



*A Board of Cooperative Educational Services*  
179 County Route 64, Mexico, NY 13114  
Phone: (315) 963-4253 | Fax: (315) 908-3952  
[www.CiTiboces.org](http://www.CiTiboces.org)  
[www.CiTiboces.org/CooperativePurchasing](http://www.CiTiboces.org/CooperativePurchasing)

## INVITATION TO BID

*Specifications and Instructions for the Installation and Lease of one (1):*

### **Modular Building**

**Bid Number:**  
**B26-0005**

**Bid Response Date:**  
**Wednesday, October 8, 2025 at 2:00 p.m.**

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

*All public bid openings hosted by the Center for Instruction, Technology & Innovation (CiTi) are made available virtually via the Zoom platform. Bidders and members of the public can join the live bid opening virtually by sending an email request in advance of the opening date and time to: [purchasing@citiboces.org](mailto:purchasing@citiboces.org). Bidders and members of the public who wish to join the bid opening in-person must follow all visitor policy guidelines when present on CiTi property.*

## CiTi ITB B26-0005 Modular Building

The Center for Instruction, Technology & Innovation (from here forward known as CiTi) is seeking pricing proposals for the immediate fabrication, installation and lease of one (1) approximately 9,500 sq. ft. freestanding modular building.

SEALED BIDS must be received via mail, postal or shipping carrier at: CiTi, 179 County Route 64, Mexico, NY 13114 until, but not later than 2:00 p.m. on October 8, 2025. Sealed bid envelopes can also be hand-delivered to CiTi's Receiving Department (Green Steel Building at the end of the CiTi Campus Driveway in Mexico). CiTi's Receiving Department is open Monday – Friday 8:00 a.m. to 3:00 p.m.

Bidders must supply signed hard copies of the required bid forms and pricing proposal in a sealed envelope marked with the name of the bidder and the bid number on the front of the envelope to the address listed in the manner specified within the bid documents.

All express envelopes must be clearly marked with the words "Sealed Bid Enclosed" on the front of the outside envelope. This is important in assuring that the bid is delivered properly. The sealed bid envelope must be included in the express envelope. Faxed or emailed submissions are not acceptable.

Questions regarding this BID may be submitted via email only to Amy Rhinehart at [purchasing@citiboces.org](mailto:purchasing@citiboces.org). All questions will be answered in the form of an addendum and posted on CiTi's public website and distributed to bidders of record. Questions will not be answered via phone or in person.

*Deadline for submitting questions: Wednesday, October 1, 2025 by 2:00 P.M.*

The following three (3) forms are included herein and form a part of this bid proposal:

- Bid Proposal Certifications (Non-Collusion Certification/Conflict of Interest Certification)
- Iran Divestment Act Certificate of Compliance
- Acknowledgement of Terms and Conditions and Pricing Proposal

Failure to fully execute these three (3) statements will constitute grounds for rejection of a bid submission.

CiTi reserves the right to waive any informality or irregularities on bids received.

CiTi reserves the right to reject any or all bids and to re-advertise.

The award shall be to the most responsive, responsible bidder with the best bid and best delivery and installation date.

Notice of Award shall be made to the successful bidder within sixty (60) days from the date of bid opening. The award for this bid will take place at CiTi's **October 15, 2025** Board of Education Meeting. The award will be in an aggregate to one (1) bidder.

Contract Term: This will be a three (3) year lease (2025-2026; 2026-2027; 2027-2028) with the option to extend for three (3) additional three-year leases:

- 1<sup>st</sup> Extension Term: 2028-2029; 2029-2030; 2030-2031
- 2<sup>nd</sup> Extension Term: 2031-2032; 2032-2033; 2033-2034
- 3<sup>rd</sup> Extension Term: 2034-2035; 2035-2036; 2036-2037

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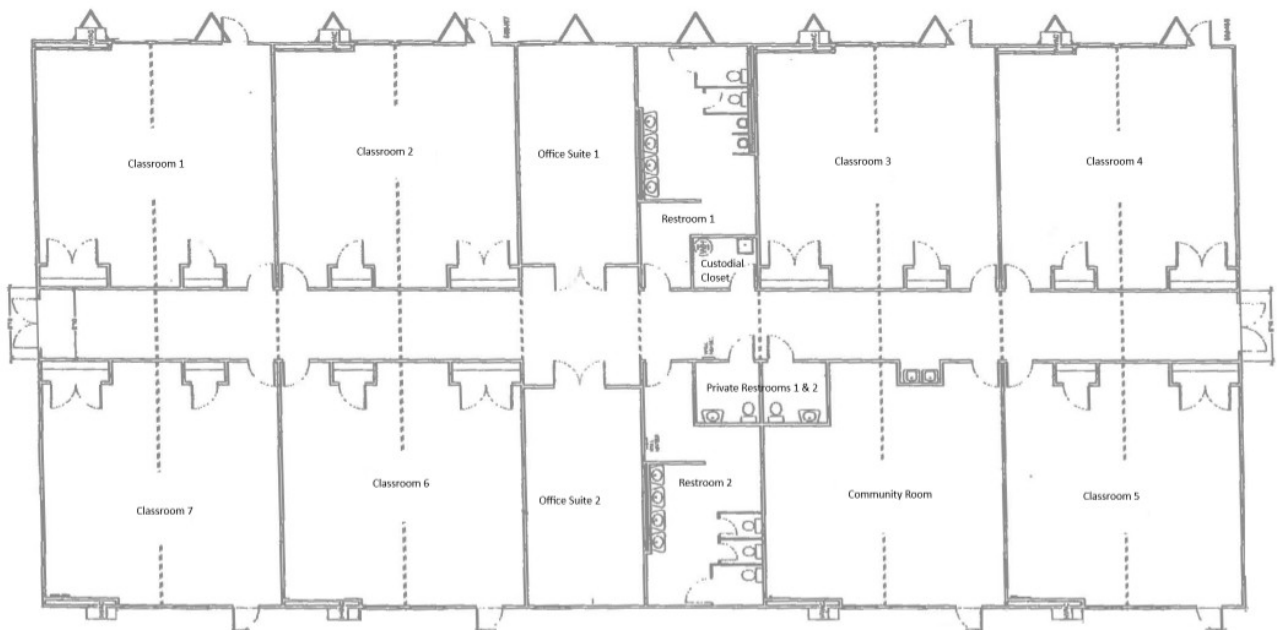
### Scope of Work:

CiTi is seeking one (1) contractor to manufacture and install one (1) freestanding finished modular building that is approximately 9,500 square feet AND to lease the structure to CiTi for a period of three (3) years with the option to extend the lease term for three (3) additional three-year terms. The structure will be utilized for educational/instructional purposes and must be designed with the following components:

- Seven (7) classrooms- average size between 720 and 730 sq ft and with storage closets
- One (1) community room – roughly 700 sq ft
- Two (2) restrooms
- Two (2) all gender private restrooms
- Two (2) office suites – 188 sq ft
- One (1) custodial closet
- Two (2) ADA compliant entrances (at each end of the building)
- One (1) exterior door in each classroom and in the community room
- Eighteen (18) windows

Finished means that the structure must complete and ready to move in. This includes, but is not limited to, roofing, windows, doors, flooring, finished walls, and all available utilities, HVAC, plumbing and fixtures to meet all codes and requirements of the New York State Education Department Manual of Planning Standards and the Department of State.

Installation will be on CiTi's main campus (179 County Route 64, Mexico, NY 13114). Installation includes rigging, staging, sitework setting in place and hooking up to all available utilities (electric, water, sewer, HVAC)



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### General Provisions:

1. All responsible bidders must have proven experience in the design, manufacture, and installation of modular structures of similar specifications.
2. Payment and Performance bonds upon award of contract may be required.
3. Prevailing Wages apply for installation.
4. OSHA Certification required for installation.
5. Insurance required for installation.
6. Workers compensation insurance required for installation.
7. Mutual Indemnification - The successful bidder shall indemnify and save CiTi and all CiTi employees/representatives harmless from and against all claims, demands, losses, costs, damages, suits, actions and proceedings by whomsoever made, brought or prosecuted and in any manner based upon arising out or, related to, occasioned by or attributable to the infringement or contribution to the infringement of any intellectual or industrial property right by the articles, methods, processes or act employed by, or plans, drawings, specifications another written data provided by, the successful bidder or its employees in concern with providing services(s) hereunder (including, without limitations, legal expenses on a solicitor and client basis).
8. New York State Sexual Harassment Laws - 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>
9. The Contractor shall employ only persons of good character who have been properly trained in the use of the equipment, materials, and methods needed to perform the services under this contract. The Contractor must be certain that each person to be employed does not possess any criminal record.
10. The use of alcohol, drugs, or tobacco products is prohibited by law on school property.

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### BID PROPOSAL CERTIFICATIONS

#### I. General Bid or Proposal Certification

The proposer certifies that it will furnish, the prices herein quoted, the materials, equipment and/or 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**

**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 his knowledge and belief:

*(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;*

*(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and*

*(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.*

**B.** A bid shall not be considered for award nor shall any award be made where (A), (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons 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. 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).

**C.** 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 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.

Authorized Signature		Company	
Print Name		Date	

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### CERTIFICATION OF COMPLIANCE

#### IRAN DIVESTMENT ACT OF 2012

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 NY, 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/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>.
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 CiTi or a Component District receive information that Bidder/Contractor (as defined in CiTi's General Conditions) is in violation of the above-referenced certifications, 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 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 default.
5. 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.

Authorized Signature	
Print Name	
Title	
Company Name	
Date	

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### BIDDERS ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

CiTi reserves the right to award the bid by total (in aggregate) to one (1) bidder. By signing below and submitting this bid for consideration by CiTi, the bidder acknowledges that he/she has read, understood and agrees to all aspects of the bid as presented without reservation or alteration. The Bidder, Bidder affiliates and any other agency that intercedes on the Bidder's behalf also agrees to hold the CiTi harmless and not responsible for any hardship that can or potentially could be caused and subsequently impacts the bidder as a result of this bid.

### PRICING PROPOSAL

Having carefully examined the bid specifications, the bidder proposes to furnish all labor, materials and equipment necessary to perform the work proposed in the bid documents.

Total Bid Price for design, prefabrication, delivery, installation/setup of the modular building is:	
Monthly lease price which will be binding through 8/2028 with the option to negotiate extensions for the following terms: 1. 2028-2029; 2029-2030; 2030-2031 2. 2031-2032; 2032-2033; 2033-2034 3. 2034-2035; 2035-2036; 2036-2037	

Company Name (Please Print)	
Address	
Email	
Telephone	
Signature of Bidder	

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## QUESTIONS

**ALL** questions regarding this bid **MUST** be in writing and emailed on this form to the attention of Cooperative Purchasing at: [purchasing@citiboces.org](mailto:purchasing@citiboces.org)

**No questions will be entertained by any other means.** All questions must be submitted by 2:00 p.m. on October 1, 2025. Questions received after this time may not be addressed.

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

Vendor Name		Phone	
Email Address		Date	