

**BUREAU OF PURCHASING**  
ONE LARKIN CENTER, 3<sup>rd</sup> Floor  
YONKERS, NY 10701-3888  
Telephone (914) 377-6030  
Fax (914) 377-6032

**COVER SHEET - INVITATION FOR BIDS**  
SOLICITATION & CONTRACT DOCUMENTS FOR:  
**Window Shades for Thomas Cornell Academy**

**BID NUMBER:** RFB-6219  
**OPENING DATE:** DECEMBER 29, 2017  
**TIME:** 2:00 PM (PREVAILING TIME)  
**BOCS APPROVAL DATE:** \_\_\_\_\_  
*ASSIGNED BY PURCHASING*  
**CONTRACT NO.:** \_\_\_\_\_  
*ASSIGNED BY PURCHASING*

**BOARD OF EDUCATION**

Steve Lopez, President  
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Dr. Edwin Quezada  
Superintendent of Schools

**BIDDER TO FILL OUT (PLEASE PRINT):**

**NAME OF FIRM:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**CONTACT:** GINA JACOBSEN **TITLE:** OWNER / OPERATOR  
**PHONE NO.:** 845-928-7146 x1 **FAX:** 845-928-9296  
**EMAIL:** WINDOWWEARBYGINA@YAHOO.COM  
**DATE:** 12/26/2017

Window Wear By Gina LLC  
68 Jefferson Street  
Highland Mills, New York  
10930

**SCHEDULE "B"**  
**COST PROPOSAL- RFB-6219**  
**PLEASE PRINT OR TYPE**



Item No.	QTY	DESCRIPTION	Unit Price	Total Amount
1	120 shades	Window shades featuring Alkenz by RollEase 4000 NET 5% Clutch Shade with Chain or Yonkers Approved Equal <u>Total 21 rooms</u> 104 ea. size.: 43-½ x76 plus wrap 16 ea. size.: 43 ½ x 84 plus wrap  Written in words: <u>NINE THOUSAND NINE HUNDRED SIXTY</u>	\$83 w/finishes	\$9,960
2	1	Removal/ Prep/Installation Cost:  Work Hours Approx: <u>90 hrs</u> x <u>29.33</u> P/Hour  Written in words: <u>TWO THOUSAND SIX HUNDRED FORTY</u>	\$22.00	\$2,640-
		TOTAL: <u>\$12,600.00</u>  Written in words: <u>TWELVE THOUSAND SIX HUNDRED</u>		<ul style="list-style-type: none"> <li>• W/ SEALED HEM BARS</li> <li>• BEAD STOPS</li> </ul>

Bidders quoting an "or equal" must provide all technical data and cut-sheets proving compliance with the aforementioned specifications/requirements. AND HOLD DOWN BRACKETS.

Lead Time for materials /availability to start the job in calendar days ARO: 3 weeks from PO.

Company Legal Name: WINDOW WEAR BY GINA LLC

Name of Person Quoting: GINA JACOBSEN Title: OWNER-OPERATOR

Address:  **Window Wear By Gina LLC**  
 68 Jefferson Street  
 Highland Mills, New York  
 10930  State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: 845-928-7146 x1 Fax: 845-928-9296

E-mail: WINDOWWEARBYGINA@YAHOO.COM

Date: 12/26/17.

COMPLETE THIS FORM IN INK

BID NO.: RFB-6219

BID SCHEDULE OF PRICES – ITEMIZED - SEE SCHEDULE “B”

Item Award

Class Award

For furnishing and delivering the specified goods or services, which includes, without limitation all freight charges, demurrage, insurance, packaging, machinery, tools, labor, services, skill and other items of whatever nature required to fulfill the obligations under the resultant Contract, the Bidder agrees to accept in full compensation therefore the amount of the total bid sum of:

TOTAL BID FOR ITEMS 1 TO 2, INCLUSIVE, THE SUM OF:

PLEASE PRINT:

Written in Words: Twelve Thousand Six Hundred  
Dollars 00/100 Cents

Written in Figures: \$ \$12,600.00 → w/ SEALED HEM BARS FOR SAFETY

Discount for Prompt Payment: 0 % \_\_\_\_\_ Days, Net 30. • BEAD STOPS / HOLD DOWN BRACKETS

The Bidder hereby acknowledges receipt of all Solicitation Documents and Addenda through and including Addendum number 1 (Bidder to insert number of last Addendum received.)

Availability: ASAP

Contractor: \_\_\_\_\_  
Address of Bidder: \_\_\_\_\_  
Window Wear By Gina LLC  
68 Jefferson Street  
Highland Mills, New York  
10930

Is this business a Certified Minority / Women Business Enterprise in New York State?  
 Yes  No NOT yet

Prepared By: GINA JACOBSEN

Title: owner / operator

Signature: Gina Jacobsen Telephone No.: 845-928-7146 x1

Fax No.: 845-928-9296

E-Mail: WINDOW WEAR by GINA Date: 12-26-17.  
@YAHOO.COM

**BID AND BIDDER'S AFFIDAVIT**

**Bid No.: RFB-6219**

By submission of this bid and the execution of the Bidder's Affidavit, the Bidder hereby submits a binding offer to furnish all required work and meet all other obligations set forth in the Contract Documents, and all addenda thereto, whether received by the undersigned or not; for the total sum indicated below:

Bid Amount: \$ 12,600.00  
Twelve THOUSAND Six Hundred Dollars, 00/100 Cents.  
Printed or Type in words

\$ \$ 12,600.00  
(Total Bid in Figures)

→ • SEALED HEM BARS FOR SAFETY  
• BEAD STOPS / HOLD DOWN BRACKETS

By submission of this bid, the Bidder acknowledges that it has read the 1) Information for Bidders, 2) Form of Contract, 3) Schedule "A", Scope of Services, 4) All Schedules, and 5) all addenda (if any).

Bid Made by:  
(Firm Name)



Window Wear By Gina LLC  
68 Jefferson Street  
Highland Mills, New York  
10930



Address:

By:

Gina Jacobsen  
(Signature-Authorized Officer)

GINA JACOBSEN  
(Print Name)

OWNER / OPERATOR  
(Print Title)

Telephone:

845-928-7146 x1

Fax:

845-928-9296

Tax ID Number:

26-4795683

Date:

12/27/17.

The Bidder's authorized representative on this Project shall be MYSELF  
GINA JACOBSEN

Additionally, by submission of this bid and the execution of the Bidder's Affidavit each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies on behalf of its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

A. The prices in the 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 the 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;

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;

A bid shall not be considered for award nor shall any award be made where [A], [B], [C] above have not been complied with; provided however, that if in any case the bidder(s) cannot make the foregoing certification, the bidder shall so state and shall furnish below a signed statement which sets forth in detail the reasons therefore: [affix addendum to this page if space is required for Statement.]

D. The bidder is not in arrears to the City/YPS of Yonkers upon debt, contract or taxes and is not a defaulter, as surety or otherwise, upon obligation to the City/YPS of Yonkers;

E. The bid prices are to cover all expenses of every kind incidental to the completion of the work and the Contract therefore, including all claims that may arise through damage or any other cause whatever, and for those items for which the prices are established in the Specifications, hereby agree to perform such additional work and supply such additional material at the prices therein established;

F. The Bidder shall make no claim on account of any variations between the quantities of the approximate estimate and the quantities of the work as done, nor on account of any misconception or misunderstanding of the nature and character of the work to be done, or of the ground or place where it is to be done;

G. The bidder is the only one interested in this bid; and it is made without any connection with any other person or persons making an estimate for the same work, and is in all respects fair, and without collusion or fraud;

H. No member of the municipal government of the City/YPS of Yonkers nor any officer or employee of the City/YPS, is directly or indirectly interested in this bid, or in the supplies or the material for the work or in any portion of the profit thereof;

I. Fair and Ethical Business Practices will be strictly adhered to during the life of this Contract. During the term of this Contract, neither the Bidder nor any director, partner, principal, officer or employee shall:

1. File with a government office or employee, a written instrument which intentionally contains a false statement or false information;
2. Intentionally falsify business records;
3. Give, or offer to give, money or any other benefit to a labor official with intent to influence that labor official with respect to any of his or her acts, duties or decisions as a labor official;
4. Give, or offer to give, money or any other benefit to a public servant with intent to influence that public servant with respect to any of his or her acts, duties or decisions as a public servant; and
5. Knowingly participate in the criminal activities of any organized crime group, syndicate or family, nor shall any person employed by or associated with any such organized crime family, syndicate or group participate through criminal means in any of the business affairs of the Bidder.

J. In addition, if it becomes known that any director, partner, officer, employee of the Bidder, or any shareholder owning 5% or more of the Bidder's stock:

1. is the subject of investigation involving any violation of criminal law or other federal, state or local law or regulation by any governmental agency; or
2. is arrested, indicted or named as an unindicted co-conspirator in any indictment or other accusatory instrument; or
3. is convicted of any felony under state or federal law and/or any misdemeanor involving a business-related crime.

The Bidder shall immediately notify the City/YPS of any such event.

AFFIDAVIT WHERE BIDDER IS AN INDIVIDUAL

STATE OF New York, COUNTY OF Orange  
as: \_\_\_\_\_  
\_\_\_\_\_ Gina Jacobson being duly sworn,  
says:

I am the person who submitted the foregoing bid. I have full knowledge of the matters pertaining thereto.

Gina Jacobson  
(Signature of the person who signed the Bid)

ACKNOWLEDGEMENT OF CONTRACTOR, IF AN INDIVIDUAL

STATE OF New York  
COUNTY OF Orange } ss:

On the 26<sup>th</sup> day of December, in the year 20017 before me personally same  
Gina Jacobson, to me known and known to me to be the person described in and  
who executed the foregoing instrument, and he/she duly acknowledged that the/she executed the same.

Frances Huang  
Notary Public

**FRANCES HUANG**  
Notary Public, State of New York  
Qualified in Orange County  
No. 01HU6266109  
Commission Expires, July 23, 2020

If an Individual, Bidder must complete both Affidavit and Acknowledgement sections and submit this page with its bid.

(Bid and Bidder's Affidavit)