

## LEGAL NOTICE

The Board of Education of the Utica City School District, with District offices located at 929 York Street, Utica, NY 13502, invites proposals on the forms provided for the Transportation of Pupils – Special Transportation Run for the remainder of the 2023-2024 school year. Bids will be accepted until 10:00 a.m. on January 19, 2024, at which time they will be publicly opened and read. The bid opening will be conducted at 929 York Street,,Board of Education Room at 10:00 AM.

Proposals are to be based on specifications entitled, “Transportation of Pupils for the School Year of 2023-2024 – Special Transportation Run” copies of which, together with bid forms, are on file and may be secured at the Business Office of the Utica City School District, 929 York Street, Utica, NY 13502. Bid documents also may be obtained digitally in PDF format. Request documents via email to Acting Superintendent, Dr. Kathleen Davis at [Kdavis@uticaschools.org](mailto:Kdavis@uticaschools.org). Proposals signed by bidders shall be enclosed in a sealed envelope, addressed to Superintendent, Dr. Kathleen Davis, and marked **in red** in the lower, left-hand corner “Transportation of Pupils for the School Year of 2023-2024– Special Transportation Run.”

Proposals must be delivered to the Office of Superintendent, Utica City School District, 929 York Street, Utica, NY 13502.

The bidder must promptly execute a satisfactory contract, guaranteeing the faithful fulfillment of the terms of the contract. The District reserves the right to require the **successful bidder** to provide an executed performance bond in the amount of one hundred percent (100%) of the accepted bid for faithful performance of the terms, covenant, and conditions of the contract.

To the extent permitted by law, bidders' bids will not be disclosed, except for purposes of evaluation, prior to approval of the resulting contract by the District. All material submitted becomes the property of the District and may be returned or retained at the Districts' discretion. Submitted bids may be reviewed and evaluated by any person, other than one associated with a competing bidder, as designated by the District. The District reserves the right to use any and all ideas presented in any response to the Bid. Selection or rejection of a bid does not affect this right. If a vendor believes that any information in its bid constitutes a trade secret and wishes such information not be disclosed if requested by a member of the public pursuant to the State Freedom of Information Law, Article 6 of the Public Officers Law, the vendor shall submit with its bid a letter specially identifying the page number, line or other appropriate designation that information which is a trade secret and explain in detail why such information is a trade secret. Failure by a vendor to submit such a letter with its bid identifying trade secrets shall constitute a waiver by the bidder of any rights it may have under Section 89 (Subdivision 5) of the Public Officers Law relating to protection of trade secrets.

The Board of Education hereby reserves the right to reject any and all bids.

**BOARD OF EDUCATION UTICA CITY SCHOOL DISTRICT**

**Dr. Kathleen Davis**  
**Superintendent of Schools**