



SPECIFICATIONS FOR BID 4037

PHYSICAL EDUCATION SUPPLIES

SECTION A – STATEMENT OF PURPOSE

Hudson Valley Community College (HVCC) is seeking an experienced and qualified vendor to provide physical education supplies.

SECTION B – INTRODUCTION

Founded in 1953, Hudson Valley Community College is the largest community college in upstate New York and offers degree and certificate programs in three schools: Business and Liberal Arts; Health Sciences; and Science, Technology, Engineering and Math (STEM); and also administers the Educational Opportunity Center for academic and career training at no cost to those who qualify. One of 30 community colleges in the SUNY system, Hudson Valley enrolls more than 19,000 students in credit and non-credit courses and is a recognized leader in distance learning and workforce development. The college has more than 90,000 alumni.

Hudson Valley Community College is a 110-acre community college located in Troy, New York. The facilities consist of 24 buildings with an approximate square footage of 1,600,000.

SECTION C – PROJECT SCOPE

Hudson Valley Community College is seeking bids for physical education supplies based on the list provided on the associated excel spreadsheet.

All pricing to be quoted F.O.B. Destination.

Vendors should state the length of time the pricing will remain firm.

Substitutions will not be accepted.

If pricing cannot be maintained for the duration of the contract, please specify the time period for which the pricing is applicable.

Pricing should be lower than or equal to any co-operative and state contract pricing a particular vendor may have.

SECTION D - TERMS & CONDITIONS

HVCC may make such an investigation as it deems necessary to determine the responsibility of any bidder or to determine the ability of any bidder to perform the work. The College reserves the right to disqualify any prospective bidder or reject any bid if evidence required by the College from the bidder is not submitted or if the evidence submitted or investigation of any such bidder fails to satisfy the College that any bidder is responsible, able, or qualified to carry out the obligations of the contract or to complete the work as contemplated therein.

The successful vendor must complete and sign the Service and Supply Agreement located in the purchasing website.

Vendor Agrees to have read and complied with all terms and conditions of the specification and bid legal terms

Awarded contractors may not enter into any subcontracts without prior written consent from Hudson Valley Community College.

SECTION E- TERM OF CONTRACT

This is a one-year contract beginning on September 1st, 2026, and ending on August 31st, 2027.

SECTION F-SCORING

This is a line-item bid. Each item will be awarded to the lowest responsible bidder.

All pricing should be submitted on the excel spreadsheet provided.

SECTION G – SUBMISSION INFORMATION

Vendors must submit bids using our online application system, Euna Solutions (Bonfire), located at: <https://hvcc.bonfirehub.com> no later than the Submission Deadline. Requests for extensions will not be granted; late applications will not be accepted. Vendors are strongly encouraged to submit at least a few days prior to the deadline given the potential for high website traffic on the due date. HVCC cannot guarantee availability of Online Application System technical assistance on the deadline date. For assistance in using Bonfire, please email support@gobonfire.com or call 1-800-354-8010. If email confirmation is not received within two business days, please contact the Purchasing office:

Bids can also be mailed or hand delivered must be sealed and have the Bid name and number on the envelope:

Tabitha D'Attilio
Director of Procurement
Address: Hudson Valley Community College
Administration Building, Room 240
80 Vandenberg Ave
Troy, NY 12180

SECTION H – CONTACTS

Issuing Office
Health, Phys Ed, and Exercise Studies
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