

PURCHASE ORDER
**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 04/18/2019
PURCHASE ORDER DATE

WO190090995
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :		Deliver To : WILLIAM H MAXWELL HIGH SCHOOL Attention : MR UWA/MS VALES/MR CARLSON/MS MARTE Phone : (718) 345-9100 Address : 145 PENNSYLVANIA AVENUE, ROOM 101, City : BROOKLYN, State : NY Zip Code : 11207 LDA : K6600001	
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS-K Phone : (718) 935-2379 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201		PO Initiator: MARTE,YASLIS Phone : (718) 345-9100 Email : YMARTE@SCHOOLS.NYC.GOV	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.			
Additional Comments WORKSHOP FOR THE STUDENTS WILL TAKE PLACE ON APRIL 17, 18; 29, 30 AND MAY 1, 2, 2019.			
<p style="text-align: center;">*****</p> <p>I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW</p> <div style="display: flex; justify-content: space-between; margin-top: 50px;"> <div style="text-align: center;"> <p>UWA,ANDREW</p> <hr/> <p>Signature of Principal or authorized Department of Education official</p> </div> <div style="text-align: center;"> <p>4/18/2019</p> <hr/> <p>Date</p> </div> </div>			

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	19	034609	0685	N/A	K660	FF7F	//	//	\$3,000.00

Total Amount
\$3,000.00
Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price Per Unit</u>	<u>Amount</u>
1) Item # - N/A	ACE YOUR EXAMS 9 AND 10 GRADERS			EACH	1.00	\$500.00	\$500.00
2) Item # - N/A	STUDENT ELEVATION 9 AND 10 GRADERS			EACH	1.00	\$500.00	\$500.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	MEMORY AND MNEMONICS 9 AND 10 GRADERS			EACH	1.00	\$500.00	\$500.00

PURCHASE ORDER

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5) Item # - N/A	CLOSE READING 9 AND 10 GRADERS	EACH	1.00	\$500.00 \$500.00
6) Item # - N/A	NOTE TAKING 9 AND 10 GRADERS	EACH	1.00	\$500.00 \$500.00
7) Item # - N/A	TIME MANAGEMENT 9 AND 10	EACH	1.00	\$500.00 \$500.00

Total Amount
\$3,000.00

PURCHASE ORDER



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INSTRUCTIONS PART I

THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

PLEASE BE ADVISED

This Purchase Order, when completed, is a business record of the Department of Education. Failure to follow appropriate regulations may result in disciplinary, administrative or civil action. It is a crime to knowingly make false entries on this form.

A) Transportation Charges

All transportation and any other charges must be prepaid to point of delivery unless otherwise indicated. Price on this order includes such charges.

B) Delivery

Delivery of all items is required as stated in the contract or as specified by "Notice to Deliver." Sidewalk deliveries will not be accepted. Vendor's agent shall place goods inside building in location designated by the principal or other authorized person, except when contract indicates special delivery instructions and such instructions are stated on the order.

C) Delivery Hours

Goods must be delivered between 9:00AM and 2:30PM, Monday through Friday, at other times, only by special arrangement.

D) Delivery Time

Orders must be completed within 30 days of order or within the time stated on the attached order.

E) Non-Delivery, Rejections or Delays

If items are not delivered within the time specified, the Director of OFO or his/her designee reserves the right to obtain such items or any part thereof from other sources via a buy-against procedure. Should the new price be greater than the contract price, the difference in cost, plus the cost of readvertisement and possible liquidated damages will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference, but the readvertisement cost and possible liquidated damages will be charged against the contractor. Unacceptable deliveries not in conformance with contract specifications will be rejected and must be replaced by the contractor within five (5) days. Failure to replace rejected items within time stated may result in the Director of OFO or his/her designee instituting a buy-against procedure as stated above. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the school shall have the right to dispose of them as its own property.

F) Packing

All items shipped must be assembled and packed in heavy duty cartons or suitably packaged as per contract requirements. Where practical, cartons shall weigh no more than 50 lbs. each.

G) Markings

Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.

H) Delivery Packing Slip

All deliveries must be accompanied by a "VENDOR PACKING SLIP" properly prepared. The carton containing the "PACKING SLIP" must be marked "PACKING SLIP CONTAINED HEREIN".

I) Billing Procedure

Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor's customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.

J) Assignment

No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.

K) Sales or Excise Taxes

The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.

L) This order is subject to all bid terms and conditions.

The contract number referenced must cover the items listed in this document.

The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.

M) Reps and Warranties

All parties agree to cooperate fully in any investigation, audit or inquiry conducted by a State of New York or City of New York governmental agency or authority that is empowered directly or by designation to compel the attendance of witnesses, to examine witnesses under oath, or conducted by the Inspector General of a governmental agency that is a party in interest to the transaction, submitted bid, submitted bid, contract, lease, permit or license that is the subject of the transaction, investigation, audit or inquiry.

In addition to, and without limiting any other representations, the Contractor represents and warrants that neither it nor any of its directors, officers, members, partners or employees, has any interest nor shall they acquire any interest, directly or indirectly, which would or may conflict in any manner or degree with the performance or rendering of the services herein provided. The Contractor further represents and warrants that, in the performance of the Contract, no person having such interest or possible interest shall be employed by it. The Contractor and its employees, agents and subcontractors must report to the Office of Special Commissioner of Investigation for the New York City School District ("SCI") any such interest or possible interest. The Contractor and its employees, agents and subcontractors must also report to the SCI any criminal activity of which they have knowledge concerning the execution or the performance of the Contract. The Contractor must inform, in writing, each employee, agent and subcontractor of his/her duty to report under this paragraph.

INSTRUCTIONS PART II

TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The Inspection Unit of the Office of Building Services must be notified in writing immediately upon commencement of work.
2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.
4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
5. Where applicable, these instructions to contractors supersede those in PART 1.

PURCHASE ORDER


**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 04/18/2019
PURCHASE ORDER DATE

WO190092995
PURCHASE ORDER NUMBER

01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :	Deliver To : P.S.375 @ I.S. 320 Attention : KIRK WILKINSON 1ST FL MAIN OFFICE Phone : (718) 693-6655 Address : 46 MCKEEVER PLACE, ROOM 100 City : BROOKLYN, State : NY Zip Code : 11225 LDA : K3750001
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS-R Phone : (718) 935-2380 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201	PO Initiator: ENGRAM, TANYA Phone : (718) 693-6655 Email : TENGRAM@SCHOOLS.NYC.GOV
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	

I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW

ELLMAN, SCHWANNA

Signature of Principal or authorized Department of Education official

4/18/2019

Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 17	014301	0461	N/A	K375	FZCP	//	//	\$4,790.00
Total Amount								\$4,790.00

Item Detail Information

Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	ACE YOUR EXAMS		EACH	1.00	\$290.00	\$290.00
2) Item # - N/A	STUDENT ELEVATION		EACH	3.00	\$290.00	\$870.00
3) Item # - N/A	SHIPPING AND HANDLING		EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	MATERIAL FEE		EACH	6.00	\$25.00	\$150.00

PURCHASE ORDER

04/18/2019
PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190092995
PURCHASE ORDER NUMBER
01
SUFFIX

		TRACKING NUMBER		
5) Item # - N/A	NOTE TAKING	EACH	3.00	\$290.00 \$870.00
6) Item # - N/A	CLOSE READING	EACH	3.00	\$290.00 \$870.00
7) Item # - N/A	MEMORY AND MNEMONICS	EACH	3.00	\$290.00 \$870.00
8) Item # - N/A	TIME MANAGEMENT	EACH	3.00	\$290.00 \$870.00

Total Amount
\$4,790.00

PURCHASE ORDER



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- C) Delivery Hours**
Goods must be delivered between 9:00AM and 2:30PM, Monday through Friday, at other times, only by special arrangement.
- D) Delivery Time**
Orders must be completed within 30 days of order or within the time stated on the attached order.
- E) Non-Delivery, Rejections or Delays**
If items are not delivered within the time specified, the Director of OFO or his/her designee reserves the right to obtain such items or any part thereof from other sources via a buy-against procedure. Should the new price be greater than the contract price, the difference in cost, plus the cost of readvertisement and possible liquidated damages will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference, but the readvertisement cost and possible liquidated damages will be charged against the contractor. Unacceptable deliveries not in conformance with contract specifications will be rejected and must be replaced by the contractor within five (5) days. Failure to replace rejected items within time stated may result in the Director of OFO or his/her designee instituting a buy-against procedure as stated above. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the school shall have the right to dispose of them as its own property.
- F) Packing**
All items shipped must be assembled and packed in heavy duty cartons or suitably packaged as per contract requirements. Where practical, cartons shall weigh no more than 50 lbs. each.
- G) Markings**
Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.
- H) Delivery Packing Slip**
All deliveries must be accompanied by a "VENDOR PACKING SLIP" properly prepared. The carton containing the "PACKING SLIP" must be marked "PACKING SLIP CONTAINED HEREIN".
- I) Billing Procedure**
Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor's customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.
- J) Assignment**
No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.
- K) Sales or Excise Taxes**
The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.
- L) This order is subject to all bid terms and conditions.**
The contract number referenced must cover the items listed in this document.
The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.
- M) Reps and Warranties**
All parties agree to cooperate fully in any investigation, audit or inquiry conducted by a State of New York or City of New York governmental agency or authority that is empowered directly or by designation to compel the attendance of witnesses, to examine witnesses under oath, or conducted by the Inspector General of a governmental agency that is a party in interest to the transaction, submitted bid, submitted bid, contract, lease, permit or license that is the subject of the transaction, investigation, audit or inquiry.
In addition to, and without limiting any other representations, the Contractor represents and warrants that neither it nor any of its directors, officers, members, partners or employees, has any interest nor shall they acquire any interest, directly or indirectly, which would or may conflict in any manner or degree with the performance or rendering of the services herein provided. The Contractor further represents and warrants that, in the performance of the Contract, no person having such interest or possible interest shall be employed by it. The Contractor and its employees, agents and subcontractors must report to the Office of Special Commissioner of Investigation for the New York City School District ("SCI") any such interest or possible interest. The Contractor and its employees, agents and subcontractors must also report to the SCI any criminal activity of which they have knowledge concerning the execution or the performance of the Contract. The Contractor must inform, in writing, each employee, agent and subcontractor of his/her duty to report under this paragraph.

INSTRUCTIONS PART II

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2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.
4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
5. Where applicable, these instructions to contractors supersede those in PART 1.

PURCHASE ORDER
**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 04/18/2019
PURCHASE ORDER DATE

WO190093874
PURCHASE ORDER NUMBER
01
SUFFIX
T1256554
TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :	Deliver To : PUBLIC SCHOOL 89 Attention : A. KATECHIS Phone : (718) 653-0835 Address : 980 MACE AVENUE City : BRONX, State : NY Zip Code : 10469 LDA : X0890001
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS Phone : (718) 935-2850 Address : 65 COURT STREET, ROOM 1502, ROOM City : BROOKLYN, State : NY Zip Code : 11201	PO Initiator: LATIF,MOHAMED Phone : (718) 653-0835 Email : MLATIF@SCHOOLS.NYC.GOV
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	

I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW

MARTINEZ,RALPH

Signature of Principal or authorized Department of Education official

4/18/2019

Date

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	11	014344	0454	N/A	X089	GQBZ	//	//	\$3,770.00
									<u>Total Amount</u>
									\$3,770.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price</u> <u>Per Unit</u>	<u>Amount</u>
1) Item # -N\A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # -PS89	STUDY SKILLS			EACH	13.00	\$290.00	\$3,770.00
							<u>Total Amount</u>
							\$3,770.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

04/18/2019
PURCHASE ORDER DATE

WO190093874
PURCHASE ORDER NUMBER
01
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PURCHASE ORDER04/18/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190093882
 PURCHASE ORDER NUMBER
01
 SUFFIX
T1256554
 TRACKING NUMBER

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Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS Phone : (718) 935-2850 Address : 65 COURT STREET, ROOM 1502, ROOM City : BROOKLYN, State : NY Zip Code : 11201	PO Initiator: LATIF,MOHAMED Phone : (718) 653-0835 Email : MLATIF@SCHOOLS.NYC.GOV
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	

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MARTINEZ,RALPH

Signature of Principal or authorized Department of Education official

4/18/2019

Date

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	11	091675	0454	N/A	X089	HVJT	//	//	\$4,930.00
									<u>Total Amount</u>
									\$4,930.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price</u> <u>Per Unit</u>	<u>Amount</u>
1) Item # -N\A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # -PS89	STUDY SKILLS			EACH	17.00	\$290.00	\$4,930.00
							<u>Total Amount</u>
							\$4,930.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

04/18/2019
PURCHASE ORDER DATE

WO190093882
PURCHASE ORDER NUMBER
01
SUFFIX
T1256554
TRACKING NUMBER

INSTRUCTIONS PART I

THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

PLEASE BE ADVISED

This Purchase Order, when completed, is a business record of the Department of Education. Failure to follow appropriate regulations may result in disciplinary, administrative or civil action. It is a crime to knowingly make false entries on this form.

- A) Transportation Charges**
All transportation and any other charges must be prepaid to point of delivery unless otherwise indicated. Price on this order includes such charges.
- B) Delivery**
Delivery of all items is required as stated in the contract or as specified by "Notice to Deliver." Sidewalk deliveries will not be accepted. Vendor's agent shall place goods inside building in location designated by the principal or other authorized person, except when contract indicates special delivery instructions and such instructions are stated on the order.
- C) Delivery Hours**
Goods must be delivered between 9:00AM and 2:30PM, Monday through Friday, at other times, only by special arrangement.
- D) Delivery Time**
Orders must be completed within 30 days of order or within the time stated on the attached order.
- E) Non-Delivery, Rejections or Delays**
If items are not delivered within the time specified, the Director of OFO or his/her designee reserves the right to obtain such items or any part thereof from other sources via a buy-against procedure. Should the new price be greater than the contract price, the difference in cost, plus the cost of readvertisement and possible liquidated damages will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference, but the readvertisement cost and possible liquidated damages will be charged against the contractor. Unacceptable deliveries not in conformance with contract specifications will be rejected and must be replaced by the contractor within five (5) days. Failure to replace rejected items within time stated may result in the Director of OFO or his/her designee instituting a buy-against procedure as stated above. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the school shall have the right to dispose of them as its own property.
- F) Packing**
All items shipped must be assembled and packed in heavy duty cartons or suitably packaged as per contract requirements. Where practical, cartons shall weigh no more than 50 lbs. each.
- G) Markings**
Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.
- H) Delivery Packing Slip**
All deliveries must be accompanied by a "VENDOR PACKING SLIP" properly prepared. The carton containing the "PACKING SLIP" must be marked "PACKING SLIP CONTAINED HEREIN".
- I) Billing Procedure**
Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor's customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.
- J) Assignment**
No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.
- K) Sales or Excise Taxes**
The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.
- L) This order is subject to all bid terms and conditions.**
The contract number referenced must cover the items listed in this document.
The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.
- M) Reps and Warranties**
All parties agree to cooperate fully in any investigation, audit or inquiry conducted by a State of New York or City of New York governmental agency or authority that is empowered directly or by designation to compel the attendance of witnesses, to examine witnesses under oath, or conducted by the Inspector General of a governmental agency that is a party in interest to the transaction, submitted bid, submitted bid, contract, lease, permit or license that is the subject of the transaction, investigation, audit or inquiry.
In addition to, and without limiting any other representations, the Contractor represents and warrants that neither it nor any of its directors, officers, members, partners or employees, has any interest nor shall they acquire any interest, directly or indirectly, which would or may conflict in any manner or degree with the performance or rendering of the services herein provided. The Contractor further represents and warrants that, in the performance of the Contract, no person having such interest or possible interest shall be employed by it. The Contractor and its employees, agents and subcontractors must report to the Office of Special Commissioner of Investigation for the New York City School District ("SCI") any such interest or possible interest. The Contractor and its employees, agents and subcontractors must also report to the SCI any criminal activity of which they have knowledge concerning the execution or the performance of the Contract. The Contractor must inform, in writing, each employee, agent and subcontractor of his/her duty to report under this paragraph.

INSTRUCTIONS PART II

TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The Inspection Unit of the Office of Building Services must be notified in writing immediately upon commencement of work.
2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.
4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
5. Where applicable, these instructions to contractors supersede those in PART 1.

PURCHASE ORDER


**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 04/18/2019
PURCHASE ORDER DATE

WO190094426
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :		Deliver To : NEW HS AT K455 Attention : TABARI BOMANI Phone : (718) 804-6805 Address : 1700 FULTON STREET, ROOM 337 City : BROOKLYN, State : NY Zip Code : 11213 LDA : K7650001
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS Phone : (718) 935-2850 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201		PO Initiator: DENG,YONG Phone : (718) 804-6805 Email : YDENG2@SCHOOLS.NYC.GOV
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.		
<p align="center">*****</p> <p>I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW</p>		
BOMANI,TABARI <hr/> Signature of Principal or authorized Department of Education official		4/18/2019 <hr/> Date

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	16	034609	0685	N/A	K765	E6OW	//	//	\$2,600.00
Total Amount									\$2,600.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price Per Unit</u>	<u>Amount</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - MAR 13	AP FOR ALL 3 DAY INSTITUTE MARCH 26			EACH	1.00	\$2,600.00	\$2,600.00
Total Amount							\$2,600.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190094426
PURCHASE ORDER NUMBER

01
SUFFIX

04/18/2019
PURCHASE ORDER DATE

TRACKING NUMBER

INSTRUCTIONS PART I

THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

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- C) Delivery Hours**
Goods must be delivered between 9:00AM and 2:30PM, Monday through Friday, at other times, only by special arrangement.
- D) Delivery Time**
Orders must be completed within 30 days of order or within the time stated on the attached order.
- E) Non-Delivery, Rejections or Delays**
If items are not delivered within the time specified, the Director of OFO or his/her designee reserves the right to obtain such items or any part thereof from other sources via a buy-against procedure. Should the new price be greater than the contract price, the difference in cost, plus the cost of readvertisement and possible liquidated damages will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference, but the readvertisement cost and possible liquidated damages will be charged against the contractor. Unacceptable deliveries not in conformance with contract specifications will be rejected and must be replaced by the contractor within five (5) days. Failure to replace rejected items within time stated may result in the Director of OFO or his/her designee instituting a buy-against procedure as stated above. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the school shall have the right to dispose of them as its own property.
- F) Packing**
All items shipped must be assembled and packed in heavy duty cartons or suitably packaged as per contract requirements. Where practical, cartons shall weigh no more than 50 lbs. each.
- G) Markings**
Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.
- H) Delivery Packing Slip**
All deliveries must be accompanied by a "VENDOR PACKING SLIP" properly prepared. The carton containing the "PACKING SLIP" must be marked "PACKING SLIP CONTAINED HEREIN".
- I) Billing Procedure**
Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor's customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.
- J) Assignment**
No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.
- K) Sales or Excise Taxes**
The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.
- L) This order is subject to all bid terms and conditions.**
The contract number referenced must cover the items listed in this document.
The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.
- M) Reps and Warranties**
All parties agree to cooperate fully in any investigation, audit or inquiry conducted by a State of New York or City of New York governmental agency or authority that is empowered directly or by designation to compel the attendance of witnesses, to examine witnesses under oath, or conducted by the Inspector General of a governmental agency that is a party in interest to the transaction, submitted bid, submitted bid, contract, lease, permit or license that is the subject of the transaction, investigation, audit or inquiry.
In addition to, and without limiting any other representations, the Contractor represents and warrants that neither it nor any of its directors, officers, members, partners or employees, has any interest nor shall they acquire any interest, directly or indirectly, which would or may conflict in any manner or degree with the performance or rendering of the services herein provided. The Contractor further represents and warrants that, in the performance of the Contract, no person having such interest or possible interest shall be employed by it. The Contractor and its employees, agents and subcontractors must report to the Office of Special Commissioner of Investigation for the New York City School District ("SCI") any such interest or possible interest. The Contractor and its employees, agents and subcontractors must also report to the SCI any criminal activity of which they have knowledge concerning the execution or the performance of the Contract. The Contractor must inform, in writing, each employee, agent and subcontractor of his/her duty to report under this paragraph.

INSTRUCTIONS PART II

TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The Inspection Unit of the Office of Building Services must be notified in writing immediately upon commencement of work.
2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.
4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
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PURCHASE ORDER
**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 04/18/2019
PURCHASE ORDER DATE

WO190094437
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :		Deliver To : NEW HS AT K455 Attention : TABARI BOMANI Phone : (718) 804-6805 Address : 1700 FULTON STREET, ROOM 337 City : BROOKLYN, State : NY Zip Code : 11213 LDA : K7650001	
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS Phone : (718) 935-2850 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201		PO Initiator: DENG,YONG Phone : (718) 804-6805 Email : YDENG2@SCHOOLS.NYC.GOV	
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<p align="center">BOMANI,TABARI</p> <p align="center">_____ Signature of Principal or authorized Department of Education official</p>		<p align="center">4/18/2019</p> <p align="center">_____ Date</p>	

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	16	034609	0685	N/A	K765	E6OW	//	//	\$2,600.00
Total Amount									\$2,600.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price Per Unit</u>	<u>Amount</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - APR 9	AP FOR ALL 3 DAY INSTITUTE APRIL 9			EACH	1.00	\$2,600.00	\$2,600.00
Total Amount							\$2,600.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190094437
PURCHASE ORDER NUMBER

01
SUFFIX

04/18/2019
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PURCHASE ORDER
**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 04/18/2019
PURCHASE ORDER DATE

WO190094466
PURCHASE ORDER NUMBER
01
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TRACKING NUMBER

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BOMANI, TABARI

Signature of Principal or authorized Department of Education official

4/18/2019

Date

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	16	034609	0685	N/A	K765	E6OW	//	//	\$2,800.00
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	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price</u> <u>Per Unit</u>	<u>Amount</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - APR 11	AP FOR ALL 3 DAY INSTITUTE APRIL 11			EACH	1.00	\$2,800.00	\$2,800.00
							Total Amount
							\$2,800.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

04/18/2019
PURCHASE ORDER DATE

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Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.

H) Delivery Packing Slip

All deliveries must be accompanied by a "VENDOR PACKING SLIP" properly prepared. The carton containing the "PACKING SLIP" must be marked "PACKING SLIP CONTAINED HEREIN".

I) Billing Procedure

Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor's customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.

J) Assignment

No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.

K) Sales or Excise Taxes

The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.

L) This order is subject to all bid terms and conditions.

The contract number referenced must cover the items listed in this document.

The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.

M) Reps and Warranties

All parties agree to cooperate fully in any investigation, audit or inquiry conducted by a State of New York or City of New York governmental agency or authority that is empowered directly or by designation to compel the attendance of witnesses, to examine witnesses under oath, or conducted by the Inspector General of a governmental agency that is a party in interest to the transaction, submitted bid, submitted contract, lease, permit or license that is the subject of the transaction, investigation, audit or inquiry.

In addition to, and without limiting any other representations, the Contractor represents and warrants that neither it nor any of its directors, officers, members, partners or employees, has any interest nor shall they acquire any interest, directly or indirectly, which would or may conflict in any manner or degree with the performance or rendering of the services herein provided. The Contractor further represents and warrants that, in the performance of the Contract, no person having such interest or possible interest shall be employed by it. The Contractor and its employees, agents and subcontractors must report to the Office of Special Commissioner of Investigation for the New York City School District ("SCI") any such interest or possible interest. The Contractor and its employees, agents and subcontractors must also report to the SCI any criminal activity of which they have knowledge concerning the execution or the performance of the Contract. The Contractor must inform, in writing, each employee, agent and subcontractor of his/her duty to report under this paragraph.

INSTRUCTIONS PART II

TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The Inspection Unit of the Office of Building Services must be notified in writing immediately upon commencement of work.
2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.
4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
5. Where applicable, these instructions to contractors supersede those in PART 1.

PURCHASE ORDER


**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 04/18/2019
PURCHASE ORDER DATE

WO190094966
PURCHASE ORDER NUMBER

01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :	Deliver To : PUBLIC SCHOOL 111 Attention : MS. GUTIERREZ, PRINCIPAL Phone : (718) 881-2418 Address : 3740 BAYCHESTER AVENUE City : BRONX, State : NY Zip Code : 10466 LDA : X1110001
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS Phone : (718) 935-2850 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201	PO Initiator: WATSON, SYLVIA Phone : (718) 881-2418 Email : SWATSON@SCHOOLS.NYC.GOV
Special Delivery Instructions (If Any) : TEACHERS STUDY SKILLS.. DELIVERY MUST BE COMPLETED WITHIN	
Additional Comments STUDY SKILLS WORKSHOP.	
***** I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> GUTIERREZ, CELINA <hr style="width: 80%; margin: 0;"/> Signature of Principal or authorized Department of Education official </div> <div style="text-align: center;"> 4/18/2019 <hr style="width: 80%; margin: 0;"/> Date </div> </div>	

Accounting Information

Fiscal Year: 2019

<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1) 11	024361	689A	N/A	X111	E4R2	//	//	\$2,520.00

Total Amount

\$2,520.00

Item Detail Information

<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price Per Unit</u>	<u>Amount</u>
1) Item # - N/A	PARENT SEMINAR		EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	SHIPPING AND HANDLING		EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	LICENSING FEE		EACH	2.00	\$25.00	\$50.00
4) Item # - N/A	STUDENT ELEVATION		EACH	4.00	\$290.00	\$1,160.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

04/18/2019
PURCHASE ORDER DATE

WO190094966
PURCHASE ORDER NUMBER
01
SUFFIX

5) **Item #** - N/A

ACE YOUR EXAMS

TRACKING NUMBER
EACH 4.00 \$290.00 \$1,160.00

Total Amount
\$2,520.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190094966
PURCHASE ORDER NUMBER

01
SUFFIX

04/18/2019
PURCHASE ORDER DATE

TRACKING NUMBER

INSTRUCTIONS PART I

THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

PLEASE BE ADVISED

This Purchase Order, when completed, is a business record of the Department of Education. Failure to follow appropriate regulations may result in disciplinary, administrative or civil action. It is a crime to knowingly make false entries on this form.

- A) Transportation Charges**
All transportation and any other charges must be prepaid to point of delivery unless otherwise indicated. Price on this order includes such charges.
- B) Delivery**
Delivery of all items is required as stated in the contract or as specified by "Notice to Deliver." Sidewalk deliveries will not be accepted. Vendor's agent shall place goods inside building in location designated by the principal or other authorized person, except when contract indicates special delivery instructions and such instructions are stated on the order.
- C) Delivery Hours**
Goods must be delivered between 9:00AM and 2:30PM, Monday through Friday, at other times, only by special arrangement.
- D) Delivery Time**
Orders must be completed within 30 days of order or within the time stated on the attached order.
- E) Non-Delivery, Rejections or Delays**
If items are not delivered within the time specified, the Director of OFO or his/her designee reserves the right to obtain such items or any part thereof from other sources via a buy-against procedure. Should the new price be greater than the contract price, the difference in cost, plus the cost of readvertisement and possible liquidated damages will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference, but the readvertisement cost and possible liquidated damages will be charged against the contractor. Unacceptable deliveries not in conformance with contract specifications will be rejected and must be replaced by the contractor within five (5) days. Failure to replace rejected items within time stated may result in the Director of OFO or his/her designee instituting a buy-against procedure as stated above. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the school shall have the right to dispose of them as its own property.
- F) Packing**
All items shipped must be assembled and packed in heavy duty cartons or suitably packaged as per contract requirements. Where practical, cartons shall weigh no more than 50 lbs. each.
- G) Markings**
Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.
- H) Delivery Packing Slip**
All deliveries must be accompanied by a "VENDOR PACKING SLIP" properly prepared. The carton containing the "PACKING SLIP" must be marked "PACKING SLIP CONTAINED HEREIN".
- I) Billing Procedure**
Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor's customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.
- J) Assignment**
No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.
- K) Sales or Excise Taxes**
The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.
- L) This order is subject to all bid terms and conditions.**
The contract number referenced must cover the items listed in this document.
The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.
- M) Reps and Warranties**
All parties agree to cooperate fully in any investigation, audit or inquiry conducted by a State of New York or City of New York governmental agency or authority that is empowered directly or by designation to compel the attendance of witnesses, to examine witnesses under oath, or conducted by the Inspector General of a governmental agency that is a party in interest to the transaction, submitted bid, submitted bid, contract, lease, permit or license that is the subject of the transaction, investigation, audit or inquiry.
In addition to, and without limiting any other representations, the Contractor represents and warrants that neither it nor any of its directors, officers, members, partners or employees, has any interest nor shall they acquire any interest, directly or indirectly, which would or may conflict in any manner or degree with the performance or rendering of the services herein provided. The Contractor further represents and warrants that, in the performance of the Contract, no person having such interest or possible interest shall be employed by it. The Contractor and its employees, agents and subcontractors must report to the Office of Special Commissioner of Investigation for the New York City School District ("SCI") any such interest or possible interest. The Contractor and its employees, agents and subcontractors must also report to the SCI any criminal activity of which they have knowledge concerning the execution or the performance of the Contract. The Contractor must inform, in writing, each employee, agent and subcontractor of his/her duty to report under this paragraph.

INSTRUCTIONS PART II

TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The Inspection Unit of the Office of Building Services must be notified in writing immediately upon commencement of work.
2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.
4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
5. Where applicable, these instructions to contractors supersede those in PART 1.

PURCHASE ORDER


**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 04/18/2019
PURCHASE ORDER DATE

WO190095037
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :		Deliver To : PS/MS 498X VAN NEST ACADEMY Attention : ATT: CAROLE ANN GILLIGAN Phone : (718) 409-3600 Address : 1640 BRONXDALE AVENUE RM105 City : BRONX, State : NY Zip Code : 10462 LDA : X4980001	
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS Phone : (718) 935-2850 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201		PO Initiator: SANTINI, YESENIA Phone : (718) 409-3001 Email : YSANTINI@SCHOOLS.NYC.GOV	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.			
<p align="center">*****</p> <p>I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW</p>			
<p align="center">GILLIGAN, CAROL ANN</p> <p align="center">_____ Signature of Principal or authorized Department of Education official</p>		<p align="center">4/18/2019</p> <p align="center">_____ Date</p>	

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	11	091675	489A	N/A	X498	GJ69	//	//	\$4,090.00
Total Amount									\$4,090.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price Per Unit</u>	<u>Amount</u>
1) Item # - N/A	PARENT EVENING SEMINAR			EACH	4.00	\$150.00	\$600.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	LICENSING FEE			EACH	6.00	\$25.00	\$150.00
4) Item # - N/A	ACE YOUR EXAMS WORKSHOPS			EACH	11.00	\$290.00	\$3,190.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

04/18/2019
PURCHASE ORDER DATE

WO190095037
PURCHASE ORDER NUMBER
01
SUFFIX

5) **Item #** - N/A

FACULTY SEMINAR

TRACKING NUMBER
EACH 1.00 \$150.00 \$150.00

Total Amount
\$4,090.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190095037
PURCHASE ORDER NUMBER

01
SUFFIX

04/18/2019
PURCHASE ORDER DATE

TRACKING NUMBER

INSTRUCTIONS PART I

THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

PLEASE BE ADVISED

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- A) Transportation Charges**
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- B) Delivery**
Delivery of all items is required as stated in the contract or as specified by "Notice to Deliver." Sidewalk deliveries will not be accepted. Vendor's agent shall place goods inside building in location designated by the principal or other authorized person, except when contract indicates special delivery instructions and such instructions are stated on the order.
- C) Delivery Hours**
Goods must be delivered between 9:00AM and 2:30PM, Monday through Friday, at other times, only by special arrangement.
- D) Delivery Time**
Orders must be completed within 30 days of order or within the time stated on the attached order.
- E) Non-Delivery, Rejections or Delays**
If items are not delivered within the time specified, the Director of OFO or his/her designee reserves the right to obtain such items or any part thereof from other sources via a buy-against procedure. Should the new price be greater than the contract price, the difference in cost, plus the cost of readvertisement and possible liquidated damages will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference, but the readvertisement cost and possible liquidated damages will be charged against the contractor. Unacceptable deliveries not in conformance with contract specifications will be rejected and must be replaced by the contractor within five (5) days. Failure to replace rejected items within time stated may result in the Director of OFO or his/her designee instituting a buy-against procedure as stated above. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the school shall have the right to dispose of them as its own property.
- F) Packing**
All items shipped must be assembled and packed in heavy duty cartons or suitably packaged as per contract requirements. Where practical, cartons shall weigh no more than 50 lbs. each.
- G) Markings**
Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.
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- J) Assignment**
No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.
- K) Sales or Excise Taxes**
The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.
- L) This order is subject to all bid terms and conditions.**
The contract number referenced must cover the items listed in this document.
The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.
- M) Reps and Warranties**
All parties agree to cooperate fully in any investigation, audit or inquiry conducted by a State of New York or City of New York governmental agency or authority that is empowered directly or by designation to compel the attendance of witnesses, to examine witnesses under oath, or conducted by the Inspector General of a governmental agency that is a party in interest to the transaction, submitted bid, submitted bid, contract, lease, permit or license that is the subject of the transaction, investigation, audit or inquiry.
In addition to, and without limiting any other representations, the Contractor represents and warrants that neither it nor any of its directors, officers, members, partners or employees, has any interest nor shall they acquire any interest, directly or indirectly, which would or may conflict in any manner or degree with the performance or rendering of the services herein provided. The Contractor further represents and warrants that, in the performance of the Contract, no person having such interest or possible interest shall be employed by it. The Contractor and its employees, agents and subcontractors must report to the Office of Special Commissioner of Investigation for the New York City School District ("SCI") any such interest or possible interest. The Contractor and its employees, agents and subcontractors must also report to the SCI any criminal activity of which they have knowledge concerning the execution or the performance of the Contract. The Contractor must inform, in writing, each employee, agent and subcontractor of his/her duty to report under this paragraph.

INSTRUCTIONS PART II

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5. Where applicable, these instructions to contractors supersede those in PART 1.

PURCHASE ORDER


**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 04/18/2019
PURCHASE ORDER DATE

WO190095069
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :		Deliver To : PS/MS 498X VAN NEST ACADEMY Attention : ATT: CAROLE ANN GILLIGAN Phone : (718) 409-3001 Address : 1640 BRONXDALE AVENUE RM105 City : BRONX, State : NY Zip Code : 10462 LDA : X4980001	
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS Phone : (718) 935-2850 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201		PO Initiator: SANTINI, YESENIA Phone : (718) 409-3001 Email : YSANTINI@SCHOOLS.NYC.GOV	
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<p align="center">GILLIGAN, CAROL ANN</p> <p align="center">_____ Signature of Principal or authorized Department of Education official</p>		<p align="center">4/18/2019</p> <p align="center">_____ Date</p>	

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	11	091675	489A	N/A	X498	GJ69	//	//	\$3,190.00
<u>Total Amount</u>									\$3,190.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price Per Unit</u>	<u>Amount</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	NOTETAKING WORKSHOPS			EACH	11.00	\$290.00	\$3,190.00
<u>Total Amount</u>							\$3,190.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190095069
PURCHASE ORDER NUMBER

01
SUFFIX

04/18/2019
PURCHASE ORDER DATE

TRACKING NUMBER

INSTRUCTIONS PART I

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- M) Reps and Warranties**
All parties agree to cooperate fully in any investigation, audit or inquiry conducted by a State of New York or City of New York governmental agency or authority that is empowered directly or by designation to compel the attendance of witnesses, to examine witnesses under oath, or conducted by the Inspector General of a governmental agency that is a party in interest to the transaction, submitted bid, submitted bid, contract, lease, permit or license that is the subject of the transaction, investigation, audit or inquiry.
In addition to, and without limiting any other representations, the Contractor represents and warrants that neither it nor any of its directors, officers, members, partners or employees, has any interest nor shall they acquire any interest, directly or indirectly, which would or may conflict in any manner or degree with the performance or rendering of the services herein provided. The Contractor further represents and warrants that, in the performance of the Contract, no person having such interest or possible interest shall be employed by it. The Contractor and its employees, agents and subcontractors must report to the Office of Special Commissioner of Investigation for the New York City School District ("SCI") any such interest or possible interest. The Contractor and its employees, agents and subcontractors must also report to the SCI any criminal activity of which they have knowledge concerning the execution or the performance of the Contract. The Contractor must inform, in writing, each employee, agent and subcontractor of his/her duty to report under this paragraph.

INSTRUCTIONS PART II

TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The Inspection Unit of the Office of Building Services must be notified in writing immediately upon commencement of work.
2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.
4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
5. Where applicable, these instructions to contractors supersede those in PART 1.

PURCHASE ORDER
**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 04/18/2019
PURCHASE ORDER DATE

WO190095084
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :		Deliver To : PS/MS 498X VAN NEST ACADEMY Attention : ATT: CAROLE ANN GILLIGAN Phone : (718) 409-3001 Address : 1640 BRONXDALE AVENUE RM105 City : BRONX, State : NY Zip Code : 10462 LDA : X4980001	
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS Phone : (718) 935-2850 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201		PO Initiator: SANTINI, YESENIA Phone : (718) 409-3001 Email : YSANTINI@SCHOOLS.NYC.GOV	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.			
<p align="center">*****</p> <p>I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW</p>			
<p align="center">GILLIGAN, CAROL ANN</p> <p align="center">_____ Signature of Principal or authorized Department of Education official</p>		<p align="center">4/18/2019</p> <p align="center">_____ Date</p>	

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	11	091675	489A	N/A	X498	GJ69	//	//	\$3,190.00
<u>Total Amount</u>									\$3,190.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price Per Unit</u>	<u>Amount</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	TIME MANAGEMENT WORKSHOPS			EACH	11.00	\$290.00	\$3,190.00
<u>Total Amount</u>							\$3,190.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190095084
PURCHASE ORDER NUMBER

01
SUFFIX

04/18/2019
PURCHASE ORDER DATE

TRACKING NUMBER

INSTRUCTIONS PART I

THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

PLEASE BE ADVISED

This Purchase Order, when completed, is a business record of the Department of Education. Failure to follow appropriate regulations may result in disciplinary, administrative or civil action. It is a crime to knowingly make false entries on this form.

- A) Transportation Charges**
All transportation and any other charges must be prepaid to point of delivery unless otherwise indicated. Price on this order includes such charges.
- B) Delivery**
Delivery of all items is required as stated in the contract or as specified by "Notice to Deliver." Sidewalk deliveries will not be accepted. Vendor's agent shall place goods inside building in location designated by the principal or other authorized person, except when contract indicates special delivery instructions and such instructions are stated on the order.
- C) Delivery Hours**
Goods must be delivered between 9:00AM and 2:30PM, Monday through Friday, at other times, only by special arrangement.
- D) Delivery Time**
Orders must be completed within 30 days of order or within the time stated on the attached order.
- E) Non-Delivery, Rejections or Delays**
If items are not delivered within the time specified, the Director of OFO or his/her designee reserves the right to obtain such items or any part thereof from other sources via a buy-against procedure. Should the new price be greater than the contract price, the difference in cost, plus the cost of readvertisement and possible liquidated damages will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference, but the readvertisement cost and possible liquidated damages will be charged against the contractor. Unacceptable deliveries not in conformance with contract specifications will be rejected and must be replaced by the contractor within five (5) days. Failure to replace rejected items within time stated may result in the Director of OFO or his/her designee instituting a buy-against procedure as stated above. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the school shall have the right to dispose of them as its own property.
- F) Packing**
All items shipped must be assembled and packed in heavy duty cartons or suitably packaged as per contract requirements. Where practical, cartons shall weigh no more than 50 lbs. each.
- G) Markings**
Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.
- H) Delivery Packing Slip**
All deliveries must be accompanied by a "VENDOR PACKING SLIP" properly prepared. The carton containing the "PACKING SLIP" must be marked "PACKING SLIP CONTAINED HEREIN".
- I) Billing Procedure**
Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor's customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.
- J) Assignment**
No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.
- K) Sales or Excise Taxes**
The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.
- L) This order is subject to all bid terms and conditions.**
The contract number referenced must cover the items listed in this document.
The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.
- M) Reps and Warranties**
All parties agree to cooperate fully in any investigation, audit or inquiry conducted by a State of New York or City of New York governmental agency or authority that is empowered directly or by designation to compel the attendance of witnesses, to examine witnesses under oath, or conducted by the Inspector General of a governmental agency that is a party in interest to the transaction, submitted bid, submitted bid, contract, lease, permit or license that is the subject of the transaction, investigation, audit or inquiry.
In addition to, and without limiting any other representations, the Contractor represents and warrants that neither it nor any of its directors, officers, members, partners or employees, has any interest nor shall they acquire any interest, directly or indirectly, which would or may conflict in any manner or degree with the performance or rendering of the services herein provided. The Contractor further represents and warrants that, in the performance of the Contract, no person having such interest or possible interest shall be employed by it. The Contractor and its employees, agents and subcontractors must report to the Office of Special Commissioner of Investigation for the New York City School District ("SCI") any such interest or possible interest. The Contractor and its employees, agents and subcontractors must also report to the SCI any criminal activity of which they have knowledge concerning the execution or the performance of the Contract. The Contractor must inform, in writing, each employee, agent and subcontractor of his/her duty to report under this paragraph.

INSTRUCTIONS PART II

TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The Inspection Unit of the Office of Building Services must be notified in writing immediately upon commencement of work.
2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.
4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
5. Where applicable, these instructions to contractors supersede those in PART 1.

PURCHASE ORDER


**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 04/18/2019
PURCHASE ORDER DATE

WO190095099
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :		Deliver To : PS/MS 498X VAN NEST ACADEMY Attention : ATT: CAROLE ANN GILLIGAN Phone : (718) 409-3001 Address : 1640 BRONXDALE AVENUE RM105 City : BRONX, State : NY Zip Code : 10462 LDA : X4980001	
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS Phone : (718) 935-2850 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201		PO Initiator: SANTINI, YESENIA Phone : (718) 409-3001 Email : YSANTINI@SCHOOLS.NYC.GOV	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.			
<p align="center">*****</p> <p>I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> GILLIGAN, CAROL ANN <hr/> Signature of Principal or authorized Department of Education official </div> <div style="text-align: center;"> 4/18/2019 <hr/> Date </div> </div>			

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	11	091675	489A	N/A	X498	GJ69	//	//	\$3,190.00
<u>Total Amount</u>									\$3,190.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price Per Unit</u>	<u>Amount</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	MEMORY AND MNEUMONICS			EACH	11.00	\$290.00	\$3,190.00
<u>Total Amount</u>							\$3,190.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190095099
PURCHASE ORDER NUMBER

01
SUFFIX

04/18/2019
PURCHASE ORDER DATE

TRACKING NUMBER

INSTRUCTIONS PART I

THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

PLEASE BE ADVISED

This Purchase Order, when completed, is a business record of the Department of Education. Failure to follow appropriate regulations may result in disciplinary, administrative or civil action. It is a crime to knowingly make false entries on this form.

- A) Transportation Charges**
All transportation and any other charges must be prepaid to point of delivery unless otherwise indicated. Price on this order includes such charges.
- B) Delivery**
Delivery of all items is required as stated in the contract or as specified by "Notice to Deliver." Sidewalk deliveries will not be accepted. Vendor's agent shall place goods inside building in location designated by the principal or other authorized person, except when contract indicates special delivery instructions and such instructions are stated on the order.
- C) Delivery Hours**
Goods must be delivered between 9:00AM and 2:30PM, Monday through Friday, at other times, only by special arrangement.
- D) Delivery Time**
Orders must be completed within 30 days of order or within the time stated on the attached order.
- E) Non-Delivery, Rejections or Delays**
If items are not delivered within the time specified, the Director of OFO or his/her designee reserves the right to obtain such items or any part thereof from other sources via a buy-against procedure. Should the new price be greater than the contract price, the difference in cost, plus the cost of readvertisement and possible liquidated damages will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference, but the readvertisement cost and possible liquidated damages will be charged against the contractor. Unacceptable deliveries not in conformance with contract specifications will be rejected and must be replaced by the contractor within five (5) days. Failure to replace rejected items within time stated may result in the Director of OFO or his/her designee instituting a buy-against procedure as stated above. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the school shall have the right to dispose of them as its own property.
- F) Packing**
All items shipped must be assembled and packed in heavy duty cartons or suitably packaged as per contract requirements. Where practical, cartons shall weigh no more than 50 lbs. each.
- G) Markings**
Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.
- H) Delivery Packing Slip**
All deliveries must be accompanied by a "VENDOR PACKING SLIP" properly prepared. The carton containing the "PACKING SLIP" must be marked "PACKING SLIP CONTAINED HEREIN".
- I) Billing Procedure**
Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor's customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.
- J) Assignment**
No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.
- K) Sales or Excise Taxes**
The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.
- L) This order is subject to all bid terms and conditions.**
The contract number referenced must cover the items listed in this document.
The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.
- M) Reps and Warranties**
All parties agree to cooperate fully in any investigation, audit or inquiry conducted by a State of New York or City of New York governmental agency or authority that is empowered directly or by designation to compel the attendance of witnesses, to examine witnesses under oath, or conducted by the Inspector General of a governmental agency that is a party in interest to the transaction, submitted bid, submitted bid, contract, lease, permit or license that is the subject of the transaction, investigation, audit or inquiry.
In addition to, and without limiting any other representations, the Contractor represents and warrants that neither it nor any of its directors, officers, members, partners or employees, has any interest nor shall they acquire any interest, directly or indirectly, which would or may conflict in any manner or degree with the performance or rendering of the services herein provided. The Contractor further represents and warrants that, in the performance of the Contract, no person having such interest or possible interest shall be employed by it. The Contractor and its employees, agents and subcontractors must report to the Office of Special Commissioner of Investigation for the New York City School District ("SCI") any such interest or possible interest. The Contractor and its employees, agents and subcontractors must also report to the SCI any criminal activity of which they have knowledge concerning the execution or the performance of the Contract. The Contractor must inform, in writing, each employee, agent and subcontractor of his/her duty to report under this paragraph.

INSTRUCTIONS PART II

TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The Inspection Unit of the Office of Building Services must be notified in writing immediately upon commencement of work.
2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.
4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
5. Where applicable, these instructions to contractors supersede those in PART 1.

PURCHASE ORDER
**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 04/18/2019
PURCHASE ORDER DATE

WO190095120
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :		Deliver To : PS/MS 498X VAN NEST ACADEMY Attention : ATT: CAROLE ANN GILLIGAN Phone : (718) 409-3001 Address : 1640 BRONXDALE AVENUE RM105 City : BRONX, State : NY Zip Code : 10462 LDA : X4980001	
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<p align="center">*****</p> <p>I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW</p> <div style="display: flex; justify-content: space-between; margin-top: 50px;"> <div style="text-align: center;"> <p>GILLIGAN, CAROL ANN</p> <hr/> <p>Signature of Principal or authorized Department of Education official</p> </div> <div style="text-align: center;"> <p>4/18/2019</p> <hr/> <p>Date</p> </div> </div>			

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	11	091675	489A	N/A	X498	GJ69	//	//	\$3,480.00
Total Amount									\$3,480.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price Per Unit</u>	<u>Amount</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	STUDENT ELEVATION WORKSHOPS			EACH	12.00	\$290.00	\$3,480.00
Total Amount							\$3,480.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190095120
PURCHASE ORDER NUMBER

01
SUFFIX

04/18/2019
PURCHASE ORDER DATE

TRACKING NUMBER

INSTRUCTIONS PART I

THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

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Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor's customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.
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In addition to, and without limiting any other representations, the Contractor represents and warrants that neither it nor any of its directors, officers, members, partners or employees, has any interest nor shall they acquire any interest, directly or indirectly, which would or may conflict in any manner or degree with the performance or rendering of the services herein provided. The Contractor further represents and warrants that, in the performance of the Contract, no person having such interest or possible interest shall be employed by it. The Contractor and its employees, agents and subcontractors must report to the Office of Special Commissioner of Investigation for the New York City School District ("SCI") any such interest or possible interest. The Contractor and its employees, agents and subcontractors must also report to the SCI any criminal activity of which they have knowledge concerning the execution or the performance of the Contract. The Contractor must inform, in writing, each employee, agent and subcontractor of his/her duty to report under this paragraph.

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2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
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4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
5. Where applicable, these instructions to contractors supersede those in PART 1.

PURCHASE ORDER
**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 04/18/2019
PURCHASE ORDER DATE

WO190096573
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :		Deliver To : TEACHERS PREPARATORY SCHOOL Attention : C. SIMON Phone : (718) 498-2605 Address : 226 BRISTOL STREET, ROOM 257 City : BROOKLYN, State : NY Zip Code : 11212 LDA : K6970001	
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS-K Phone : (718) 935-2379 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201		PO Initiator: PALMER, ADASSA Phone : (718) 498-2605 Email : ACHRISTIEPALMER@SCHOOLS.NYC.GOV	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.			
<p align="center">*****</p> <p>I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>SIMON,CARMEN</p> <hr/> <p>Signature of Principal or authorized Department of Education official</p> </div> <div style="text-align: center;"> <p>4/18/2019</p> <hr/> <p>Date</p> </div> </div>			

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	23	095121	689A	N/A	K697	FDWX	//	//	\$2,800.00
Total Amount									\$2,800.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price Per Unit</u>	<u>Amount</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	PROFESSIONAL DEVELOPMENT			EACH	4.00	\$700.00	\$2,800.00
Total Amount							\$2,800.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190096573
PURCHASE ORDER NUMBER

01
SUFFIX

04/18/2019
PURCHASE ORDER DATE

TRACKING NUMBER

INSTRUCTIONS PART I

THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

PLEASE BE ADVISED

This Purchase Order, when completed, is a business record of the Department of Education. Failure to follow appropriate regulations may result in disciplinary, administrative or civil action. It is a crime to knowingly make false entries on this form.

- A) Transportation Charges**
All transportation and any other charges must be prepaid to point of delivery unless otherwise indicated. Price on this order includes such charges.
- B) Delivery**
Delivery of all items is required as stated in the contract or as specified by "Notice to Deliver." Sidewalk deliveries will not be accepted. Vendor's agent shall place goods inside building in location designated by the principal or other authorized person, except when contract indicates special delivery instructions and such instructions are stated on the order.
- C) Delivery Hours**
Goods must be delivered between 9:00AM and 2:30PM, Monday through Friday, at other times, only by special arrangement.
- D) Delivery Time**
Orders must be completed within 30 days of order or within the time stated on the attached order.
- E) Non-Delivery, Rejections or Delays**
If items are not delivered within the time specified, the Director of OFO or his/her designee reserves the right to obtain such items or any part thereof from other sources via a buy-against procedure. Should the new price be greater than the contract price, the difference in cost, plus the cost of readvertisement and possible liquidated damages will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference, but the readvertisement cost and possible liquidated damages will be charged against the contractor. Unacceptable deliveries not in conformance with contract specifications will be rejected and must be replaced by the contractor within five (5) days. Failure to replace rejected items within time stated may result in the Director of OFO or his/her designee instituting a buy-against procedure as stated above. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the school shall have the right to dispose of them as its own property.
- F) Packing**
All items shipped must be assembled and packed in heavy duty cartons or suitably packaged as per contract requirements. Where practical, cartons shall weigh no more than 50 lbs. each.
- G) Markings**
Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.
- H) Delivery Packing Slip**
All deliveries must be accompanied by a "VENDOR PACKING SLIP" properly prepared. The carton containing the "PACKING SLIP" must be marked "PACKING SLIP CONTAINED HEREIN".
- I) Billing Procedure**
Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor's customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.
- J) Assignment**
No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.
- K) Sales or Excise Taxes**
The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.
- L) This order is subject to all bid terms and conditions.**
The contract number referenced must cover the items listed in this document.
The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.
- M) Reps and Warranties**
All parties agree to cooperate fully in any investigation, audit or inquiry conducted by a State of New York or City of New York governmental agency or authority that is empowered directly or by designation to compel the attendance of witnesses, to examine witnesses under oath, or conducted by the Inspector General of a governmental agency that is a party in interest to the transaction, submitted bid, submitted bid, contract, lease, permit or license that is the subject of the transaction, investigation, audit or inquiry.
In addition to, and without limiting any other representations, the Contractor represents and warrants that neither it nor any of its directors, officers, members, partners or employees, has any interest nor shall they acquire any interest, directly or indirectly, which would or may conflict in any manner or degree with the performance or rendering of the services herein provided. The Contractor further represents and warrants that, in the performance of the Contract, no person having such interest or possible interest shall be employed by it. The Contractor and its employees, agents and subcontractors must report to the Office of Special Commissioner of Investigation for the New York City School District ("SCI") any such interest or possible interest. The Contractor and its employees, agents and subcontractors must also report to the SCI any criminal activity of which they have knowledge concerning the execution or the performance of the Contract. The Contractor must inform, in writing, each employee, agent and subcontractor of his/her duty to report under this paragraph.

INSTRUCTIONS PART II

TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The Inspection Unit of the Office of Building Services must be notified in writing immediately upon commencement of work.
2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.
4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
5. Where applicable, these instructions to contractors supersede those in PART 1.

04/18/2019
PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION**

WO190096615
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :		Deliver To : TEACHERS PREPARATORY SCHOOL Attention : A. CHRISTIE-PALMER Phone : (718) 498-2605 Address : 226 BRISTOL STREET, ROOM 257 City : BROOKLYN, State : NY Zip Code : 11212 LDA : K6970001	
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS-K Phone : (718) 935-2379 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201		PO Initiator: PALMER, ADASSA Phone : (718) 498-2605 Email : ACHRISTIEPALMER@SCHOOLS.NYC.GOV	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.			
Additional Comments STUDENTS REGENTS PREP			
<p align="center">*****</p> <p>I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW</p>			
<p align="center">SIMON,CARMEN</p> <hr/> <p align="center">Signature of Principal or authorized Department of Education official</p>		<p align="center">4/18/2019</p> <hr/> <p align="center">Date</p>	

Accounting Information

Fiscal Year: 2019

	District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	23	095120	0685	N/A	K697	EBYZ	//	//	\$750.00
									Total Amount
									\$750.00

Item Detail Information

					Price		
	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	WORKSHOP IN CLASSES			EACH	1.00	\$750.00	\$750.00
Total Amount							\$750.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

04/18/2019
PURCHASE ORDER DATE

WO190096615
PURCHASE ORDER NUMBER

01
SUFFIX

TRACKING NUMBER

INSTRUCTIONS PART I

THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

PLEASE BE ADVISED

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A) Transportation Charges

All transportation and any other charges must be prepaid to point of delivery unless otherwise indicated. Price on this order includes such charges.

B) Delivery

Delivery of all items is required as stated in the contract or as specified by "Notice to Deliver." Sidewalk deliveries will not be accepted. Vendor's agent shall place goods inside building in location designated by the principal or other authorized person, except when contract indicates special delivery instructions and such instructions are stated on the order.

C) Delivery Hours

Goods must be delivered between 9:00AM and 2:30PM, Monday through Friday, at other times, only by special arrangement.

D) Delivery Time

Orders must be completed within 30 days of order or within the time stated on the attached order.

E) Non-Delivery, Rejections or Delays

If items are not delivered within the time specified, the Director of OFO or his/her designee reserves the right to obtain such items or any part thereof from other sources via a buy-against procedure. Should the new price be greater than the contract price, the difference in cost, plus the cost of readvertisement and possible liquidated damages will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference, but the readvertisement cost and possible liquidated damages will be charged against the contractor. Unacceptable deliveries not in conformance with contract specifications will be rejected and must be replaced by the contractor within five (5) days. Failure to replace rejected items within time stated may result in the Director of OFO or his/her designee instituting a buy-against procedure as stated above. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the school shall have the right to dispose of them as its own property.

F) Packing

All items shipped must be assembled and packed in heavy duty cartons or suitably packaged as per contract requirements. Where practical, cartons shall weigh no more than 50 lbs. each.

G) Markings

Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.

H) Delivery Packing Slip

All deliveries must be accompanied by a "VENDOR PACKING SLIP" properly prepared. The carton containing the "PACKING SLIP" must be marked "PACKING SLIP CONTAINED HEREIN".

I) Billing Procedure

Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor's customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.

J) Assignment

No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.

K) Sales or Excise Taxes

The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.

L) This order is subject to all bid terms and conditions.

The contract number referenced must cover the items listed in this document.

The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.

M) Reps and Warranties

All parties agree to cooperate fully in any investigation, audit or inquiry conducted by a State of New York or City of New York governmental agency or authority that is empowered directly or by designation to compel the attendance of witnesses, to examine witnesses under oath, or conducted by the Inspector General of a governmental agency that is a party in interest to the transaction, submitted bid, submitted bid, contract, lease, permit or license that is the subject of the transaction, investigation, audit or inquiry.

In addition to, and without limiting any other representations, the Contractor represents and warrants that neither it nor any of its directors, officers, members, partners or employees, has any interest nor shall they acquire any interest, directly or indirectly, which would or may conflict in any manner or degree with the performance or rendering of the services herein provided. The Contractor further represents and warrants that, in the performance of the Contract, no person having such interest or possible interest shall be employed by it. The Contractor and its employees, agents and subcontractors must report to the Office of Special Commissioner of Investigation for the New York City School District ("SCI") any such interest or possible interest. The Contractor and its employees, agents and subcontractors must also report to the SCI any criminal activity of which they have knowledge concerning the execution or the performance of the Contract. The Contractor must inform, in writing, each employee, agent and subcontractor of his/her duty to report under this paragraph.

INSTRUCTIONS PART II

TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

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2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.
4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
5. Where applicable, these instructions to contractors supersede those in PART 1.

PURCHASE ORDER
**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 04/18/2019
PURCHASE ORDER DATE

WO190097483
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :		Deliver To : HIGH SCHOOL OF SPORTS MANAGEMENT Attention : ATTN: DEREK CRADLE Phone : (718) 333-7650 Address : 2630 BENSON AVENUE, ROOM 473 City : BROOKLYN, State : NY Zip Code : 11214 LDA : K3480001	
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS Phone : (718) 935-2850 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201		PO Initiator: WILLIAMS, IESHIA Phone : (718) 333-7650 Email : IWILLIAMS4@SCHOOLS.NYC.GOV	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.			

I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW

CRADLE, DEREK

Signature of Principal or authorized Department of Education official

4/18/2019

Date

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	21	014635	0685	N/A	K348	E8GZ	//	//	\$3,000.00
<u>Total Amount</u>									\$3,000.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price Per Unit</u>	<u>Amount</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	BRIDGE PROGRAM SESSION 1			EACH	1.00	\$3,000.00	\$3,000.00
<u>Total Amount</u>							\$3,000.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190097483
PURCHASE ORDER NUMBER

01
SUFFIX

04/18/2019
PURCHASE ORDER DATE

TRACKING NUMBER

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In addition to, and without limiting any other representations, the Contractor represents and warrants that neither it nor any of its directors, officers, members, partners or employees, has any interest nor shall they acquire any interest, directly or indirectly, which would or may conflict in any manner or degree with the performance or rendering of the services herein provided. The Contractor further represents and warrants that, in the performance of the Contract, no person having such interest or possible interest shall be employed by it. The Contractor and its employees, agents and subcontractors must report to the Office of Special Commissioner of Investigation for the New York City School District ("SCI") any such interest or possible interest. The Contractor and its employees, agents and subcontractors must also report to the SCI any criminal activity of which they have knowledge concerning the execution or the performance of the Contract. The Contractor must inform, in writing, each employee, agent and subcontractor of his/her duty to report under this paragraph.

INSTRUCTIONS PART II

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PURCHASE ORDER
**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 04/18/2019
PURCHASE ORDER DATE

WO190097501
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :	Deliver To : HIGH SCHOOL OF SPORTS MANAGEMENT Attention : ATTN: DEREK CRADLE Phone : (718) 333-7650 Address : 2630 BENSON AVENUE, ROOM 473 City : BROOKLYN, State : NY Zip Code : 11214 LDA : K3480001
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CRADLE, DEREK

Signature of Principal or authorized Department of Education official

4/18/2019

Date

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	21	014635	0685	N/A	K348	E8GZ	//	//	\$3,000.00
									<u>Total Amount</u>
									\$3,000.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price</u> <u>Per Unit</u>	<u>Amount</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	BRIDGE PROGRAM SESSION 2			EACH	1.00	\$3,000.00	\$3,000.00
							<u>Total Amount</u>
							\$3,000.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190097501
PURCHASE ORDER NUMBER

01
SUFFIX

04/18/2019
PURCHASE ORDER DATE

TRACKING NUMBER

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- C) Delivery Hours**
Goods must be delivered between 9:00AM and 2:30PM, Monday through Friday, at other times, only by special arrangement.
- D) Delivery Time**
Orders must be completed within 30 days of order or within the time stated on the attached order.
- E) Non-Delivery, Rejections or Delays**
If items are not delivered within the time specified, the Director of OFO or his/her designee reserves the right to obtain such items or any part thereof from other sources via a buy-against procedure. Should the new price be greater than the contract price, the difference in cost, plus the cost of readvertisement and possible liquidated damages will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference, but the readvertisement cost and possible liquidated damages will be charged against the contractor. Unacceptable deliveries not in conformance with contract specifications will be rejected and must be replaced by the contractor within five (5) days. Failure to replace rejected items within time stated may result in the Director of OFO or his/her designee instituting a buy-against procedure as stated above. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the school shall have the right to dispose of them as its own property.
- F) Packing**
All items shipped must be assembled and packed in heavy duty cartons or suitably packaged as per contract requirements. Where practical, cartons shall weigh no more than 50 lbs. each.
- G) Markings**
Each container of multiple units, or items otherwise packaged, shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier; Department of Education, Purchase Order Number and/or Bid Number, and any other markings required by bid terms and conditions.
- H) Delivery Packing Slip**
All deliveries must be accompanied by a "VENDOR PACKING SLIP" properly prepared. The carton containing the "PACKING SLIP" must be marked "PACKING SLIP CONTAINED HEREIN".
- I) Billing Procedure**
Vendor may be required to submit proof of delivery signed by an authorized Department employee at delivery site. The vendor's customary invoice shall then be submitted to the Community School District Office or other Office indicated on the attached order. Invoices must be submitted within a reasonable time after delivery. Complaints about payments must be made in writing, within six months of delivery or within 30 days of the date an incorrect payment is warranted by the Comptroller.
- J) Assignment**
No assignment may be made without written consent of the Administrator of Purchasing, OFO or his/her designee and the Board of Review.
- K) Sales or Excise Taxes**
The City of New York is exempt from the payment of City and State Sales or Federal Excise Taxes.
- L) This order is subject to all bid terms and conditions.**
The contract number referenced must cover the items listed in this document.
The Department of Education maintains purchase orders files in invoice number order. For this reason it is advisable that all vendors maintain a file in purchase document sequence, in order to expedite any payment inquiries the vendor might have.
- M) Reps and Warranties**
All parties agree to cooperate fully in any investigation, audit or inquiry conducted by a State of New York or City of New York governmental agency or authority that is empowered directly or by designation to compel the attendance of witnesses, to examine witnesses under oath, or conducted by the Inspector General of a governmental agency that is a party in interest to the transaction, submitted bid, submitted bid, contract, lease, permit or license that is the subject of the transaction, investigation, audit or inquiry.
In addition to, and without limiting any other representations, the Contractor represents and warrants that neither it nor any of its directors, officers, members, partners or employees, has any interest nor shall they acquire any interest, directly or indirectly, which would or may conflict in any manner or degree with the performance or rendering of the services herein provided. The Contractor further represents and warrants that, in the performance of the Contract, no person having such interest or possible interest shall be employed by it. The Contractor and its employees, agents and subcontractors must report to the Office of Special Commissioner of Investigation for the New York City School District ("SCI") any such interest or possible interest. The Contractor and its employees, agents and subcontractors must also report to the SCI any criminal activity of which they have knowledge concerning the execution or the performance of the Contract. The Contractor must inform, in writing, each employee, agent and subcontractor of his/her duty to report under this paragraph.

INSTRUCTIONS PART II

TO CONTRACTORS WHO HAVE SUBMITTED PROPOSALS TO THE OFFICE OF BUILDING SERVICES OF THE DIVISION OF SCHOOL FACILITIES:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The Inspection Unit of the Office of Building Services must be notified in writing immediately upon commencement of work.
2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of the Office of Administration, Division of School Facilities prior to commencement of work. Failure to maintain this insurance may render a contractor in default.
3. This notice constitutes a contract between you and the Department of Education of the City of New York, in accordance with the Form of Contract No. 1 dated Sept. 1, 1953, on file in the Office of Administration, and any subsequent amendments thereto.
4. Bills on Official Bureau Bill Forms must be rendered within five days, after furnishing the material or completing the work.
5. Where applicable, these instructions to contractors supersede those in PART 1.

PURCHASE ORDER
**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 04/18/2019
PURCHASE ORDER DATE

WO190097510
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :		Deliver To : HIGH SCHOOL OF SPORTS MANAGEMENT Attention : ATTN: DEREK CRADLE Phone : (718) 333-7650 Address : 2630 BENSON AVENUE, ROOM 473 City : BROOKLYN, State : NY Zip Code : 11214 LDA : K3480001
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS Phone : (718) 935-2850 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201		PO Initiator: WILLIAMS, IESHIA Phone : (718) 333-7650 Email : IWILLIAMS4@SCHOOLS.NYC.GOV
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.		
<p align="center">*****</p> <p align="center">I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW</p>		
CRADLE, DEREK <hr/> Signature of Principal or authorized Department of Education official		4/18/2019 <hr/> Date

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	21	095122	0685	N/A	K348	E839	//	//	\$3,000.00
Total Amount									\$3,000.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price Per Unit</u>	<u>Amount</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	BRIDGE PROGRAM SESSION 3			EACH	1.00	\$3,000.00	\$3,000.00
Total Amount							\$3,000.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190097510
PURCHASE ORDER NUMBER

01
SUFFIX

04/18/2019
PURCHASE ORDER DATE

TRACKING NUMBER

INSTRUCTIONS PART I

THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS

PLEASE BE ADVISED

This Purchase Order, when completed, is a business record of the Department of Education. Failure to follow appropriate regulations may result in disciplinary, administrative or civil action. It is a crime to knowingly make false entries on this form.

- A) Transportation Charges**
All transportation and any other charges must be prepaid to point of delivery unless otherwise indicated. Price on this order includes such charges.
- B) Delivery**
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