



A Board of Cooperative Educational Services

179 County Route 64, Mexico, NY 13114
Phone: (315) 963-4253 | Fax: (315) 908-3952
www.CiTiboces.org
www.CiTiboces.org/CooperativePurchasing

NOTICE TO BIDDERS - INVITATION TO BID

Specifications and Instructions for the Purchase of:

WATER SAMPLING and TESTING SERVICES

Bid B26-0010

Bid Response Date: Thursday, July 9, 2026 at 1:00 p.m.

Business Name:	
Contact Person's Name:	
Address:	
Phone Number:	
Email Address:	
Tax ID Number:	

Amy Rhinehart, School Purchasing Officer
CiTi Business Office
179 County Route 64
Mexico, NY 13114
Phone: (315) 963-4253
Email: purchasing@CiTiboces.org

INTRODUCTION

The Center for Instruction, Technology & Innovation (CiTi) on behalf of itself and the Boards of Cooperative Educational Services (BOCES) and school districts listed herein is seeking bids for water sampling services and water testing services. Additionally, the bid is seeking for the awarded bidders to provide training services on the best practices for drawing water samples.

CiTi will accept bid submissions up to 1:00 p.m. on Thursday July 9, 2026. Sealed bid submissions and electronic bid submissions via BidNet Direct will be accepted.

For sealed submissions, please submit ONE (1) original bid proposal and all required information, forms and documents signed (in ink) by a person authorized to legally bind the entity submitting the bid. Sealed bids should be clearly marked with the name of the bidder, bid title (Water Sampling and Testing Services) and bid number (B26-0010) on the outside of the envelope and sent to: CiTi, 179 County Route 64, Mexico, NY 13114. Sealed bid proposals must be received via mail, postal or shipping carrier or personal delivery by the date/time advertised.

For electronic submissions, please submit ONE (1) original bid proposal and all required information, forms and documents signed (in ink) by a person authorized to legally bind the entity submitting the proposal. Proposal must be submitted via BidNet Direct by the date/time advertised. All forms that require a signature must be a photocopy of the signed form in order to be considered.

Oral, faxed or emailed bid responses will not be accepted.

It is the bidder's responsibility to ensure that their proposal is received by CiTi before the deadline. All proposals received after the deadline stated in the bid will 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.

In the event that the CiTi Business Office is closed due to unforeseen circumstances, the bid deadline will be extended to the next business day that CiTi is open for business. The location and time of the day for the bid opening will remain the same.

Bids will be evaluated by CiTi. During the evaluation process, CiTi reserves the right, where it may serve in its best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Any such information given, either orally or in writing, is not given in confidence and may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever.

CiTi reserves the right to retain all bids submitted and to use any ideas in a bid regardless of whether that bid is selected. Submission of a bid indicates acceptance by the firm of the conditions contained in this notice to bidders.

CiTi reserves the right to reject any or all bids submitted.

Any factual information contained in this bid is for informational purposes only, and is subject to independent verification by the bidder.

There is no expressed or implied obligation for CiTi, the BOCES or the school districts listed herein to reimburse responding firms or individuals for any expenses incurred in preparing bids in response to this request.

BID SCHEDULE

The anticipated schedule with respect to this Invitation to Bid is as follows:

Bid Issued	Wednesday, June 17, 2026
Questions Submitted*	Thursday, June 25, 2026, by 1:00 p.m.
Response to Questions**	Friday, June 26, 2026, by 1:00 p.m.
Responses Due	Thursday, July 9, 2026, at 1:00 p.m.
Award Date	Wednesday, July 15, 2026
Contract Term	July 16, 2026 to June 30, 2027 With renewal terms for: July 1, 2027 to June 30, 2028 July 1, 2028 to June 30, 2029

*Questions regarding the content of the bid must be submitted in writing on the form provided (see Bid Form V: Questions) and will be accepted up until the date and time identified above. Please email questions to Amy Rhinehart, School Purchasing Officer, at: purchasing@citiboces.org

** Answers to the questions will be provided to all bidders of record in writing, in the form of an addendum. Additionally, any and all addendums will be posted on CiTi's public website (www.citiboces.org/cooperativepurchasing). The sole issuing authority of addenda shall be vested in the CiTi Business Office. Any addenda issued shall become part of this bid document.

BID PARTICIPANTS

This is a cooperative bid involving the BOCES and school districts listed below and on the next page. The bid is constructed by REGION and bidders are asked to respond with pricing per REGION. A bidder does not need to quote all REGIONS to be considered for an award.

Region 1:
CiTi
Oswego County BOCES
Central Square CSD
CiTi BOCES
Fulton City SD
Hannibal CSD
Mexico Academy & CSD
Oswego City SD
Phoenix CSD
Pulaski Academy & CSD

Region 2:
TST BOCES
Tompkins-Seneca-Tioga BOCES
Candor CSD
Dryden CSD
George Junior Republic UFSD
Groton CSD
Ithaca City SD
Lansing CSD
Newark Valley CSD
Newfield CSD
South Seneca CSD
TST BOCES

Region 3:
OHM BOCES
Oneida-Herkimer-Madison BOCES
Holland Patent CSD
New Hartford CSD
OHM BOCES
Oriskany CSD
Remsen CSD
Rome City SD
Westmoreland CSD

Region 4:
OCM BOCES
Onondaga-Cortland-Madison BOCES
Baldwinsville CSD
Cazenovia CSD
Cincinnatus CSD
East Syracuse Minoa CSD
Fayetteville-Manlius CSD
Jamesville-Dewitt CSD
Liverpool CSD
Marcellus CSD
OCM BOCES
Solvay UFSD
West Genesee CSD

Region 5:
Herkimer BOCES
Herkimer-Fulton-Hamilton-Ostego BOCES
Central Valley CSD
Dolgeville CSD
Frankfort-Schuyler CSD
Herkimer CSD
Herkimer BOCES
Little Falls City SD
Owen D. Young CSD
Poland CSD
Richfield Springs CSD
West Canada Valley CSD

Region 6:
Jeff-Lewis BOCES
Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES
Adirondack CSD
Alexandria CSD
Augustinian Academy
Beaver River CSD
Belleville-Henderson CSD
Carthage CSD
Copenhagen CSD
General Brown CSD
Indian River CSD
Jeff-Lewis BOCES
LaFargeville CSD
Lowville CSD
Lyme CSD
Sackets Harbor CSD
South Jefferson CSD
South Lewis CSD
Thousand Islands CSD
Town of Webb UFSD
Watertown City SD

BID PARTICIPANTS (continued)

Region 7: St. Lawrence BOCES St. Lawrence-Lewis BOCES
Brasher Falls CSD
Canton CSD
Clifton-Fine CSD
Colton-Pierrepont CSD
Edwards-Knox CSD
Gouverneur CSD
Hammond CSD
Harrisville CSD
Herman-Dekalb CSD
Heuvelton CSD
Lisbon CSD
Madrid-Waddington CSD
Massena CSD
Morristown CSD
Norwood-Norfolk CSD
Ogdensburg City SD
Potsdam CSD
St. Lawrence BOCES

Region 8: FEH BOCES Franklin-Essex-Hamilton BOCES
Brushton-Moira CSD
Chateaugay CSD
FEH BOCES
Long Lake CSD
Malone CSD
Salmon River CSD
Saranac Lake CSD
St. Regis Falls CSD
Tupper Lake CSD

NOTE: EXHIBIT A through H outlines each bid participant's district size and number of outlets. At the time of the bid release, bid participants were undetermined if they would be testing all outlets, or a representative sampling of the outlets identified.

SCOPE OF SERVICES

A. Scope

New York State Laws and regulations require all BOCES and public school districts test drinking water for lead contamination (10 NYCRR Subpart 67-4).

See Reference Materials:

Appendix A: DOH Lead Testing in School Drinking Water Presentation

APPENDIX B: DOH Lead Testing in Schools Guidance Document

Or visit:

https://www.health.ny.gov/environmental/water/drinking/lead/lead_testing_of_school_drinking_water.htm

The intent of this bid is to **select two (2) qualified contractors PER REGION** that are able to:

1. Provide water sampling services.
2. Coordinate water testing services with a laboratory that is approved to perform lead testing in potable water by the Department of Health's Environmental Laboratory Approval Program (ELAP) or be a certified laboratory.
3. Train school staff on proper pre-test procedures and collection procedures.

Water Sampling Services:

Provide staff that can draw water samples on-site, upon a bid participant's request, that are in accordance with New York State Department of Health Lead Testing in School Drinking Water Program Guidance Manual (Appendix A). Additionally, the awarded contractor must provide all of the related supplies. (See Section B, Requirements, on the next page for more details.) Based on the NYS guidance for collecting samples, it is anticipated that the bid participants will draw samples on weekdays or possibly Saturdays and/or outside of regular school day hours.

Water Testing Services:

Provide all of the supplies for a bid participant to draw their own water samples. (See Section B, Requirements, on the next page for more details). Coordinate water testing services with a laboratory that is approved to perform lead testing in potable water by the Department's Environmental Laboratory Approval Program (ELAP) or be a certified laboratory. And, provide an analysis report of laboratory results. The report should highlight samples where the evidence of lead exceeded five (5) parts per billion (ppb). The laboratory results can be provided by either email and/or through an online portal.

Training:

Conduct a training to review sampling and testing guidelines outlined by the New York State Department of Health Lead Testing in School Drinking Water Program Guidance Manual. The training should cover pre-sampling procedures (system preparations) and sampling procedures for bid participants wishing to utilize internal school staff to draw their own water samples. This includes how to collect a sample, how samples should be preserved, and how to complete the necessary paperwork (ex: chain of custody forms, labels, etc.).

B. Requirements

1. Sampling Supplies

The awarded contractors must agree to supply, at no additional charge*, all materials and supplies appropriate for the collection, handling, preservation and shipping of samples. Supplies include:

- A. Chain of custody forms
- B. Sampling bottles (NYS recommends the use of 250-ml bottles)
- C. Labels for sampling bottles
- D. Boxes, packing material, and pre-printed shipping labels and/or contact information for the pickup of samples at a site.

**NOTE: Bid price must take the cost of these items into consideration. No additional charges will be allowed for these items.*

2. Qualifications

Successful bidders must be or utilize the services of a lab certified to perform the testing through the New York State Department of Health Environmental Laboratory Approval Program (ELAP) program.

3. Sample Turnaround Time

The standard turnaround time for an analysis will be 15 to 20 calendar days from sample arrival at awarded contractor's facility. Contractor shall notify the BOCES or school district if the agreed upon standard turnaround time will not be met.

The bid participants may request expedited (RUSH) samples occasionally. For the purposes of this bid, expedited is defined as five (5) calendar days from sample arrival at the awarded contractor's facility.

Contractor fees will be reduced by 25% if standard turnaround time is exceeded.

4. Analysis Reports

Awarded contractor must agree to provide a formal analysis of all samples that is clear, concise, and easy to interpret. The report should highlight (or categorize in some way) the samples where the evidence of lead exceeded five (5) ppb. The laboratory results can be provided by either email and/or through an online portal.

5. Cost Considerations

All costs requested on the attached quotation sheets must be net and include all supplies, travel, printing, transportation fees, and other related incidental costs and fees. CiTi and the bid participants should not be billed for any additional costs related to performing the services and tests set forth in this bid.

6. Awarded Vendor Responsibility

Each awarded vendor accepts responsibility for all samples surrendered to its care. In the event that any collected sample(s) are disturbed, destroyed and/or deemed unusable while in the custody of an awarded vendor, the awarded vendor agrees to accept responsibility and swiftly coordinate a re-sampling date with the district at no charge.

7. Special Considerations

Any and all training, sampling, and testing that is performed by an awarded vendor must be performed so that the bid participants can maintain a regular school day for students. Based on the New York State Department of Health Lead Testing in School Drinking Water Program Guidance Manual for sample collection, sampling might be requested to take place prior to the start of the school day, after the school day or on a day when school is not on session.

8. Property Damage

Damage of any kind by an awarded contractor, and/or its employees(s), to school district grounds or fixtures of the property while performing under this contract shall be repaired by the contractor, at the contractor's expense or the bid participants shall make the repairs and bill the contractor for the cost of the materials and labor.

9. Bid Participants Responsibility

For bid participants that elect to have an awarded contractor draw samples (sampling services), it will be the responsibility of the bid participant (the school district) to provide the awarded vendor with a clearly labeled map, and the awarded vendor will be asked to following the school district's labeling and numbering mechanism for the samples.

RESPONSE REQUIREMENTS

Bid responses must include the following information:

1. Company Profile – A brief one-page information sheet with company name, address, years of experience and a contact person's name, phone number and email address. Additionally, if the bidder has multiple locations or will service bid participants from satellite offices, please include that information in the bid proposal.
2. References - Please provide three (3) companies or governmental agencies where like or similar service(s) have been provided within the last five (5) years. Include name, address, contact person's name and phone number and dates of service.
3. Notice To Bidders (cover page of bid packet)
4. Quotation Sheets (enclosed)
5. Required Forms (enclosed)
6. W9
7. Sample Analysis Report – Please include a sample copy of the analysis report that your company will provide. Please redact confidential information.

EVALUATION CRITERIA

Bids are being solicited through a fair and open process. The criteria and the other requirements herein are intended to be non-restrictive for the purpose of obtaining participation of qualified professionals and uniformity in the manner of submission of proposals. A bidder's qualifications, cost and compliance with the submission requirements of the bid will be used during the evaluation process. The criteria listed below are not of equal value or decision weights. CiTi will select the two (2) lowest responsible bids per REGION, taking into consideration the following criteria as to a bidder's responsibility.

Evaluation shall include, but not be limited to the following:

1. Cost of water testing.
2. Per hour rate of sampling services.
3. Ability to offer training services.
4. Bidder's experience and references.
5. Bidder's submittal of required documents.
6. Other criteria as reasonably determined by CiTi.

CONTRACT TERM AND AWARD

It is the intent of CiTi to make an award determination of the Board of Education meeting on July 15, 2026. The bid will be awarded by REGION to one (1) successful bidder per REGION for a contract term of July 16, 2026 to June 30, 2027. Bid prices will be firm and fixed for this contract term. CiTi reserves the right to negotiate contract renewals with awarded bidder(s) for the term July 1, 2027 to June 30, 2028 and for a term of July 1, 2028 to June 30, 2029.

REGION 1 - Quotation Sheet

Region 1:
CiTi
Oswego County BOCES
Central Square CSD
CiTi BOCES
Fulton City SD
Hannibal CSD
Mexico Academy & CSD
Oswego City SD
Phoenix CSD
Pulaski Academy & CSD

Bidder (Business) Name: _____

Contact Name: _____

Signature: _____

Phone Number: _____

Exhibit A contains additional information and details about the districts in REGION 1.

Reminder: A bidder does not need to bid on all REGIONS to be considered.

Sampling Services		
The PER HOUR RATE (of one employee) to draw samples at a bid participant's location(s). Price must be net, inclusive of all fees and the cost of travel and mileage along with sampling supplies.		
	PER HOUR (Weekdays)	PER HOUR (Saturdays)

Testing Services		
The PER SAMPLE cost to test water samples for lead and provide the bid participant with an analysis report. Price must be net, inclusive of all fees and sampling supplies.		
	PER SAMPLE Standard Turnaround Time 15 to 20 calendar days	PER SAMPLE RUSH Turnaround Time 5 calendar days
Please state the name of the certified laboratory that will be utilized for the testing services.		

☐ I wish to 'no bid' REGION 1

REGION 2 - Quotation Sheet

Region 2:
TST BOCES
Tompkins-Seneca-Tioga BOCES
Candor CSD
Dryden CSD
George Junior Republic UFSD
Groton CSD
Ithaca City SD
Lansing CSD
Newark Valley CSD
Newfield CSD
South Seneca CSD
TST BOCES

Bidder (Business) Name: _____

Contact Name: _____

Signature: _____

Phone Number: _____

Exhibit B contains additional information and details about the districts in REGION 2.

Reminder: A bidder does not need to bid on all REGIONS to be considered

Sampling Services		
<i>The PER HOUR RATE (of one employee) to draw samples at a bid participant's location(s). Price must be net, inclusive of all fees and the cost of travel and mileage along with sampling supplies.</i>		
	PER HOUR (Weekdays)	PER HOUR (Saturdays)

Testing Services		
<i>The PER SAMPLE cost to test water samples for lead and provide the bid participant with an analysis report. Price must be net, inclusive of all fees and sampling supplies.</i>		
	PER SAMPLE Standard Turnaround Time 15 to 20 calendar days	PER SAMPLE RUSH Turnaround Time 5 calendar days
Please state the name of the certified laboratory that will be utilized for the testing services.		

☐ I wish to 'no bid' REGION 2

REGION 3 – Quotation Sheet

Region 3: OHM BOCES
Oneida-Herkimer-Madison BOCES
Holland Patent CSD
New Hartford CSD
OHM BOCES
Oriskany CSD
Remsen CSD
Rome City SD
Westmoreland CSD

Bidder (Business) Name: _____

Contact Name: _____

Signature: _____

Phone Number: _____

Exhibit C contains additional information and details about the districts in REGION 3.

Reminder: A bidder does not need to bid on all REGIONS to be considered.

Sampling Services		
<i>The PER HOUR RATE (of one employee) to draw samples at a bid participant's location(s). Price must be net, inclusive of all fees and the cost of travel and mileage along with sampling supplies.</i>	_____	_____
	PER HOUR (Weekdays)	PER HOUR (Saturdays)

Testing Services		
<i>The PER SAMPLE cost to test water samples for lead and provide the bid participant with an analysis report. Price must be net, inclusive of all fees and sampling supplies.</i>	_____	_____
	PER SAMPLE Standard Turnaround Time 15 to 20 calendar days	PER SAMPLE RUSH Turnaround Time 5 calendar days
Please state the name of the certified laboratory that will be utilized for the testing services.		_____

☐ I wish to 'no bid' REGION 3

REGION 4 – Quotation Sheet

Region 4: OCM BOCES Onondaga-Cortland-Madison BOCES
Baldwinsville CSD
Cazenovia CSD
Cincinnatus CSD
East Syracuse Minoa CSD
Fayetteville-Manlius CSD
Jamesville-Dewitt CSD
Liverpool CSD
Marcellus CSD
OCM BOCES
Solvay UFSD
West Genesee CSD

Bidder (Business) Name: _____

Contact Name: _____

Signature: _____

Phone Number: _____

Exhibit D contains additional information and details about the districts in REGION 4.

Reminder: A bidder does not need to bid on all REGIONS to be considered.

Sampling Services		
The PER HOUR RATE (of one employee) to draw samples at a bid participant's location(s). Price must be net, inclusive of all fees and the cost of travel and mileage along with sampling supplies.		
	PER HOUR (Weekdays)	PER HOUR (Saturdays)

Testing Services		
The PER SAMPLE cost to test water samples for lead and provide the bid participant with an analysis report. Price must be net, inclusive of all fees and sampling supplies.		
	PER SAMPLE Standard Turnaround Time 15 to 20 calendar days	PER SAMPLE RUSH Turnaround Time 5 calendar days
Please state the name of the certified laboratory that will be utilized for the testing services.		_____

☐ I wish to 'no bid' REGION 4

REGION 5 – Quotation Sheet

Region 5: Herkimer BOCES Herkimer-Fulton- Hamilton-Ostego BOCES
Central Valley CSD
Dolgeville CSD
Frankfort-Schuyler CSD
Herkimer CSD
Herkimer BOCES
Little Falls City SD
Owen D. Young CSD
Poland CSD
Richfield Springs CSD
West Canada Valley CSD

Bidder (Business) Name: _____

Contact Name: _____

Signature: _____

Phone Number: _____

Exhibit E contains additional information and details about the districts in REGION 5.

Reminder: A bidder does not need to bid on all REGIONS to be considered.

Sampling Services		
<i>The PER HOUR RATE (of one employee) to draw samples at a bid participant's location(s). Price must be net, inclusive of all fees and the cost of travel and mileage along with sampling supplies.</i>	_____	_____
	PER HOUR (Weekdays)	PER HOUR (Saturdays)

Testing Services		
<i>The PER SAMPLE cost to test water samples for lead and provide the bid participant with an analysis report. Price must be net, inclusive of all fees and sampling supplies.</i>	_____	_____
	PER SAMPLE Standard Turnaround Time 15 to 20 calendar days	PER SAMPLE RUSH Turnaround Time 5 calendar days
Please state the name of the certified laboratory that will be utilized for the testing services.	_____	

☐ I wish to 'no bid' REGION 5

REGION 6 – Quotation Sheet

Region 6: Jeff-Lewis BOCES Jefferson-Lewis-Hamilton- Herkimer-Oneida BOCES			Bidder (Business) Name: _____
Adirondack CSD			Contact Name: _____
Alexandria CSD			Signature: _____
Augustinian Academy			Phone Number: _____
Beaver River CSD			
Belleville-Henderson CSD	Jeff-Lewis BOCES	South Jefferson CSD	
Carthage CSD	LaFargeville CSD	South Lewis CSD	
Copenhagen CSD	Lowville CSD	Thousand Islands CSD	
General Brown CSD	Lyme CSD	Town of Webb UFSD	
Indian River CSD	Sackets Harbor CSD	Watertown City SD	

Exhibit F contains additional information and details about the districts in REGION 6.

Reminder: A bidder does not need to bid on all REGIONS to be considered.

Sampling Services		
<i>The PER HOUR RATE (of one employee) to draw samples at a bid participant's location(s). Price must be net, inclusive of all fees and the cost of travel and mileage along with sampling supplies.</i>	_____	_____
	PER HOUR (Weekdays)	PER HOUR (Saturdays)

Testing Services		
<i>The PER SAMPLE cost to test water samples for lead and provide the bid participant with an analysis report. Price must be net, inclusive of all fees and sampling supplies.</i>	_____	_____
	PER SAMPLE Standard Turnaround Time 15 to 20 calendar days	PER SAMPLE RUSH Turnaround Time 5 calendar days
Please state the name of the certified laboratory that will be utilized for the testing services.		_____

☐ I wish to 'no bid' REGION 6

REGION 7 – Quotation

Region 7: St. Lawrence BOCES St. Lawrence-Lewis BOCES			Bidder (Business) Name: _____
Brasher Falls CSD			Contact Name: _____
Canton CSD			
Clifton-Fine CSD			
Colton-Pierrepont CSD			
Edwards-Knox CSD			
Gouverneur CSD			Signature: _____
Hammond CSD			Phone Number: _____
Harrisville CSD	Madrid-Waddington CSD	Ogdensburg City SD	
Herman-Dekalb CSD	Massena CSD	Potsdam CSD	
Heuvelton CSD	Morristown CSD	St. Lawrence BOCES	
Lisbon CSD	Norwood-Norfolk CSD		

Exhibit G contains additional information and details about the districts in REGION 7.

Reminder: A bidder does not need to bid on all REGIONS to be considered.

Sampling Services		
<i>The PER HOUR RATE (of one employee) to draw samples at a bid participant's location(s). Price must be net, inclusive of all fees and the cost of travel and mileage along with sampling supplies.</i>	_____	_____
	PER HOUR (Weekdays)	PER HOUR (Saturdays)

Testing Services		
<i>The PER SAMPLE cost to test water samples for lead and provide the bid participant with an analysis report. Price must be net, inclusive of all fees and sampling supplies.</i>	_____	_____
	PER SAMPLE Standard Turnaround Time 15 to 20 calendar days	PER SAMPLE RUSH Turnaround Time 5 calendar days
Please state the name of the certified laboratory that will be utilized for the testing services.		_____

☐ I wish to 'no bid' REGION 7

REGION 8 – Quotation Sheet

Region 8:
FEH BOCES
Franklin-Essex-Hamilton BOCES
Brushton-Moira CSD
Chateaugay CSD
FEH BOCES
Long Lake CSD
Malone CSD
Salmon River CSD
Saranac Lake CSD
St. Regis Falls CSD
Tupper Lake CSD

Bidder (Business) Name: _____

Contact Name: _____

Signature: _____

Phone Number: _____

Exhibit H contains additional information and details about the districts in REGION 8.

Reminder: A bidder does not need to bid on all REGIONS to be considered.

Sampling Services		
The PER HOUR RATE (of one employee) to draw samples at a bid participant's location(s). Price must be net, inclusive of all fees and the cost of travel and mileage along with sampling supplies.		
	PER HOUR (Weekdays)	PER HOUR (Saturdays)

Testing Services		
The PER SAMPLE cost to test water samples for lead and provide the bid participant with an analysis report. Price must be net, inclusive of all fees and sampling supplies.		
	PER SAMPLE Standard Turnaround Time 15 to 20 calendar days	PER SAMPLE RUSH Turnaround Time 5 calendar days
Please state the name of the certified laboratory that will be utilized for the testing services.		

☐ I wish to 'no bid' REGION 8

TRAINING SERVICES – Quotation Sheet

Bidder (Business) Name: _____

Contact Name: _____

Signature: _____

Phone Number: _____

Training Services: The training session would be to review guidelines, pre-sampling procedures (system preparations), and sampling procedures for bid participants wishing to utilize internal school staff to collect samples. This includes reviewing how to draw a sample, how samples should be preserved, and how to complete the necessary paperwork (ex: chain of custody forms, labels). Price must be net, inclusive of all fees.

IN-PERSON TRAINING SERVICES: <i>The fee to conduct a one-time, maximum 2-hour, in-person training session at a designated location within the Region noted.</i>	
Location	Cost
Region 1	
Region 2	
Region 3	
Region 4	
Region 5	
Region 6	
Region 7	
Region 8	

VIRTUAL TRAINING SERVICES: <i>The fee to conduct a one-time, maximum 2-hour, virtual training session.</i>	
Location	Cost
Region 1	
Region 2	
Region 3	
Region 4	
Region 5	
Region 6	
Region 7	
Region 8	

FORMS AND BID DOCUMENTS

The following documents are enclosed herein:

- (a) Non-Collusive Bidding Certification (Bid Form I)*
- (b) Iran Divestment Act Certification (Bid Form II)*
- (c) General Acknowledgement (Bid Form III)*
- (d) W-9 Form (Bid Form IV)
- (e) Questions (Bid Form V)
- (f) Non-Bidder's Response Form (Bid Form VI)

*Failure to sign the Non-Collusive Bidding Certificate, Iran Divestment Act Certification, and General Acknowledgement will constitute grounds for rejection of bid.

BID FORM I: BID PROPOSAL CERTIFICATIONS

I. General Bid or Proposal Certification

The proposer certifies that it will furnish, the prices herein quoted, the services as proposed on this bid.

II. Non-Collusive Proposal Certification

By submission of this proposal, the proposer certifies that it is complying with Section 103-d of the General Municipal Law as follows:

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-Collusion Bidding Certification

1. 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 his knowledge and belief:
 - a. 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;
 - b. 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
 - c. 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.
2. A bid shall not be considered for award nor shall any award be made where (A), (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (A), (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.
3. 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 A(1).
4. 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 good sold or to be sold, where competitive bidding is required by stature, rule, regulation or local law, and where such bid contains the certification referred to in subdivision A 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.

III. Conflict of Interest Certification

- A. Each bidder must state, by signing below, that no officer of any participating school district, or any member of any related Board of Education, including the CiTi, or the specific governing body, is, as defined within the General Municipal Law provisions relating to conflicts of interest, directly or indirectly financially involved in this bid proposal.

Company Name			
Authorized Signature		Title	
Print Name		Date	

BID FORM II: IRAN DIVESTMENT ACT CERTIFICATION

The Bidder/Contractor named below certifies compliance with The State of New York Iran Divestment Act of 2012 (Act), Chapter 1 of 2012 Laws of New York, State Finance Law subsection 165-a including the following:

1. 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/Offerors 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>.
2. Bidder/Contractor certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List.
3. 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.
4. During the term of the Contract, should the CiTi or the bid participants receive information that Bidder/Contractor (as defined in the CiTi's General Conditions) is in violation of the above-referenced certifications, the CiTi will review such information and offer the Bidder/Contractor (or any assignee) an opportunity to respond. If the Bidder/Contractor (or any assignee) 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 the CiTi 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 e.
5. The CiTi 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.

If the Bidder/Contractor is unable to certify that his/her name and the name of the Bidder/Contractor does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law, a signed statement setting forth in detail why it cannot be certified will be attached to this form.

Company Name	
Authorized Signature	
Print Name	
Title	
Date	

BID FORM III: GENERAL ACKNOWLEDGEMENT

By submission of this bid proposal, the bidder further certifies that:

- a) No member of CiTi or the bid participants listed herein, nor any officer or employee or person whose salary is payable in whole or in part from the treasuries of the bid participants is directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of the profits thereof.
- b) No officer or employee of CiTi or the bid participants listed herein, New York State Department of Education or any other governmental agency shall hold or receive any share or interest in this contract or derive any personal benefit arising there from.
- c) Said Bidder has carefully examined the Notice to Bidders, Introduction, Schedule, Scope of Work, and Requirements, and Specifications prepared under the direction of the Board of Education, and will, if successful in this bid, furnish and deliver at the prices bid under the terms herein and within the time stated, all the materials, supplies, apparatus, goods, wares, merchandise, services or labor with which this bid is made.
- d) Bid awards are subject to the GENERAL CONDITIONS included herewith in this Bid (starting on the next page).

This page must be completed and signed by the bidder in order to be considered by CiTi.



I agree to all information, terms, and conditions above/herein.



I am submitting a bid with the following exceptions, limitations, or qualifications (please attach additional sheet, if necessary):

Authorized Signature	
Print Name	
Title	
Company Name	
Date	

BID FORM III: GENERAL CONDITIONS

All bids issued by CiTi will bind awarded companies/firms/individuals to the conditions and requirements set forth in these general conditions, and such conditions shall form an integral part of the bids awarded. NO EXCEPTIONS. Bid participants listed herein are equal opportunity employers.

DEFINITIONS

“CiTi”	the Center for Instruction, Technology & Innovation, legal designation of Oswego Board of Cooperative Educational Services.
“Participants”	the school districts and boards of cooperative educational services (BOCES) listed in the BID PARTICIPANTS section of the bid.
“Notice to Bidders”	a formal statement which, when issued by CiTi, constitutes a solicitation for bids on the services described by the Specifications.
“Bid”	an offer to furnish service, which may/may not include materials, supplies, and/or equipment in accordance with the Notice to Bidders, the General Conditions, and the specifications.
“Bid Offer”	the form on which the bidder submits his/her bid.
“Bidder”	any individual, company, or corporation submitting a bid.
“Contractor”	any Vendor to whom a Contract is made by the Board of Education.
“Awarded Bidder”	any bidder to whom an award is made.
“Awarded Vendor”	any Vendor to whom an award is made.
“Specification”	description of public work, service, materials, supplies, and/or equipment and the conditions for its purchase.

1. The date and time of bid opening will be indicated in the NOTICE TO BIDDERS (cover page).
2. All responses must be submitted on bid offer forms and in accordance with instructions herein.
3. Any changes in pricing or specifications will not be accepted after the bid opening. If any changes to a submitted bid are requested, then it is the respondent's sole responsibility to request in writing to CiTi that the aforementioned bid be withdrawn and returned to said respondent at respondent's expense. This must be done within a reasonable time PRIOR to the bid opening so as to minimize any disruptions. As such, it shall also be the responsibility of the respondent to resubmit a revised response if so chosen. However, this revised response must be received in a sealed envelope by the posted opening date and time as instructed in the Notice to Bidders.
4. The Non-Collusive Bidding Certification must be included with each bid proposal as required by General Municipal Law, section 103-d. The submission of a bid will be construed that the bidder is fully informed as to the extent and character of the supplies, materials, equipment, or service required and a representation that the bidder can furnish the supplies, materials, equipment, or service in compliance with the specifications.
5. Failure to sign the Iran Divestment Act Certification and General Acknowledgement will constitute grounds for rejection of bid.
6. CiTi is not responsible for any bid or portion of a bid submittal that has been damaged or destroyed while in transit to CiTi. Bidders should take the necessary precautions to ensure that their submittal is received intact. Illegible bids, diskettes or documents will be rejected.
7. Bids cannot be altered or amended after the submittal deadline. Any interlineations, alteration or erasure made before opening time must be initialed by the authorized signer of the bid, guaranteeing authenticity.
8. Sales to bid Participants are not affected by any fair-trade agreements. (General Business Law, Ch.39, Sec 369-a, Sub. 3, L. 1941)
9. No charge will be allowed for federal, state, or municipal sales and excise taxes since the bid participants are exempt from such taxes.
10. No interpretation of the meaning of the specifications or other contract documents will be made to any bidder orally. Every request for such interpretation should be in writing, addressed to CiTi, on/before the posted date. See page 3 for details.
11. Notice of any and all such interpretations and any supplemental instructions will be sent to all bidders of record by CiTi in the form of addenda to the specifications. All addenda so issued shall become a part of the contract documents.
12. Conflict Of Interest - No public official from the State of New York, County of Oswego or any local governmental unit located within the above counties shall have interest in the agreement.
13. Venue - This bid will be governed and construed according to the laws of the State of New York. The parties further agree by submission of a bid, all bidders agree that any dispute arising hereunder

shall be litigated in a Court of competent jurisdiction situated in Oswego, New York, for any actions brought under this bid.

14. Silence of Requirements - The apparent silence of these terms and conditions as to any detail or to the apparent omission from it of the description concerning any point shall be regarded as meaning that only the best business practices are to prevail. All interpretations of these requirements shall be made on the basis of this statement.
15. Interference - There shall be no interference with bid participants' operations in the performance of the service(s) rendered under this contract.
16. Termination Rights – CiTi shall have the option, in its sole discretion, to terminate a contract, at any time during the term hereof, for convenience and without cause. CiTi shall exercise this option by giving Contractor and/or Vendor written notice of termination. The notice shall specify the date on which termination shall become effective. In such instances, the bidder will be required to remove all equipment(s) and supplies at its own expense in a timely manner.
17. Default - If the successful bidder is in default, the CiTi may, in its discretion, do all things necessary to effect compliance with the laws, regulations, by laws, directives, rules and conventions referred to herein, and the successful bidder shall, on demand by CiTi, reimburse CiTi and/or participating school districts for all costs incurred by CiTi and/or the participating school districts for that purpose.
18. Ethics - The bidder shall not accept or offer gifts or anything of value nor enter any business arrangement with any employee, official or agent of CiTi. Any contact between a bidder and a CiTi employee, board member, other than with the purchasing office, shall be grounds for disqualification.
19. New York State Sexual Harassment Law - 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 NYS labor law. A model policy and training has been created by the NYS Department of Labor and can be found here:
<https://www.ny.gov/programs/combating-sexual-harassment-workplace>
20. Drug/Smoke Free – Bid participants maintain a drug and smoke free workplace. Use, possession or under the influence of drugs and/or alcohol or smoking while in performance of the agreement is strictly prohibited.
21. Executory Clause - This contract shall be deemed executory only to the extent of the monies appropriated and available for the purpose of the contract, and no liability on account thereof shall be incurred by the purchaser beyond the amount of such monies. It is understood that neither this contract nor any representation by any public employee or officer creates any legal obligation to request, appropriate or make available monies for the purpose of the contract.
22. The award will be taking into consideration the reliability of the bidder and their conformity with the specifications, the purposes for which required. There is no guaranteed minimum or maximum purchase from this bid.

23. CiTi reserves the right to reject any and all proposals not deemed in the Public's best interest. CiTi also reserves the right to reject as informal such bid proposals, as in CiTi's opinion, are incomplete, conditional, obscure, or which contain irregularities of any kind including unbalanced bid proposals. By an unbalanced bid proposal, it is meant one in which the amount submitted for one or more separate items is substantially out of line with current market prices for the services.
24. CiTi reserves the right to make an award within forty-five (45) days after the date of the bid opening. During this 45-day period, bids may not be withdrawn unless the bidder distinctly states in his bid that acceptance thereof must be made within a shorter specified time.
25. The award of this contract does not grant any one (1) awarded contractor exclusive rights to any or all jobs.
26. 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)
27. Disqualification of a Bidder & Rejection of a Bid - Any one or more of the following, among others, may be considered sufficient for the disqualification of a bidder and the rejection of the bid:
 - Evidence of collusion among bidders.
 - Failure to satisfy the submittal requirements of the bid.
 - Illegible or vague bids.
 - Other causes as deemed appropriate at CiTi's sole and absolute discretion.
28. A contract may be canceled by CiTi at the awarded bidder's expense upon nonperformance of contract. Cancellation of contract for any reason may result in removal of the awarded bidder's name for future proposals for an indeterminate period.
29. It is mutually understood and agreed that the awarded 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 CiTi.
30. Purchase Orders - Bid participants will each prepare their own individual purchase order for their share/portion of the bid. Contractors are not to begin work until they receive a properly executed, authorized purchase order. The purchase order will state what the school district is interested in purchasing (ie sampling services and number of intended samples and/or testing services and number of tests).
31. Payment – Payments will be made approximately thirty (30) days after completion of services rendered and receipt of an invoice.
32. Property damage of any kind by the awarded contractor, and/or its employees(s), to school district grounds or fixtures of the property while performing under this contract shall be repaired by the contractor, at the contractor's expense or the bid participants shall make the repairs and bill the contractor for the cost of the materials and labor.

33. Mutual Indemnification - CiTi and the Participants agree to indemnify, defend and hold harmless the awarded bidder, its officers, agents, and employees from and against any and all loss of expense that may arise by reason of liability for damage, injury or death, or for invasion of personal property or property rights, of every name and nature, and whether casual or continuing trespass or nuisance, and any other claim for damages arising at law and equity alleged to have been caused or sustained in whole or in part by or because of any omission of duty, negligence or wrongful act on the part of its agents in connection with this Agreement. Also, the awarded bidder further covenant and agrees to indemnify, defend and hold harmless CiTi and the Participants, its officers, agents, and employees from and against any and all loss of expense that may arise by reason of liability for damage, injury or death, or for invasion of personal property or property rights, of every name and nature, and whether casual or continuing trespass or nuisance, and any other claim for damages arising at law and equity alleged to have been caused or sustained in whole or in part by or because of any omission of duty, negligence or wrongful act on the part of its agents in connection with this Agreement.
34. Savings Clause - The awarded bidder shall not be held responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other acts not within the control of the awarded bidder and which by the exercise of reasonable diligence he is unable to prevent.
35. Foreign Nationals - Employers are required by Federal law to verify that all employees are legally entitled to work in the United States. Accordingly, CiTi reserves the right to request legally mandated employer held documentation attesting to the same for each consultant assigned work under any contract awarded as a result of this solicitation. In accord with such laws, CiTi does not discriminate against individuals on the basis of national origin or citizenship.
36. Non-Discrimination Requirements - In accordance with Article 5 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional, nondiscrimination provisions, the bidder agrees that neither it nor its subcontractors shall be reason of race, creed, color, national origin, age, sex or disability: discriminate in hiring against any person who is qualified and available to perform the work; or discriminate against or intimidate any employee hired for the performance of work under the Agreement.
37. CiTi and the bid participants do not discriminate on the basis of sex in the educational program or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 no to discriminate in such a manner. This policy of nondiscrimination includes the following areas; recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational program; course offering and student activities.
38. Piggybacking and participation by other BOCES and School Districts within New York State: BOCES and School Districts other than those listed on the BID PARTICIPANTS section of the bid may participate in the result of this solicitation once they have filed the appropriate Board Resolutions and Cross Contract paperwork with CiTi and upon mutual consent by the successful bidder(s) and CiTi. Awarded bidders should NOT extend bid pricing to NON-BID PARTICIPANTS without first consulting with the CiTi Purchasing Office: Amy Rhinehart, 315-963-4253 or purchasing@citiboces.org.

BID FORM IV: W-9 FORM, REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Form W-9 (Rev. March 2024) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification Go to 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 <i>Purpose of Form</i> , below.																
Print or type. See Specific Instructions on page 3.	1 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.)															
	2 Business name/disregarded entity name, if different from above.															
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one 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) Note: 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)	4 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.)														
	3b 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"/>															
	5 Address (number, street, and apt. or suite no.). See instructions.	6 City, state, and ZIP code														
7 List account number(s) here (optional)																
Part I Taxpayer Identification Number (TIN)																
<p>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 <i>How to get a TIN</i>, later.</p> <p>Note: If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>																
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="2" style="text-align: center;">Social security number</td></tr><tr><td style="width: 33%; height: 20px;"></td><td style="width: 33%; height: 20px;"></td><td style="width: 33%; height: 20px;"></td></tr><tr><td colspan="3" style="text-align: center;">or</td></tr><tr><td colspan="3" style="text-align: center;">Employer identification number</td></tr><tr><td style="width: 33%; height: 20px;"></td><td style="width: 33%; height: 20px;"></td><td style="width: 33%; height: 20px;"></td></tr></table>			Social security number					or			Employer identification number					
Social security number																
or																
Employer identification number																
Part II Certification																
<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none">The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); andI 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; andI am a U.S. citizen or other U.S. person (defined below); andThe FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>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.</p>																
Sign Here	Signature of U.S. person	Date														
General Instructions																
<p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>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.</p> <p>What's New</p> <p>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.</p> <p>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).</p> <p>Purpose of Form</p> <p>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</p>																

Cat. No. 10231X

Form **W-9** (Rev. 3-2024)<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

BID FORM V: QUESTIONS

Water Sampling & Testing Services Bid, B26-0010

ALL questions with regard to this bid **MUST** be submitted in writing. Questions should be emailed to purchasing@CiTiboces.org

No questions will be entertained by any other means. All questions must be submitted by 1:00 p.m. on Thursday, June 25, 2026. Questions received after this time may not be addressed. Answers will be issued in the form of an addenda.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

Company Name			
Authorized Signature		Title	
Print Name		Date	

BID FORM VI: NON-BIDDERS RESPONSE FORM

The Center for Instruction, Technology & Innovation (CiTi) is interested in ascertaining reasons for prospective bidder's failure to respond to bidding opportunities.

If your firm is **not** responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and email the form to purchasing@CiTiboces.org

We are **not** responding to this bidding opportunity for the following reason(s):

_____ We are unable to bid at this time, but please keep our name on this vendor list.

_____ We do not provide the services requested.

_____ Specifications not clearly understood or applicable (too vague, too rigid, etc.).

_____ Bid quantities too small or too large (Please specify) _____

_____ The time provided was insufficient for preparation of bid.

_____ An incorrect address was used. Our correct mailing address is: _____

_____ Another branch or division handles this type of bid. We have forwarded this bid on to them but for the future the correct name and mailing address is: _____

_____ Other:

Company Name			
Authorized Signature		Title	
Print Name		Date	

LEGAL NOTICE

CENTER FOR INSTRUCTION, TECHNOLOGY & INNOVATION (CiTi)
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT
OSWEGO COUNTY

NOTICE TO BIDDERS

The Board of Cooperative Educational Services of Oswego County, under the name Center for Instruction, Technology & Innovation (CiTi), in accordance with Section 103 of Article 5-A of the General Municipal Law is seeking bids for water sampling and water testing services.

Water Sampling and Testing Services Bid, B26-0010, is being released on behalf of CiTi and its component school districts, Tompkins-Seneca-Tioga BOCES and its component school districts, Oneida-Herkimer-Madison BOCES and its component school districts, Onondaga-Cortland-Madison BOCES and its component school districts, Herkimer-Fulton-Hamilton-Ostego BOCES and its component school districts, Jefferson-Lewis BOCES and its component school districts, St. Lawrence-Lewis BOCES and its component school districts, and Franklin-Essex-Hamilton BOCES and its component school districts.

Specifications, general information and bid documents for B26-0010 may be obtained at the Center for Instruction, Technology & Innovations (CiTi) Purchasing Department, 179 County Route 64, Mexico, NY 13114 between the hours of 9:00 a.m. and 4:00 p.m. daily, except Saturdays, Sundays or Holidays, by calling 315-963-4253, by e-mailing purchasing@CiTiboces.org or at the website: www.CiTiboces.org/cooperativepurchasing.

Bids must be submitted in strict adherence to the bid specifications and conditions. Submissions will be accepted up to/until, but not later than 1:00 p.m. on July 9, 2026. Immediately thereafter a bid opening will be conducted to open and read all responses.

Melissa Allard

Clerk of the CiTi Board of Education

This legal notice is slated for publication in CiTi's legally designated newspaper, The Palladium Times, on 6/19/2026.