

# **North Tonawanda City School District Printing Services 2023-2024 Bid**

The Board of Education of North Tonawanda City School district hereby invites the submission of sealed bids for printing services.

**Due June 27, 2023 at 2:00pm at which time all bids will be publicly opened at the Administration Building located at 176 Walck Road, North Tonawanda, NY 14120 in the Board of Education meeting room.**

Specifications and bidding documents may be obtained from the North Tonawanda City School District website at [www.ntschoools.org](http://www.ntschoools.org)

**Review all documents and return them signed, dated and filled out completely as part of your sealed bid.**

**Return sealed bids by due date to:**

North Tonawanda City Schools  
Mrs. Frances May  
176 Walck Road  
North Tonawanda, New York 14120

**CONTRACT TERM: From JULY 1, 2023 through JUNE 30, 2024**

The Board of Education reserves the right to reject any or all bids.

**1. Report Card Envelopes - qty. 2,500**

- 1/0 - White Report Card Envelopes
- Flat Sheet, 6x9
- 6x9 Catalog Envelopes, White, 24#
- Ink Color: Black

Bid Price: \_\_\_\_\_

**2. NT Spirit - qty. 15,500 (4 times per year)**

- Four printed annually
  - 15,500 copies (Fall/Winter/Budget/Graduation Editions)
- Black & one color – red (pantone 7621)
- Number of pages will be 8 or 12 pages (**please quote for both**)
- To be collated, half folded, saddle stitched
- Finished size is 8.5 x 11
- Stock: 60# 11 x 17 white text
- **NT Spirits are** delivered to all residents of North Tonawanda. This is sent as a bulk mailing with delivery to the North Tonawanda Post Office using the district’s non-profit postal permit. **The budget edition must meet a “deadline” date and must be ready and delivered to the Post Office by a date that will be determined closer to budget time.**

Bid Price: \_\_\_\_\_/  
(Fall Edition) (8/12 pages)

Bid Price: \_\_\_\_\_/  
(Winter Edition) (8/12 pages)

Bid Price: \_\_\_\_\_/  
(Budget Edition) (8/12 pages)

Bid Price: \_\_\_\_\_/  
(Graduation Edition) (8/12 pages)

**3. Curriculum Handbook - qty. 75**

- Printed annually during month of December
- Approximately 75 copies
- Approximately 44 pages (40 pages inside and 4 page **colored cardstock** cover)
- Black text – no color
- Please include additional 4-page cost & reduction in 4-page cost

Bid Price: \_\_\_\_\_  
(With additional 4 pages)

Bid Price: \_\_\_\_\_  
(With reduction of 4 pages)

**4. Student Activity Calendar - qty. 4,000**

- 4,000 copies
- Cover is full color
- Inside pages are black & white
- Approximately 24 pages (4 page cardstock cover and 20 pages inside)
- Collated, half folded, saddle stitched, face trimmed, center hole punch
- Printed once yearly during month of July/August
- Addresses are provided electronically
- Sent as a bulk mailing with delivery to the North Tonawanda Post Office using the district’s non-profit postal permit
- Please include additional 4-page cost & reduction in 4-page cost

Bid Price: \_\_\_\_\_

**5. 16-17yr old working papers - qty. 2,000**

- 1/1 - 16 & 17 year old working papers
- Flat sheet, 5x5
- 67# Vellum Bristol, Color
- Ink Colors Front/Back: Black

Bid Price: \_\_\_\_\_

**6. 2 – part tardy slips - qty. 10,000**

- Pre-collated
- 4.25x5.5
- White/canary
- Ink Colors: Black

Bid Price: \_\_\_\_\_

**7. 2 – part early dismissal forms - qty. 4,000**

- Pre-collated
- 4.25x5.5
- White/canary
- Ink Colors: Black

Bid Price: \_\_\_\_\_

**8. 4 – part discipline referrals - qty. 6,000**

- Pre-collated
- 5.5x8.5
- White/canary/pink/gold
- Ink Colors: Black

Bid Price: \_\_\_\_\_

**9. Graduation commencement programs - qty. 1,000 – 1,400**

- 8.5x14

Bid Price: \_\_\_\_\_

**10. Student handbook – qty. 1,200**

- With front and back cover
- Machine book binding
- 5.5x8.5

Bid Price: \_\_\_\_\_

**11. 3 – part extracurricular activities collection sheet - qty. 500**

- Pre-collated
- 8.5x11
- White/canary/pink
- Fan-apart padding

Bid Price: \_\_\_\_\_

- 12. 2 – part general fund treasurer’s receipt - qty. 500** Bid Price: \_\_\_\_\_
- Pre-collated
  - White/canary
  - Fan-apart padding
- 13. Self-inking stamps – qty. 10** Bid Price: \_\_\_\_\_
- 14. Bulk mailing envelopes - qty. 15 boxes** Bid Price: \_\_\_\_\_
- White, #10
  - Return address printed
  - With permit stamp
- 15. Window envelopes – qty. 20,000** Bid Price: \_\_\_\_\_
- Return address printed
  - White, #10
- 16. Envelopes – qty. 10,000** Bid Price: \_\_\_\_\_
- Return address printed
  - White, #10\
- 17. Business cards - qty. 500** Bid Price: \_\_\_\_\_
- Multi- color
  - 2 – sided
- 18. Name plate - qty. 10** Bid Price: \_\_\_\_\_
- 2x8
  - Walnut with white print/engraving
- Bid Price: \_\_\_\_\_  
(with wall holder)
- 19. Lanyards – qty. 100** Bid Price: \_\_\_\_\_
- Solid color lanyard with 1 colored print
  - Personalized
- 20. Banner – qty. 2** Bid Price: \_\_\_\_\_
- Multiple colors
- 21. Award certificates – qty. 500** Bid Price: \_\_\_\_\_
- Athletic certificates
  - Personalized
  - Multiple colors
- 22. Bus Inspection Reports – qty. 500** Bid Price: \_\_\_\_\_

**23. Transportation Pre-trip/Post-trip booklet  
– qty. 75**

Bid Price: \_\_\_\_\_

**24. Yellow tardy passes 1/0 - qty. 20,000**

- Yellow school passes
- Flat sheet
- 2.75x7
- 20#
- Ink Color: Black
- Padding with chipboard
- 50 per pad

Bid Price: \_\_\_\_\_

**25. 3 – part tardy slips - qty. 5,000**

- Pre-collated, carbonless
- 4.25x5.5
- White/canary/pink
- Ink Colors: Black
- 20#
- Fan-apart padding

Bid Price: \_\_\_\_\_

## **INSTRUCTIONS TO BIDDERS**

1. Bids shall be made only on the form provided with this set of specifications. Each bid shall be enclosed in a sealed envelope addressed to Board of Education and shall be delivered on or before the time designated for the opening of bids at the Board of Education, District Office 176 Walck Road, North Tonawanda, New York 14120.  
**ALL ENVELOPES ARE TO BE IDENTIFIED WITH THE BID NAME, OPENING DATE AND TIME.** The board of Education will not assume responsibility for envelopes that are not marked.
1. All bids received after the designated time stated in the specifications will not be considered by the Board of Education and will be returned to the bidder unopened.
2. The Board of Education is exempt from paying Manufacturer's Excise, Federal or State Sales Tax and, for that reason the Bid Price shall not include any tax on the items specified. The Board of Education will sign an exemption form covering the tax, if any, applying to the items covered by these specifications as may be required by law.
3. Each bidder, by presenting a bid under these specifications, binds himself to make positive that all goods and/or services are fully up to standard or standards set up by these specifications, and should it be discovered at any time from the date of the contract that such goods or services are not up to standard, the Board of Education shall have the right to have such goods and/or services replaced by others conforming to standard requirements, the sole expense being borne by the bidder.
4. The Board reserves the right to waive informalities, or to reject any or all bids as the best interest of the school district may require.
5. The quantities required under these specifications are indicated as estimates. The District reserves the right to increase or decrease the various quantities on the basis of calculated unit prices derived from the bids or due to budget constraints.
6. 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, but it is not the intention to limit competition thereby. Items delivered by successful bidder must be equal in all respects. If the bidder proposes a substitute for the item called for on an "or equal or approved" basis, the determination of whether it is the equal shall be at the sole discretion of the Board of Education.  
  
**When bidding alternates, manufacturer brand names and item numbers must be indicated on the bid form. Samples for alternate supply items must be submitted with the bid when practicable. Manufacturer specification sheets must be submitted for alternates on equipment.** The District reserves the right to request a representative sample of any product offered by any bidder. Samples must be provided at no cost to the district within five (5) days of request.
7. The Board of Education reserves the right to award the bid to the lowest responsible bidder, as well best promote the public interest, 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.
8. Bidders are required to disclose any family or other close personal relationships with District administrators or Board members.
9. The Notice to the successful bidder by the issuance of our purchase order or letter will constitute and create a contract to furnish the materials, supplies, equipment and/or services set forth in the bid.
10. Photocopies of bid proposal will not be accepted.
11. All bids are to be NET prices FOB Destination North Tonawanda. NO Shipping Charges. NO Fuel Surcharges.

12. Only District terms and conditions apply to bids. The District will award items accordingly to avoid creating multiple small orders but reserves the right to reject any bid with minimum order requirements. The District reserves the right to reject any bid with revised terms and conditions or added stipulations.
13. The supplier is required to notify the individual schools about back orders. The District reserves the right for the individual schools to decide whether or not to accept the back order at the bid price or to cancel the order.
14. In the event that all North Tonawanda Schools are announced as closed because of snow or other emergency on a scheduled bid opening day, then such bid opening will be postponed until 10:00 A.M. of the next day that school is in session. Bid envelopes will also be accepted up to 10:00 A.M. that day.
15. TOXIC SUBSTANCES MATERIAL SAFETY SHEETS REQUIRED: each contractor furnishing a toxic substance as defined by paragraph 876 of the State Labor Law and the Hazard Communication Standard 29CFR 1910.1200 to North Tonawanda City Schools shall provide the school with two copies of a Material Safety Data sheet (Form OSHA 20), which shall include for each such substance the information outlined in paragraph 876 of the State Labor Law and 29CFR 1910.1200 ( C ). Each container shall be properly labeled with all information pertinent to Federal and State Laws regarding the labeling of toxic substances. Purchase Orders will not be deemed to be complete until Material Safety Data Sheets have been received.

# Bid Offer

**TO: BOARD OF EDUCATION  
NORTH TONAWANDA CITY SCHOOL DISTRICT  
176 Walck Road  
NORTH TONAWANDA, NEW YORK 14120**

Having carefully examined the Instructions To Bidders, Bid Proposal Certifications and Specifications for Bid **Printing Services 23-24**, the undersigned proposes to furnish and deliver all items specified herein at the prices entered in the appropriate spaces in the Bid Form, and to accept a written order for the above work for the above stated compensation, subject to such other conditions as may be agreed upon by the Board of Education and the undersigned, provided the undersigned be notified of the acceptance of this proposal within 60 days of the time set for the submission of bids.

All proposals covering the specifications within are made in the spaces provided. The complete specification shall remain bound, with the bidder's proposal appropriately filled in, and submitted for consideration as directed.

This proposal is made without any connection with any other person making any proposal for the items herein listed, and it is in all respects fair and without collusion or fraud. No Officer or Member of the Board of Education is directly or indirectly interested therein or in the equipment to which it relates, or any portion of the profits thereof.

Very truly yours,

(Print Company Name)

By:

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Printed Name)

Address:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

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



## BID PROPOSAL CERTIFICATIONS

Firm \_\_\_\_\_ 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 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.

1. 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  
\_\_\_\_\_

NORTH TONAWANDA CITY SCHOOL DISTRICT SPECIFIC DELIVERY INFORMATION

1. All purchase orders, will be delivered **F.O.B. Destination, No Shipping Charges, No Fuel Surcharges** (unless otherwise explicitly stated on purchase order). All deliveries must be made between the hours of 8:00 AM - 3:30 PM Monday through Friday unless other arrangements have been made with the school. Delivery locations in the District are as follows:

North Tonawanda City School District Office	176 Walck Road	North Tonawanda, NY 14120
NT High School	405 Meadow Drive	North Tonawanda, NY 14120
NT Middle School	455 Meadow Drive	North Tonawanda, NY 14120
NT Intermediate School	1500 Vanderbilt	North Tonawanda, NY 14120
Drake Elementary School	380 Drake Drive	North Tonawanda, NY 14120
Ohio Elementary School	625 Ohio Street	North Tonawanda, NY 14120
Spruce Elementary School	195 Spruce Street	North Tonawanda, NY 14120

2. Specific delivery location(s) will be indicated on the purchase orders for this bid after awards.
3. The Purchasing Department must be notified if materials cannot be delivered within 30 days of receipt of a purchase order. The District reserves the right to cancel any back orders over 30 days.

Signature \_\_\_\_\_

Title \_\_\_\_\_

**North Tonawanda City School District  
Printing Services for 2023-2024  
Bid Summary Sheet**

	<b>Item</b>	<b>Quantity</b>	<b>Bid Price</b>
1	Report Card Envelope	2,500	
2	NT Spirit - Fall Edition	15,500	
	NT Spirit - Winter Edition	15,500	
	NT Spirit - Budget Edition	15,500	
	NT Spirit - Graduation Edition	15,500	
3	Curriculum Handbook	75	
4	Student Activity Calendar	4,000	
5	16-17 Year Old Working Paper	2,000	
6	2 - Part Tardy Slips	10,000	
7	2- Part Early Dismissal Forms	4,000	
8	4 - Part Discipline Referrals	6,000	
9	Graduation Commencement Programs	1,000-1,400	
10	Student Handbook	1,200	
11	3 - Part Extracurricular Activity Sheet	500	
12	2 - Part General Fund Treasurer's Receipt	500	
13	Self Inknng Stamps	10	
14	Bulk Mailing Envelopes	15 boxes	
15	Window Envelopes	20,000	
16	Envelopes	10,000	
17	Business Cards	500	
18	Name Plate	10	
	with wall holder	10	
19	Lanyards	100	
20	Banner	2	
21	Award Certificates	500	
22	Bus Inspection Reports	500	
23	Transportation Pre-trip/Post-trip Booklet	75	
24	Yellow Tardy Passes	20,000	
25	3 - Part Tardy Slips	5,000	
	<b>Total Bid Price</b>		