



REQUEST FOR BIDS  
for  
2025 CHEVROLET SILVERADO 2500 HD

RFB # 25-15 SILVERADO 2500 HD

BIDS DUE:

Monday, April 7, 2025 @ 11:00 AM

BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
ST. LAWRENCE-LEWIS-JEFFERSON-LEWIS-FRANKLIN-ESSEX-CLINTON COUNTIES  
40 WEST MAIN STREET  
CANTON, NY 13617

**NOTICE TO BIDDERS**

**RFB:**

**25-15 2025 CHEVROLET SILVERADO 2500 HD**

**Submit all bids and inquiries to:**

**Darlene Bessette, Supervisor of Purchasing Services  
St. Lawrence-Lewis BOCES  
40 W Main Street, PO Box 231  
Canton, NY 13617**

**(315) 386-4504 ext 10127**

**[dbessette@sllboces.org](mailto:dbessette@sllboces.org)**

**By submitting this Request for Bids, you are asking St. Lawrence-Lewis BOCES to accept your offer for the sale of goods and services. The bidder agrees to accept a Purchase Order for the goods in this bid form and deliver said goods within the time frame indicated in the bid.**

**Bidder accepts all the terms and conditions of the Instructions to Bidders.**

**The following are attached and made a condition of this bid:**

**Bid Acknowledgment Form  
Non-Collusion Affidavit  
Iran Divestment Act of 2012 Certification  
Bidder's Statement on Sexual Harassment  
Bid Proposal From/Vendor Bid Sheet  
Purchase Order placement form**

**Electronic version of the vendor bid sheet should be submitted on either a USB or CD drive.**



**BID FORM**

**NAME OF BIDDER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

The undersigned declares that \_\_\_\_\_ carefully examined the Notice to Bidders, General and Special Instructions, Bid Proposal Certification, Bid Form and Detailed Specifications and will furnish the supplies, materials, or equipment in compliance with such specifications for the price(s) set forth in this Bid Offer.

The full names and residences of all persons interested in this bid as principals are as follows:

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

(Signature of persons, firm or corporation making bid)

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

Firm: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Bid prepared by (Contact person for bid inquires)

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

All invitations to bid issued by the above named BOCES 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 BOCES. It is the Vendors' responsibility to read the following General Conditions, and the attached Detailed Instructions, Specifications and Bid which outline the bidding rules of the BOCES.

Where the term "bid" or "bids" are used in these documents, the bidder understands that the terms "proposal" or "proposals" could be used to replace "bid" or "bids" and be used interchangeably depending on the scope and nature of this solicitation.

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**DEFINITIONS**

"BOCES"	Shall be the legal designation of the Board of Cooperative Educational Services, St. Lawrence/Lewis Counties.
"Notice to Bidders"	A formal statement which, when issued by the BOCES, constitutes an invitation to bid on the materials, supplies, and equipment described by the specifications
"Board"	The board of cooperative educational services of this BOCES
"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 his 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, not to bidders, general information, general conditions, special instructions, certifications; also a formal document signed by the successful bidder and the BOCES representative
"Successful Bidder"	Any bidder to whom an award is made by the BOCES
"Contractor"	Any bidder to whom a contract award is made by the BOCES Board of Education
"Specification"	Description of materials, supplies, and/or equipment and the conditions for its purchase

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**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 BOCES. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility of 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, Iran Divestment Act of 2012 Certification and bidder's statement on Sexual Harassment 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 supplies, materials, or equipment required and a representation that the bidder can furnish the 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 BOCES 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 BOCES 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. The decision of the Cooperative Purchasing office as to whether an alternate or substitution is in fact "equal" shall be final. 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 Underwriter's 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 indicate; otherwise bid for the group may be rejected.
15. All prices quoted are not to exceed unit measure 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. 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 BOCES, no 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 same time of the execution of the contract by the successful bidder and the BOCES Board.

#### 21. PRICE REDETERMINATION

In the event the successful Bidder determines a need to increase a price of an item after the first thirty (30) days of the contract, the successful bidder must provide the BOCES written notice of any price increase thirty (30) days prior to the increase effective date.

Price increases shall be based upon product cost ONLY and proof of the need for an increase must be provided. The proof shall be in the form of a letter from the manufacturer along with actual invoices or price sheets that reflect the manufacturer's cost increase to the contractor.

BOCES will evaluate the price increase request and may accept the request, reject the request, or may approve a partial increase. Upon BOCES' determination to reject the successful bidder's request for price adjustment in its entirety and/or offer a partial increase, the successful bidder will have the opportunity to withdraw the initial price adjustment request and accept/reject the partial increase. If the request is not withdrawn nor the revision accepted, the BOCES reserves the right to rescind the bid award for that item.

#### 22. SAMPLES

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.

The BOCES reserves the rights to request a representative sample of the item quoted upon either prior to the award or before shipments are made. If the sample is not in accordance with the requirements of the specifications, the BOCES may reject the bid; or, if award has been made, cancel the contract at the expense of the successful bidder.

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 BOCES will not be responsible for any samples destroyed or mutilated by examination or testing. Samples shall be removed by the bidder at his expense. Samples not removed within fifteen (15) days after written notice to the bidder will be regarded as abandoned and the BCES shall have the right to dispose of them as its own property.

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 BOCES. 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.

### 23. AWARD

Awards will be made to the lowest responsible bidder, as will 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 terms of delivery.

The BOCES 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 interest 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.

The BOCES 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 bidder distinctly states in his bid that acceptance thereof must be made within a shorter specified time.

Where a bidder is requested to submit a bid on individual items and also on a total sum or sums, the right is reserved to award contracts on individual items or on total sums, whichever is in the best interests of the BOCES and school districts.

If two or more bidders submit identical bids as to price, the decision of the board to award a contract to one of such identical bidders shall be final. (General Municipal Law, sec. 103, sub. 1)

### 24. CONTRACT

Each bid will be received with the understanding that the acceptance thereof in writing by the board, to furnish any or all of the times described therein by the board, to furnish any or all of the items described therein shall constitute a contract between the successful bidder and the BOCES. 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 BOCES 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.

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 or acceptance of contract.

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 or rejected articles, when so requested immediately or as directed by the BOCES, the school district may purchase from other sources to take the place of the item rejected or not delivered. The BOCES reserves the right to authorize immediate purchase from other sources against rejections 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.

A contract may be canceled at the successful bidder's expense upon nonperformance of contract.

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.

When materials, equipment, or supplies are rejected, they must be removed by the successful bidder from the premises of the BOCES within ten (10) days of notification. Rejected items left longer than ten (10) days will be regarded as abandoned, and the BOCES shall have the right to dispose of them as its own property.

No items are to be shipped or delivered until receipt of an official purchase order from the BOCES.

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 BOCES.

Quantity requirements, if provided in this RFB, are estimates only and are not to be construed as minimum or maximum purchase quantities. It is understood that the estimated quantities of products may be increased, decreased or omitted, without in any way invalidating bid prices. BOCES reserves the right to place orders on an as needed basis throughout the bid term, at the awarded bid prices. There are to be no minimum order quantities or dollar amounts required by the bidder. Bids stipulating minimum quantity or dollar value orders will not be considered.

#### 25. INSTALLATION OF EQUIPMENT

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.

Equipment, supplies, and materials shall be stored at the site only on the approval of the BOCES and at the successful bidder's risk. In general, such on-site storage should be avoided to prevent possible damage or loss of the materials.

Work shall be progressed so as to cause the least inconvenience to the BOCES 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.

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.

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.

#### 26. GUARANTEES BY THE SUCCESSFUL BIDDER

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 BOCES from loss in case of accident, fire, theft, etc.
- d) That all deliveries will be equal to the accepted bid sample.



- e) 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 BOCES.

## 27. SUSPENSION OR DEBARMENT

Vendors currently debarred from bidding on federal projects as identified in the federal System for Award Management (SAM) are ineligible for award under this Request for Bids. By submitting a bid for consideration, the Vendor is indicating to the BOCES that they have no active exclusions in SAM at the time of the bid submission.

## 28. DELIVERY

Delivery must be made in accordance with the instructions to bidders and specifications. If delivery instructions do not appear in order, it will be interpreted to mean prompt delivery. The decision of the BOCES as to reasonable compliance with delivery terms shall be final.

The BOCES and school district will not accept any deliveries on Saturdays, Sundays, or Legal holidays, except commodities required for daily consumption or where the delivery is for an emergency.

Items shall be securely and properly packed for shipment, storage, and stocking in shipping containers and according to accepted commercial practice, without extra charge for packing cases, baling, or sacks.

The successful bidder shall be responsible for delivery of items in good condition at point of destination. We shall file with the carrier all claims for breakage, imperfections, and their 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.

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.

Unloading and placing 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.

All deliveries shall be accompanied by delivery tickets or packing slips. Tickets 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.

### 29. PAYMENTS

Payment for the used portion of an inferior delivery will be made by the school district on an adjusted price basis.

Payment will be made only after correct presentation of claim forms or invoices as may be required.

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.

### 30. SAVING CLAUSE

The awarded bidder shall not be responsible for the delay or failure to perform if neither the fault nor negligence of the bidder, its officers, employees, or agents contributed to such delay or failure to perform, and bidder's delay or failure to perform is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause beyond the control of the bidder, or for any of the foregoing which affect subcontractors or suppliers and no alternate source of supply is available to the bidder. Within five business days of becoming aware of such cause, bidder shall notify the BOCES Purchasing Agent of the delay or potential delay and the cause thereof. In the event performance is suspended or delayed, in whole or in part, by reason of any of the aforementioned causes, and proper notification is given to the BOCES Purchasing Agent, the BOCES may:

Purchase from other sources without recourse to and by the bidder for the costs and expenses thereof to replace all or part of the products which are the subject of the delay, which purchases may be deducted from any applicable quantity; or terminate the contract of the portion which is subject to delivery delays.

### 31. COOPERATIVE PURCHASING

The Successful Bidder agrees to make the terms of the contract between the Successful Bidder and the BOCES available to any governmental entity participating in the BOCES' cooperative purchasing program.

## SPECIAL CONDITIONS

1. Bid Pricing will remain firm during the contract period. Shipping, handling, freight and related transportation costs need to be factored into the vendor's submitted bid pricing for those items they bid on, not bid as a separate amount.
2. **Award:**

Bids received from vendors by or before the date and time of the bid opening will be considered, reviewed, and evaluated as part of the bid award process. The BOCES reserves the right to award the bid on a total or individual item basis.
3. Exceptions to any of items listed in this bid package must be noted on the "**Bidder's Exclusion**" page.
4. No charge will be allowed for federal, state or municipal sales and excise taxes from which the BOCES is exempt. Bid pricing submitted by vendors also will not reflect or include any such taxes. Exemption certificates will be furnished directly by the BOCES.

5. The submission of a bid will be construed as an indication that the bidder is fully informed as to the extent and character of the supplies required and can furnish the supplies satisfactorily to the extent of the specifications.
6. 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 mail by employees of the BOCES. 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.

7. **Descriptive Literature:**

Proposals to furnish an item of manufacture other than that specified must be accompanied by the name of the manufacturer, brand name, catalog number, cuts, prints, illustrations or photographs showing full details and supplemented with complete information as to how the items differ from that specified.

8. All literature must be clearly marked to reference the item, as found in the bid sheet.

NOTE: Bids that do not contain clearly marked literature and complete information detailing how the items differ from that specified may not be considered for award.

9. Prices are to be Free on Board (F.O.B) delivery location.
10. **Bid pricing must include all fees (i.e. shipping, hazardous material handling, freight, transportation, fuel and delivery charges, maintenance, re-qualification, and other industry related charges). No additional line items charges of any kind will be permitted.**
11. All bid quotations must include freight charges and inside delivery to the BOCES location specified and any installation costs, if applicable, except as otherwise stated in this invitation to bid.
12. The BOCES reserves the right to reject any or all bids, to waive such informalities or to accept equivalent bids where it is determined to be in the best interest of the BOCES.
13. All bid proposals shall be binding, except where it is specifically excluded in writing by the bidder in the original bid submission.
14. The BOCES reserves the right to request reports from the awarded vendor(s) of quantities purchased for specific items under this bid or if need be previous bids.
15. **Buy Against Clause:** – The BOCES may immediately purchase products in the open market if the awarded bidder fails to deliver within the time specified, or fails to make replacements of items deemed unacceptable by the BOCES. The BOCES reserves the right to authorize immediate purchase from other sources against late deliveries and rejections on any contract when necessary. On all such purchases the successful bidder(s) agrees to reimburse the BOCES promptly, or deduct from the current balance owed, if applicable, for excess cost occasioned by such purchases. Should the cost be less, the successful bidder shall have no claim to the difference.
16. **Insurance** - Vendors shall maintain adequate insurance to protect them from all claims under the Workers' Compensation Act. If requested, a Certificate of Insurance shall be submitted verifying Liability Insurance coverage.

17. **Material Data Safety Sheets (MSDS)** must accompany every shipment for all items having an established MSDS, as set forth by the New York State Right to Know Law enacted in 1970, and the Federal Hazard Communications Standard enacted in 1983. Vendors not supplying MSDS sheets may be declared an unresponsive bidder for future bids.

## 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:

1. 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:
    - i) 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 with any competitor.
    - ii) 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
    - iii) 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) (i), (ii), and (iii) 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) (i), (ii), and (iii) 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.

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 the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

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 of (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, 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.

NAME (PRINT OR TYPE) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

**FAILURE TO COMPLY WILL RESULT IN REJECTION OF YOUR BID (SEE GENERAL CONDITIONS – ITEM 5)**



**Cooperative Purchasing**

40 West Main Street

PO Box 231

Canton, NY 13617

Phone: (315) 386-4504 ext 10127

Email: [dbessette@sllboces.org](mailto:dbessette@sllboces.org)

**Thomas R. Burns**  
**District Superintendent/  
Executive Officer**

**Darlene Bessette**  
**Supervisor of Purchasing Services**

**Certification of Compliance with the  
NEW YORK STATE IRAN DIVESTMENT ACT OF 2012**

*(Must be signed and returned with Bid)*

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should \*St. Lawrence /Lewis BOCES receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, St. Lawrence /Lewis BOCES will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then St. Lawrence /Lewis BOCES shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

St. Lawrence /Lewis BOCES reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

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, 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 this certificate as to compliance with the New York State Iran Divestment Act of 2012:

NAME (PRINT OR TYPE) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

*\*For the purposes of this certification "St. Lawrence/Lewis BOCES" shall be interpreted to include any and all Districts or BOCES (aka "participants") included on the list accompanying this bid.*



**BIDDER'S STATEMENT ON SEXUAL HARASSMENT  
IN ACCORDANCE WITH NEW YORK STATE FINANCE LAW §139-I**

In accordance with State Finance Law §139-I, which generally prohibits the BOCES from entering into contracts pursuant to the bid process with persons who fail to submit a certification affirming compliance with New York Labor Law §201-g, the bidder submits the following certification under the penalty of perjury:

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 the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the Labor Law.

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Name of Bidder

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Signature of Authorized Official

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Printed or Typed Name of Official and Title





**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
ST. LAWRENCE-LEWIS COUNTIES  
40 W MAIN STREET CANTON, NY 13617**

**REQUEST FOR BIDS**

**RFB #25-15  
2025 CHEVROLET SILVERADO 2500 HD**

**RFB DISTRIBUTION – IMPORTANT NOTICE**

St. Lawrence-Lewis BOCES officially distributes bidding documents through the BidNet Direct's Empire State Purchasing Group website at [www.empirestatebidsystem.com](http://www.empirestatebidsystem.com) or directly through the St. Lawrence-Lewis BOCES Purchasing office. Copies of bidding documents obtained through any other source are not considered official copies. Only those vendors who obtain RFB documents from the sources mentioned above are guaranteed to receive addendum information, if such information is issued. If you have obtained this document from any other source, it is recommended that you obtain an official copy.

**INTRODUCTION AND PURPOSE**

About the BOCES

The Board of Cooperative Educational Services (BOCES) was created in New York State by legislation, in 1948. Today, there are thirty-seven BOCES in the State. Each has its own governing board, elected by members of the Boards of Education of the component districts. The primary purpose of the BOCES is to provide services to two or more member districts more effectively and economically than one district could provide alone. Each year, districts request the services they want their BOCES to provide in the following year. The various requests for services and programs are assembled into an operating plan along with the associated budget.

BOCES is an educational agency of the State, and must, therefore, adhere to all laws and regulations of the State of New York, which govern the public schools in the State, as well as regulations controlling the BOCES. BOCES receives most of its revenue from component districts for the services BOCES provides. In return, the member districts receive BOCES aid based on their relative wealth and use of the services.

Scope:

St. Lawrence-Lewis BOCES is soliciting sealed bids for a new 2025 Chevrolet Silverado 2500 HD as described in the specifications of this bid. Bids will be received at the St. Lawrence Lewis

BOCES Purchasing office, 40 W Main Street, Canton NY 13617 **until 11:00 AM, April 7, 2025**, at which time they will publicly opened and read.

### **Instruction to Bidders**

Bids can only be submitted by a sealed hard copy mailed to the address indicated on the Legal Notice to Bidders. Bidders shall indicate the name of the title of bid and bid number, date and time of bid opening and the company name on the outside of their sealed bid. Bids must be received no later than 11:00 AM, MONDAY, APRIL 7, 2025 at:

St. Lawrence/Lewis BOCES Cooperative Purchasing  
Attn: Darlene A Bessette  
40 W Main Street, PO Box 231,  
Canton, NY 13617

In the event that the Cooperative Purchasing Office is closed due to some unforeseen circumstances, the bid deadline will be extended to the next business day at the same time that the Purchasing Office is open. All bids received after the designated time stated in the specifications will not be accepted. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the Post Office or of the school district.

Late bids received after the time stated in the "Notice to Bidder" or in a formal addendum will not be considered and will be returned to the bidder.

Bid form responses need to include the following:

- Bid Proposal Form
- Non-Collusion Affidavit
- Iran Divestment Act of 2012 Certification
- Bidder's Statement on Sexual Harassment
- Purchase order placement form
- W-9
- Vendor Bid Sheet

With the bid submission, bidder shall provide the completed Vendor Bid Sheet that is provided by BOCES in Microsoft Excel format. This Vendor Bid Sheet must be completed in hard copy and electronically in Excel format on a USB flash drive. Bidder shall not change the electronic file format of the bid proposal sheet.

BOCES reserves the right to accept or reject any or all bids for any lawful reason, including but not limited to on the basis of prior performance, delivery and/or compliance to specifications. Failure to submit any of the required documents may result in the rejection of the bid as non-responsive.

Bids shall remain valid until the award of a contract by the Board of Education, or until as otherwise rejected by St. Lawrence-Lewis BOCES.

The final selection will be made based on the BOCES determination of the lowest and responsive bidder(s), meeting the specification and requirements of the RFB.

The BOCES reserves the right to award this contract on a per-item or aggregate basis, whichever is most beneficial to the BOCES and school districts. Bidders need not submit bids for all items listed to be eligible for an award of the contract.

Manufacturers' brand names, if listed in specifications, are provided to indicate minimum requirements and bidding may be on brands specified, or equivalent. Specifications shall be furnished by bidder to support product equivalency. Submissions of Bids on an "or equal" item must be noted as such and a detailed list of specifications for the alternate must be submitted. The decision of Cooperative Purchasing office as to whether an alternate is "equal" shall be final.

Bidders are notified that the variance in quantities ordered will only occur as a result of failure of voters to appropriate the necessary funds.

The BOCES shall generate an award letter to the successful bidder(s). The successful bidder shall not sell, assign, transfer or convey this contract, in part or whole, without the prior consent of the BOCES. The notice to be successful bidder by the issuance of a purchase order by a participating school will constitute and create a contract to furnish the item(s) set forth in the bid. Bidders are notified that the Board will be comparing all bids with current State Contract Awards, and reserve the right to reject all bids in the event a State Contract Award is in the best financial interest of the BOCES.

### **Additional Requirements**

Delivery: Bid prices includes F.O.B. Destination. Vehicle to be delivered to St. Lawrence-Lewis BOCES, 40 W Main Street, Canton NY 13617.

Install: N/A

Training: N/A.

Taxes: The BOCES is exempt from tax.

## **BID SCOPE AND SPECIFICATIONS**

In all specifications, the words “or equal” are understood after each item. The decision of the BOCES as to whether an alternate or substitution is, in fact, “equal” shall be final. If bidding on items other than those specified, the bidder must, in every instance, give the trade designation of the item and detailed specification of the item he or she proposes to furnish. The bid will otherwise be construed as being submitted on the identical item as specified.

BOCES is requesting a new 2025 Chevrolet Silverado 2500 HD as per the attached “Configuration Summary”. The vehicle needs to be delivered and invoiced prior to June 30, 2025 to St. Lawrence-Lewis BOCES, 40 W Main Street, PO Box 231, Canton NY 13617.

# STATEMENT OF FEES

Cost for vehicle listed above: \$ \_\_\_\_\_

Delivery of vehicle \$ \_\_\_\_\_

TOTAL COST: \$ \_\_\_\_\_

## BID QUALIFICATION EXCLUSIONS

**Please list all exclusions to Bidder Qualifications and attach information as necessary.  
Please return this page with your Bid Form. Attach additional pages, if necessary.**

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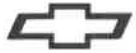
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**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**DATE:**



## Configuration Summary

### Your 2025 Silverado 2500 HD

Crew Cab, Standard Bed, WT, 4WD

Build Code: **RW1FGN**



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<b>Standard Vehicle Price</b>	<b>\$51,600</b>
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<b>Model</b>	<b>\$51,600</b>
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Crew Cab, Standard Bed, WT, 4WD	-
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<b>Exterior</b>	-
-----------------	---

17" steel painted Silver wheels (Not available to order at this time) (PYN) - <b>Standard</b>	-
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Summit White (GAZ)	-
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17" LT245/75R17E all-season, blackwall tires (QHJ)	-
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<b>Interior</b>	-
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40/20/40 split-bench front seat with under-seat storage (AZ3) - <b>Standard</b>	-
---	---

Jet Black, Vinyl seat trim (H2G)	-
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<b>Options</b>	-
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Chevrolet Infotainment 3 System with 7" diagonal color touchscreen (IOR) - <b>Standard</b>	-
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6.6L V8 Gas engine (L8T) - <b>Standard</b>	-
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Allison <sup>®</sup> 10-speed automatic transmission (MKM) -	-
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<b>Standard</b>	-
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10,450 lbs. GVWR (JGD)	-
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3.73 rear axle ratio (GT4)	-
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Gooseneck Hitch Package (SNO)	\$325
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Gooseneck / 5th Wheel Prep Package (Z6A)	\$1,090
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Destination Freight Charge	\$1,995
Total Vehicle Price	\$55,010
Customer Cash*	-\$1,000
<b>Net Price After Offers*</b>	<b>\$54,010</b>

#### Disclosures

Note: Due to current supply-chain shortages, certain features shown have limited or late availability, or are no longer available. See the window label or dealer regarding the features on an individual vehicle.

**Customer Cash:** Not available with special financing, lease and some other offers. Must take new retail delivery by 03/31/2025.

**Net Price After Offers:** MSRP less incentives. Tax, title, license and dealer fees extra. Residency restrictions apply. Not available with some other offers. Must take new retail delivery by 03/31/2025. See dealer for details.

# ST. LAWRENCE-LEWIS BOCES

Please provide the following information for ordering:

Email for purchase order to be sent to: \_\_\_\_\_

Fax number for purchase orders to be sent to: \_\_\_\_\_

Mailing address if different than the one on the first page:

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# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>									
				-					
<b>or</b>									
<b>Employer identification number</b>									
				-					

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Date
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
SOLE SUPERVISORY DISTRICT  
ST. LAWRENCE/LEWIS COUNTIES  
PO BOX 231, 40 WEST MAIN STREET  
CANTON, NY 13617

NOTICE TO BIDDERS

The Board of Cooperative Educational Services, St. Lawrence/Lewis Counties, in accordance with Sections 103 of Article 5-A, of the General Municipal Law, hereby invites the submission of sealed bids for **RFB # 25-15 2025 Silverado 2500 HD**. Bids will be received until **Monday, April 7, 2025 @ 11:00 AM** at the St. Lawrence/Lewis BOCES Cooperative Purchasing Office, 40 W Main Street, PO Box 231, Canton, NY 13617. Bid will be open and read aloud at this time and location. Bids shall be enclosed in a sealed envelope entitled “Bid Request – RFB # 25-15 2025 Silverado 2500 HD.”

Bids documents may be downloaded from [www.bidnetdirect.com/new-york](http://www.bidnetdirect.com/new-york) or may be obtained by contacting the St. Lawrence-Lewis BOCES Supervisor of Purchasing Services at [dbessette@slboces.org](mailto:dbessette@slboces.org) or (315)386-4504.

Bids opened and read shall remain irrevocable for a period of sixty days. The award of contracts, if at all, shall be made as soon as practicable after the bid opening. The Board of Education hereby reserves the right to reject any and all bids.