Middleburgh
CENTRAL SCHOOL DISTRICT

NOTICE TO BIDDERS

The Board of Education of the Middleburgh Central School District of Middleburgh, New York, hereby invites the submission of sealed bids for a:

**2026 or 2027 CHRYSLER PACIFICA**
**TOURING L AWD**
**7-PASSENGER MINI VAN**

Sealed Bids will be received until **11:00 A.M. on Wednesday, November 18, 2026** at the Business Office located at the Middleburgh Junior/Senior High School, 291 Main Street, Middleburgh, NY 12122 at which time and place they will be publicly opened and read aloud.

Specifications and bid forms may be obtained on the www.middleburghcsd.org webpage or can be obtained by emailing a request to robyn.bhend@mcsdny.org.

The Board of Education reserves the right to reject any and all bids, to waive any informality, and to hold all bids for 30 days subsequent to the date of opening for examination.

Robyn Bhend
School Business Administrator
Middleburgh Central School
(518) 827-3600 x3923

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**Checklist for Bid Submission**
**SEALED BID**

- ☐ Specifications sheet (page 3)
- ☐ Bid Form (page 4)
- ☐ Non-Collusive Bidding Certification (page 5)
- ☐ Iran Divestment Act Certification (page 6)

MIDDLEBURGH CENTAL SCHOOL DISTRICT
MIDDLEBURGH, NEW YORK

INFORMATION FOR BIDDERS

**RECEIPT & OPENING OF BIDS**

The Board of Education of the Middleburgh Central School District of Middleburgh, New York will receive bids at the Business Office, located at the Middleburgh Junior/Senior High School, 291 Main Street, Middleburgh, NY 12122, until Wednesday, November 18, 2026 at 11:00 a.m. and at that time said bids will be publicly opened and read aloud.

Envelopes containing the bids must be SEALED, addressed to the Middleburgh Central School District Business Office at the above address, and must be clearly marked **"Bid for 2026 or 2027 Van" Name and address of the bidder shall also appear on the outside of the envelope containing the bid.**
Proposals must be submitted on the prescribed forms and left in the specifications. All blank spaces for bid prices must be filled in, IN INK. If forwarded by mail, the sealed envelope containing the proposal must be marked as directed above, may be enclosed in another envelope, and addressed as specified above with "P.O. Box 606" marked to identify as the mailing address. Bids sent by **FAX will not be considered.**

The Board of Education may consider any informal bid not prepared and submitted in accordance with the provisions hereof and may waive any informality in or reject any or all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids, or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within THIRTY (30) days after the actual date of the opening thereof.

**QUALIFICATIONS OF BIDDERS**

The Board of Education may make such investigations as it deems necessary to determine the ability of the bidder to furnish the items specified and the bidder shall furnish to the Board all such information and data for this purpose as may be required. The Board of Education reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the Board that such bidder is properly qualified to carry out the obligations of the contract. **Conditional Bids will not be accepted. Bidder shall demonstrate it's ability to supply, deliver, and honor the manufacturer's warranty for the vehicle.**

**TIME OF COMPLETION**

Preference will be given to in stock inventory. Materials for performance of the contract shall be ordered immediately following the award of the contract. **DELIVERY** must be made within 30 days following the issuance of the purchase order to the District's designated location: 164 Main Street, Middleburgh, NY 12122. Bidders must identify the anticipated delivery date in the submitted bids. The District may inspect the vehicle before accepting it as it must be free of damage and defects. The successful bidder must correct all nonconformities at its sole expense. Title and other required ownership documentation, registration, warranty information, and owners manuals must be provided upon delivery.

**BID PRICE**

**The bid price shown shall include delivery.** The Middleburgh Central School District is a tax-exempt organization; therefore, no tax will be due the vendor. The quoted price included in the bid remains firm through delivery and no additional charges will be imposed unless authorized and agreed to by the District.

**DESCRIPTION**

Specifications which describe a certain manufacturer's products do not intend to bar the equal or superior products of other recognized manufacturers. Bidder must include brochures and/or catalogs describing all items bid if other than "as specified." Bidder must be willing to demonstrate said equipment if so requested by the District.

**WARRANTY**

All equipment will be under full standard factory warranty. Complete maintenance service beyond warranty must be provided by the bidder when requested by the owner. Service and repair costs beyond warranty will be at owner's expense. This includes the ability of the bidder to pick up and deliver said item from the District's location.

**AWARD**

Award will be made at the Board of Education meeting on November 18, 2026. Payment will be made after contract is awarded and order is received.

**SPECIFICATIONS**

Specifications are the minimum that are required. In the following description where manufacturer's make and model is listed, the bidder should change the make if a substitution is being made, by listing the brand name and model name and including brochures and/or catalogs describing the same.

# 2026 or 2027 CHRYSLER PACIFICA
# TOURING L AWD 7-PASSENGER
# MINI-VAN

**Per Attached Specifications**

| DESCRIPTION | QTY | TOTAL PRICE |
|---|---|---|
| **2026 or 2027 CHRYSLER PACIFICA AWD TOURING L 7-PASSENGER MINI-VAN** | 1 | |
| Vehicle Identification Number: | | |
| **ALTERNATE VEHICLE IF NOT AVAILIBLE (List Year/Make/ Model/ Number of passenger seats)** | 1 | |
| Vehicle Identification Number: | | |
| Anticipated Additional Charges<br>(please be specific on description and charge) | | |
| Delivery Charges for 1 Vehicle | | |
| **TOTAL COST** | | |
| *Is Vehicle In Stock?* *(YES OR NO)* | | |
| *Anticipated Delivery Date/Timeframe* | | |

## BID FORM

The undersigned hereby certifies that they have examined and fully comprehends the requirements and intent of the preceding specifications for the Middleburgh Central School District and hereby offers to furnish, deliver and install said equipment at the listed bid prices within the time frame specified.

**2026 or 2027 CHRYSLER PACIFICA**
**TOURING L AWD**
**7-PASSENGER MINI-VAN**
**(OR Alternate Vehicle IF not available)**

VIN # _____

Anticipated Delivery Date: _____

Name of Bidder (Vendor)_____

Address _____

_____

Telephone: _____

FAX: _____

Email: _____

Signature: _____

Name/Title of Signer:_____

Date: _____

# NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

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

2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder 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.

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NAME OF FIRM_____

Individual or Legal Name of Firm or Corporation

MAILING ADDRESS:_____

CITY/STATE/ZIP CODE:_____

BY:_____

Signature of Representative of Firm or Corporation

DATE:_____

**IRAN DIVESTMENT ACT**

By entering into this Contract, Contractor 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. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of the Contract will be required to certify that it is not on the Prohibited Entities List before Middleburgh Central School District may approve a request for Assignment of Contract.

During the term of the Contract, should the Middleburgh Central School District receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, the Middleburgh Central School District 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 the Middleburgh Central School District 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.

Middleburgh Central School District reserves the right to reject any request for renewal, extension, or assignment for an entity that appears on the Prohibited Entities List prior to the renewal, extension, or assignment of the Contract, and to pursue a responsibility review with Contractor should it appear on the Prohibited Entities List hereafter.

Company Name: _____

Representative name (printed): _____

Representative name (signed): _____

Date: _____