materials that meet the District's needs and provide longevity and durability
- Evaluation of the proposed design (Design choices that enhance the mock-up provided as **Attachment H**)

Cost of Proposal (60 points)

- Based on unit/total cost information provided in **Appendix B Proposal Pricing Sheet**

ATTACHMENT A – PROPOSERS COVER SHEET

**PROPOSALS TO BE OPENED:
TIME: 3:00 PM**

DATE: MAY 22, 2024

**LOCATION:
Niskayuna Central Schools
District Office
1239 Van Antwerp Road
Niskayuna, New York 12309**

NAME OF PROPOSER:

ADDRESS: _____

TEL: _____

FAX: _____

E-MAIL: _____

SIGNATURE/TITLE OF AUTHORIZED REPRESENTATIVE:

**DELIVERY DATE / TIME
(For District Use Only):** _____

ATTACHMENT B – PROPOSAL PRICING SHEET

Birchwood Elementary School	897 Birchwood Lane Niskayuna, New York 12309
Craig Elementary School	2566 Balltown Road Niskayuna, New York 12309
Glenclyff Elementary School	961 Riverview Road Rexford, New York 12148
Hillside Elementary School	1100 Cornelius Avenue Niskayuna, New York 12309
Rosendale Elementary School	2445 Rosendale Road Niskayuna, New York 12309

Design, Manufacturer and Installation of Signs	
Unit Cost - per sign	\$
Schools	
Birchwood Elementary School Craig Elementary School Glenclyff Elementary School Hillside Elementary School Rosendale Elementary School	
Total for Five Signs	\$

ATTACHMENT –C-INSURANCE REQUIREMENTS

Niskayuna Central School Contractor Insurance Requirements.

- 1.** Commercial General Liability Insurance (including contractual liability coverage) insuring against damages to persons and property (including, but not limited to, loss of life) in an amount not less than a combined single limit of at least One Million Dollars (\$1,000,000) for each occurrence and Three Million Dollars (\$3,000,000) for General Aggregate (on a per project basis).
- 2.** Automobile Liability Insurance (including non-owned or hired vehicles) insuring against damages to persons and property (including, but not limited to, loss of life) in an amount not less than a combined single limit of at least One Million Dollars (\$1,000,000.00) for each occurrence.
- 3.** Worker's Compensation Insurance covering hazardous material abatement consultant and its agents and employees at the New York Statutory limit including Employers' Liability with limits of \$100,000.00 for each accident. \$500,000 for each disease/policy limit, and \$100,000 for disease for each employee.
- 4.** All insurance will be affected under standard form policies by insurers of recognized responsibilities which are licensed to do business in the State of New York and which are rated as A-(VIII) or better by the latest edition of Best's Rating Guide or other recognized replacement therefore. Except as otherwise provided to the contrary in this Section, any insurance required by this Agreement may be obtained by means of any combination of primary and umbrella coverages and by endorsement and/or rider to a separate or blanket policy and/or under a blanket policy in lieu of a separate policy or policies, provided that hazardous material abatement consultant shall deliver said separate or blanket policies and/or endorsements and/or riders evidencing to Owner that the same complies in all respects with the provisions of this Agreement and that the coverages

All policies for each insurance shall include Niskayuna Central School District as additional insured on a primary and noncontributory basis (this requirement shall not apply to workers' compensation insurance, employers' liability insurance or professional liability insurance). Insurance certificate must be provided prior to the commencement of any associated with this bid.

ATTACHMENT -D- NON-COLLUSION BIDDING CERTIFICATION

**NISKAYUNA CENTRAL SCHOOLS
PROPOSAL CERTIFICATIONS**

Firm Name:
Business Address:
Telephone Number:
Date of Bid:

General Bid Certification

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

I. 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 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 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 one (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 (Authorized)

Title

Date

ATTACHMENT–E- CERTIFICATE OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT OF 2012

NISKAYUNA CENTRAL SCHOOL DISTRICT
1239 VAN ANTWERP ROAD
NISKAYUNA, NEW YORK 12309

**CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT OF 2012
(NY GENERAL MUNICIPAL LAW SECTION 103-G AND NYS FINANCE LAW SECTION 165-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 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.

The undersigned, _____ (Name of Authorized Bidder Signatory), make the foregoing certification, as the _____ (Title of Authorized Bidder Signatory), of _____ (Name of Bidder), knowing that the Niskayuna Central School District, to which the accompanying bid or proposal is submitted, will rely upon my certification.

(Signature)

Sworn to before me on this
_____ day of _____, 20__.


NOTARY PUBLIC

ATTACHMENT-F- REFERENCES

Minimum of five (5) references that you have worked with in the last five (5) years.

REFERENCE NO. 1
NAME:
ADDRESS:
CITY, STATE, ZIP:
TELEPHONE NO.
CONTACT:
REFERENCE NO. 2
NAME:
ADDRESS:
CITY, STATE, ZIP:
TELEPHONE NO.
CONTACT:
REFERENCE NO. 3
NAME:
ADDRESS:
CITY, STATE, ZIP:
TELEPHONE NO.
CONTACT:
REFERENCE NO. 4
NAME:
ADDRESS:
CITY, STATE, ZIP:
TELEPHONE NO.
CONTACT:
REFERENCE NO. 5
NAME:
ADDRESS:
CITY, STATE, ZIP:
TELEPHONE NO.
CONTACT:

ATTACHMENT -G- BRAND DOCUMENT



Brand Guide

The name, logo and related design elements of the Niskayuna Central School District are valuable assets to the district in the form of identity, unity and positive public relations. It is essential that these identifying elements be used thoughtfully, consistently and in accordance with our guidelines.

CONTACT

Niskayuna Communications
 communications@niskayschools.org
District Office
 1239 Van Antwerp Road, Niskayuna, NY 12309

PLEASE CONTACT THE COMMUNICATIONS OFFICE FOR:

- » Logo artwork for faculty/staff use.
- » Logo artwork requests from print vendors or outside organizations.
- » Requests for existing templates, such as letterheads or presentations.
- » Requests for design of new communications materials.
- » Advice regarding compliance with our brand standards.

Logo Usage

PRIMARY LOGO

This is the preferred version of the logo. Color variations are provided for different applications and print processes. *See the color section for Pantone, CMYK, RGB and Hexadecimal specifications.*

2-COLOR AND FULL COLOR MATCH:
 RED AND BLACK



1-COLOR:
 RED



1-COLOR:
 BLACK



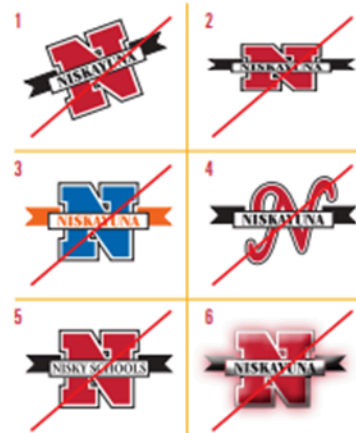
1-COLOR WHITE:
 (ON DARK BACKGROUND)



PROPER USAGE

The logo must be used as provided and not be altered in any way. Do not:

- 1 Change the logo's orientation or rotation.
- 2 Disproportionately scale (stretch) the logo.
- 3 Change the logo's colors.
- 4 Attempt to recreate the logo.
- 5 Make alterations to the logo's text.
- 6 Add special effects to the logo.



DISTRICT WORDMARK LOGO

2-COLOR AND FULL COLOR MATCH:
 RED AND BLACK



1-COLOR WHITE:
 (ON DARK BACKGROUND)



**Note: Any new custom logo or other school graphics used to identify individual schools or for athletic usage must be approved in coordination with the communications team and the administration.*

Logo variations that aren't represented in this guide will be phased out.





Brand Guide

The name, logo and related design elements of the Niskayuna Central School District are valuable assets to the district in the form of identity, unity and positive public relations. It is essential that these identifying elements be used thoughtfully, consistently and in accordance with our guidelines.

CONTACT

Niskayuna Communications
communications@niskayschools.org
District Office
1239 Van Antwerp Road, Niskayuna, NY 12309

PLEASE CONTACT THE COMMUNICATIONS OFFICE FOR:

- » Logo artwork for faculty/staff use.
- » Logo artwork requests from print vendors or outside organizations.
- » Requests for existing templates, such as letterheads or presentations.
- » Requests for design of new communications materials.
- » Advice regarding compliance with our brand standards.

Logo Usage

PRIMARY LOGO

This is the preferred version of the logo. Color variations are provided for different applications and print processes. *See the color section for Pantone, CMYK, RGB and Hexadecimal specifications.*

2-COLOR AND FULL COLOR MATCH: RED AND BLACK



1-COLOR: RED



1-COLOR: BLACK



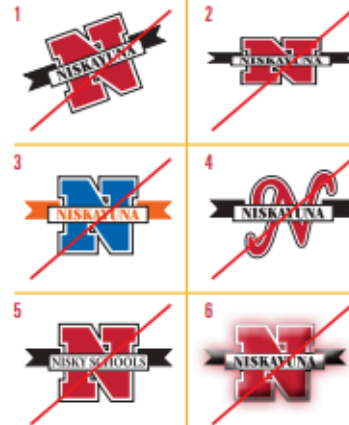
1-COLOR WHITE: (ON DARK BACKGROUND)



PROPER USAGE

The logo must be used as provided and not be altered in any way. Do not:

- 1 Change the logo's orientation or rotation.
- 2 Disproportionately scale (stretch) the logo.
- 3 Change the logo's colors.
- 4 Attempt to recreate the logo.
- 5 Make alterations to the logo's text.
- 6 Add special effects to the logo.



DISTRICT WORDMARK LOGO

2-COLOR AND FULL COLOR MATCH: RED AND BLACK

Niskayuna
CENTRAL SCHOOL DISTRICT

1-COLOR WHITE: (ON DARK BACKGROUND)

Niskayuna
CENTRAL SCHOOL DISTRICT

*Note: Any new custom logo or other school graphics used to identify individual schools or for athletic usage must be approved in coordination with the communications team and the administration.

Logo variations that aren't represented in this guide will be phased out.



Color

PRIMARY USE

Use these colors throughout all communications. Tints of the colors may be used. For example, tints of black (shades of gray) are used throughout our communications.



RED
PMS 200 CP
CMYK 16 / 100 / 87 / 6
RGB 195 / 32 / 50
HEX # C32032



LIGHT GRAY "SILVER"
PMS Cool Gray 3 CP
CMYK 0 / 0 / 0 / 20 *
RGB 199 / 199 / 199 *
HEX # c7c7c7 *

*Note: CMYK & RGB/Hex values are custom and should not rely on software to make the Pantone color conversion.



BLACK
PMS Process Black
CMYK 0 / 0 / 0 / 100
RGB 0 / 0 / 0
HEX # 000000

COLOR DEFINITIONS

All logo artwork was created using the PANTONE® Color System. On-screen representation of colors will vary. For the most accurate representation of printed color, consult a current [PANTONE](#) swatch book.

PANTONE (or PMS) values are used to define colors for print, and are what most vendors will request or refer to for printing. These may also be referred to as the "spot" ink colors when printing in one- or two-color applications.

CMYK values are used to define colors for full-color printing. The letters refer to the four inks used in full-color printing: cyan, magenta, yellow, and black. The numbers represent the density of the inks from 0-100 percent.

RGB values are used to define colors to be viewed on screen, and may be used in applications such as Word or PowerPoint. The letters refer to the three colors of light: red, green, and blue. The numbers represent the intensity of each color, on a scale from 0 to 255.

HEX values are also used to define colors to be viewed on screen, and are most often used in web/mobile applications. The combinations of numbers and letters are another way to define the intensity of red, green, and blue light.

SECONDARY USE

These colors may be used throughout all communications in a more limited capacity than the primary use colors (i.e. highlighting a sidebar, additional pie chart/graph colors, etc.)



DARKER ACCENT RED
PMS 7622 CP
CMYK 0 / 98 / 77 / 37
RGB 163 / 17 / 38
HEX # a31126



CHARCOAL GRAY
PMS 424 CP
CMYK 52 / 41 / 38 / 20
RGB 113 / 118 / 122
HEX # 71767a



NAVY BLUE
PMS 540 CP
CMYK 100 / 53 / 0 / 65
RGB 0 / 46 / 90
HEX # 002e5a



ROYAL BLUE
PMS 293 CP
CMYK 100 / 76 / 0 / 9
RGB 0 / 76 / 153
HEX # 004c99



TEAL GREEN
PMS 328 CP
CMYK 100 / 0 / 56 / 30
RGB 0 / 129 / 113
HEX # 008171



ORANGE
PMS 021 CP
CMYK 0 / 65 / 100 / 0
RGB 244 / 121 / 32
HEX # 147920



GOLD
PMS 130 CP
CMYK 0 / 32 / 100 / 0
RGB 253 / 181 / 21
HEX # fdb515

Typography

FOR PROFESSIONALLY-DESIGNED DOCUMENTS

Our primary typefaces are Helvetica Neue LT STD and Fairfield LT STD. Both contain a range of weights that can be used for variety and emphasis.

Both fonts will be packaged with any InDesign job and are available in Font Folio on the Capital Region BOCES Google drive for Capital Region BOCES employees with access.

HELVETICA NEUE LT STD

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

FAIRFIELD LT STD

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

FOR WEB APPLICATIONS OR GOOGLE APPS FOR EDUCATION

For web applications, or documents created with Google Apps for Education, or if unable to access the primary fonts, Open Sans may be used in place of Helvetica Neue LT STD; Lora may be used in place of Fairfield LT STD.

Open Sans and Lora are available for free download at: fonts.google.com.

OPEN SANS

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

LORA

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

FOR STAFF-CREATED DOCUMENTS

For staff-created documents (in applications such as Word or PowerPoint) the system fonts Arial and Palatino Linotype may be used in instances where any of the preferred options aren't available.

Arial and Palatino Linotype are common on Mac and Windows systems.

ARIAL

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

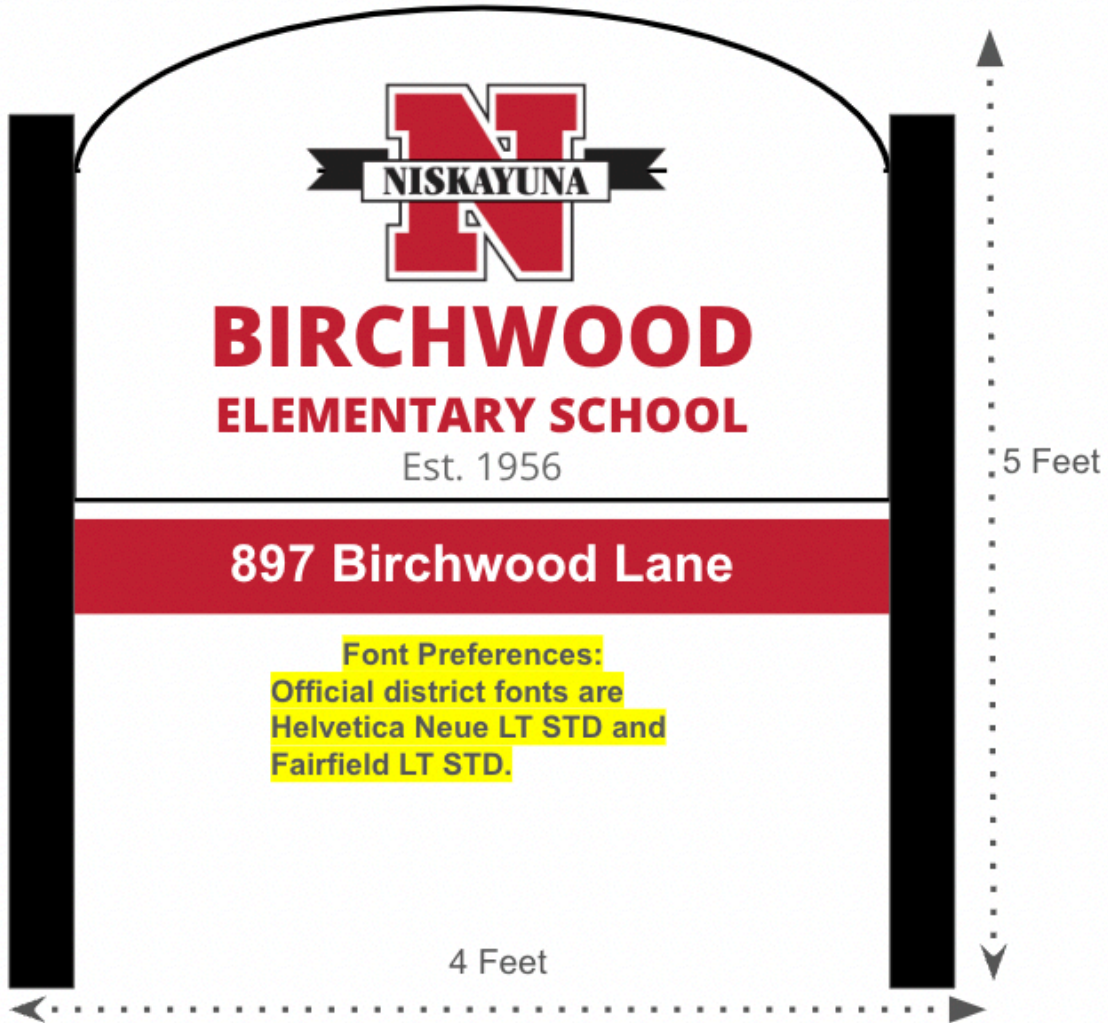
PALATINO LINOTYPE

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

ATTACHMENT H MOCK SIGN EXAMPLE

This mock design is intended to give an example of the desired "look and feel" but we do welcome enhancements, improvements and variations on this mock design.

Official District Logo



School	Address	Year Established
Birchwood Elementary School	897 Birchwood Lane	1956
Craig Elementary School	2566 Balltown Road	1949
Glenclyff Elementary School	961 Riverview Road	1956
Hillside Elementary School	1100 Cornelius Avenue	1963
Rosendale Elementary School	2445 Rosendale Road	1956