

PURCHASE ORDER

01/02/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190040899
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC		Deliver To : JUNIOR HIGH SCHOOL 80	
Attention :		Phone : (212) 999-4910	
Street : 221 RIVER STREET OFFICE 9003		Attention : MS. TAVERAS	
City : HOBOKEN	State : NJ	Phone : (718) 405-6300	
Vendor # : ELE447398	01	Address : 149 EAST MOSHOLU PARKWAY NORTH, ROO	
Fax # :		City : BRONX,	
		State : NY Zip Code : 10467 LDA : X0800001	
Contract # : NEGOTIATED SERVICES-			
Toll Free # :			
Send Invoice To : NYC DEPARTMENT OF EDUCATION		PO Initiator : TAVERAS,CINDY	
Attention : OFFICE OF PAYABLE OPERATIONS-M		Phone : (718) 405-6300	
Phone : (718) 935-2378		Email : CTAVERAS6@SCHOOLS.NYC.GOV	
Address : 65 COURT STREET, ROOM 1502			
City : BROOKLYN, State : NY Zip Code : 11201			
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.			
Additional Comments MIDDLE SCHOOL 80 - ELEVATE EDUCATION INC - STUDENT SUPPORT WORKSHOPS			
***** 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			
		1/2/2019	
Signature of Principal or authorized Department of Education official		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)	10	091675	0685	WJ1904718	01	X080	FQT2	//
								<u>Total Amount</u> \$24,810.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price		U/M	Qty	Per Unit	Amount
				U/M	Qty				
1) Item # - N/A	FACULTY SEMINAR STUDY SKILLS REINFORCEMENT SKILLS			EACH	1.00	\$150.00		\$150.00	
2) Item # - N/A	ACE YOUR EXAMS PREP WORKSHOP FOR CLASSES OF STUDENTS			EACH	14.00	\$290.00		\$4,060.00	
3) Item # - N/A	PARENT SEMINAR STUDENT SKILLS WORKSHOP FOR PARENTS			EACH	1.00	\$150.00		\$150.00	
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00		\$0.00	

PURCHASE ORDER01/02/2019
PURCHASE ORDER DATE**NEW YORK CITY
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5)	Item # - NIA	LICENSING FEE GRADE 6 7 8	EACH	6.00	\$25.00	\$150.00
6)	Item # - NIA	NOTE TAKING WORKSHOP FOR CLASSES OF STUDENTS MAT 30 PER CLASS	EACH	14.00	\$290.00	\$4,060.00
7)	Item # - NIA	CLOSE READING AND ANNOTATION WORKSHOP FOR CLASSES OF STUDENTS MAX 30 PER CL	EACH	14.00	\$290.00	\$4,060.00
8)	Item # - NIA	TIME MANAGEMENT WORKSHOP FOR CLASSES OF STUDENTS	EACH	14.00	\$290.00	\$4,060.00
9)	Item # - NIA	STUDENT ELEVATION GROWTH MINDSET FOR CLASSES OF STUDNETS	EACH	14.00	\$290.00	\$4,060.00
10)	Item # - NIA	MEMORY AND MNEMONICS ASSOCIATIVE LEARNING WORKSHOP FOR CLASSES OF STUDENTS	EACH	14.00	\$290.00	\$4,060.00

Total Amount
\$24,810.00

PURCHASE ORDER

01/02/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190040899

PURCHASE ORDER NUMBER

01

SUFFIX

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

01/02/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190041016
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Accounting Information

Fiscal Year: 2019

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	GRADE 8 LICENSING FEE			EACH	1.00	\$50.00	\$50.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	STUDY SKILL WORKSHOP FOR TEACHERS			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	PROGRAM GRADE 8 STUDENTS NOTE TAKING WORKSHOP			EACH	5.00	\$290.00	\$1,450.00

PURCHASE ORDER

01/02/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190041016**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -NIA

GRADE 8 EXAM PREP WORKSHOP
FOR STUDENTS

TRACKING NUMBER

EACH 5.00 \$290.00 \$1,450.00

Total Amount

\$3,100.00

PURCHASE ORDER

01/02/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190041016**

PURCHASE ORDER NUMBER

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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:**

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

01/02/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190041153

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : THE NEW SCHOOL FOR LEADERSHIP AND J
Attention :	Attention : E.MORA
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 601-2869
City : HOBOKEN	Address : 120 WEST 231 STREET, ROOM 325
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10463 LDA : X2440001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : VEGA,ADELAIDA
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (718) 601-2869
Phone : (718) 935-2378	Email : AVEGA8@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 1/2/2019 <hr/> Signature of Principal or authorized Department of Education official 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)	10	014218	689A	N/A	X244	FMJX	//	\$5,000.00
								<u>Total Amount</u> \$5,000.00

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 ELEVATE RESIDENCY			EACH	1.00	\$5,000.00	\$5,000.00
						<u>Total Amount</u> \$5,000.00

PURCHASE ORDER

01/02/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190041153

PURCHASE ORDER NUMBER

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B) Delivery

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C) Delivery Hours

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F) Packing

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G) Markings

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H) Delivery Packing Slip

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I) Billing Procedure

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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

01/02/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190041238

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : THE NEW SCHOOL FOR LEADERSHIP AND J
Attention :	Attention : E.MORA
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 601-2869
City : HOBOKEN	Address : 120 WEST 231 STREET, ROOM 325
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10463 LDA : X2440001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : VEGA,ADELAIDA
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (718) 601-2869
Phone : (718) 935-2378	Email : AVEGA8@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
1/2/2019	
Signature of Principal or authorized Department of Education official	
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) 10	014218	689A	N/A	X244	FMJX	//	//	\$5,000.00
<u>Total Amount</u>								\$5,000.00

Item Detail Information

1) Item # - N/A	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>		
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
						<u>Total Amount</u>
						\$5,000.00
2) Item # - N/A	7TH GRADE WORKSHOPS			EACH	1.00	\$5,000.00
						<u>Total Amount</u>
						\$5,000.00

PURCHASE ORDER

01/02/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190041238**

PURCHASE ORDER NUMBER

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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:**

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

01/02/2019
PURCHASE ORDER DATE



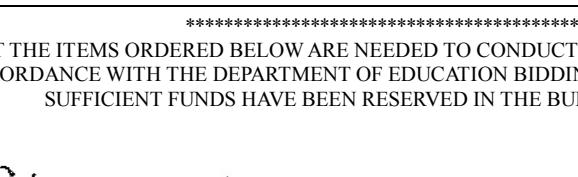
NEW YORK CITY DEPARTMENT OF EDUCATION

WO190041248
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 197
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : N. SPANN/A. LOCKHART
City : HOBOKEN	Phone : (212) 690-5960
Vendor # : ELE447398 01	Address : 2230 5TH AVENUE, ROOM 117
	City : NEW YORK,
Fax # :	State : NY Zip Code : 10037 LDA : M1970001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : LOCKHART,A
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (212) 690-5960
Phone : (718) 935-2379	Email : ALOCKHA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
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



Accounting Information

Fiscal Year: 2019

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	STUDENT ELEVATION STUDY SKILLS WORKSHOP			EACH	2.00	\$290.00	\$580.00
2) Item # - N/A	ACE YOUR EXAMS STUDY SKILLS WORKSHOP			EACH	2.00	\$290.00	\$580.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	CLOSE READING STUDY SKILLS WORKSHOP			EACH	2.00	\$290.00	\$580.00

PURCHASE ORDER

01/02/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190041248**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

TIME MANAGEMENT STUDY SKILLS
WORKSHOPTRACKING NUMBER
EACH 2.00 \$290.00 \$580.00

6) Item # - N/A

MEMORY AND MNEMONICS STUDY
SKILLS WORKSHOP

EACH 2.00 \$290.00 \$580.00

Total Amount
\$2,900.00

PURCHASE ORDER

01/02/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190041248

PURCHASE ORDER NUMBER

01

SUFFIX

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

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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

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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

01/02/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190041340
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 197
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : N. SPAN/A. LOCKHART
City : HOBOKEN	Phone : (212) 690-5960
Vendor # : ELE447398 01	Address : 2230 5TH AVENUE, ROOM 117
	City : NEW YORK,
Fax # :	State : NY Zip Code : 10037 LDA : M1970001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : LOCKHART,A
Attention :	Phone : (212) 690-5960
Phone :	Email : ALOCKHA@SCHOOLS.NYC.GOV
Address :	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> <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> <hr/>	

Accounting Information

Fiscal Year: 2019

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	LICENSING FEE FOR MATERIALS			EACH	6.00	\$25.00	\$150.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	1ST TEACHER STUDY SKILLS WORKSHOP			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	2ND TEACHER STUDY SKILLS WORKSHOP			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

01/02/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190041340

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$450.00

PURCHASE ORDER

01/02/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190041340

PURCHASE ORDER NUMBER

01

SUFFIX

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

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B) Delivery

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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

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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.

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.

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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

01/03/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190037123

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 123
Attention :	Attention : TINA HERNANDEZ
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 342-6200
City : HOBOKEN	Address : 301 WEST 140TH STREET, ROOM 101
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10030 LDA : M1230001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : HEATH,NAIEMA
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (212) 690-5925
Phone : (718) 935-2378	Email : NHEATH2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 1/3/2019 <hr/> Signature of Principal or authorized Department of Education official 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) 05	014218	0461	N/A	M123	F339	//	//	\$2,520.00
								<u>Total Amount</u> \$2,520.00

Item Detail Information

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

PURCHASE ORDER

01/03/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190037123**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -NIA

NOTE TAKING

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

\$2,520.00

PURCHASE ORDER

01/03/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190037123

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

01/03/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190041430
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : M.S. 255 SALK SCHOOL OF SCIENCE
Attention :	Attention : JACKIE RIVAS
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 614-8785
City : HOBOKEN	Address : 319 EAST 19 STREET, ROOM 402
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10003 LDA : M2550001
Contract # : MICRO BIDS/NO BIDS-S	Toll Free # :
Send Invoice To : NYC DEPARTMENT OF EDUCATION	
Attention : OFFICE OF PAYABLE OPERATIONS-M	
Phone : (718) 935-2378	
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
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	
 1/3/2019 <hr/> Signature of Principal or authorized Department of Education official	
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) 02	014218	0685	N/A	M255	F3Y4	//	//	\$1,635.00
<u>Total Amount</u>								\$1,635.00

Item Detail Information

1) Item # - N/A	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>		
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
3) Item # - N/A	7TH GRADE WORKSHOP			EACH	4.00	\$290.00
4) Item # - N/A	PARENT WORKSHOP			EACH	3.00	\$150.00
						\$450.00

PURCHASE ORDER

01/03/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190041430

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$1,635.00

PURCHASE ORDER

01/03/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190041430

PURCHASE ORDER NUMBER

01

SUFFIX

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

01/03/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190041601

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 86
Attention :	Attention : T. MOSCHELLA
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 574-0252
City : HOBOKEN	Address : 220 IRVING AVENUE, ROOM 210
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11237 LDA : K0860001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : OVIEDO, DORIS
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 574-0252
Phone : (718) 935-2379	Email : DOVIEDO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
1/3/2019	
Signature of Principal or authorized Department of Education official	
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) 32	095121	0685	N/A	K086	FE4Q	//	//	\$2,470.00
<u>Total Amount</u>								\$2,470.00

Item Detail Information

1) Item # - N/A	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>		
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
2) Item # - N/A	STUDY SKILLS WORKSHOP FOR TEACHERS			EACH	1.00	\$150.00
3) Item # - N/A	STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS			EACH	8.00	\$290.00
<u>Total Amount</u>				\$2,470.00		

PURCHASE ORDER

01/03/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190041601

PURCHASE ORDER NUMBER

01

SUFFIX

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

01/07/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190037128

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : MCCOWN EXPEDITIONARY LEARNING SCHO
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 31
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 370-6950
City : HOBOKEN	Address : 100 ESSEX DRIVE, ROOM 201
Vendor # : ELE447398 01	City : STATEN ISLAND,
Fax # :	State : NY Zip Code : 10314 LDA : R0640001
Contract # : MICRO BIDS/NO BIDS-S	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : DEFALCO, GRACE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 370-6950
Phone : (718) 935-2850	Email : GDEFALCO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 1/7/2019 <hr/> Signature of Principal or authorized Department of Education official 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) 31	034609	0685	N/A	R064	FMYP	//	//	\$2,750.00
								<u>Total Amount</u> \$2,750.00

Item Detail Information

1) Item # - N/A	<u>Description</u> SHIPPING AND HANDLING	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>		
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>
2) Item # - N/A	STUDY SKILLS WORKSHOP FOR TEACHERS			EACH	1.00	\$150.00
3) Item # - N/A	STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS			EACH	1.00	\$2,600.00
						<u>Total Amount</u> \$2,750.00

PURCHASE ORDER

01/07/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190037128

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

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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.

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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

01/07/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190040547
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Street : 221 RIVER STREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : NEGOTIATED SERVICES- Fax # : Toll Free # :				Deliver To : M.S. 302 Attention : NELLY Phone : (212) 999-4910 Street : 681 KELLY STREET, ROOM 108 City : BRONX, State : NY Zip Code : 10455 LDA : X3020001	
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS-X Phone : (718) 935-2376 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201				PO Initiator : CLASE,RUSNELLY Phone : (718) 901-3520 Email : RCLASE@SCHOOLS.NYC.GOV	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.					
<hr/> 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					
				1/7/2019 <hr/> Date	
Signature of Principal or authorized Department of Education official					

Accounting Information
 Fiscal Year: 2019

	District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	08	091675	689A	WJ1903664	01	X302	HVRF	//	\$11,900.00
									<u>Total Amount</u> \$11,900.00

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	FACULTY TEACHERS SEMINARS			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	6 GRADE TIME MANAGEMENT			EACH	6.00	\$290.00	\$1,740.00

PURCHASE ORDER01/07/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190040547**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER			
5)	Item # - N/A	6 GRADE NOTE TAKING	EACH	6.00	\$290.00	\$1,740.00
6)	Item # - N/A	6 GRADE CLOSEREADING	EACH	6.00	\$290.00	\$1,740.00
7)	Item # - N/A	7 8 GRADE ACE YOUR EXAMS	EACH	11.00	\$290.00	\$3,190.00
8)	Item # - N/A	7 8 GRADE MEMORY AND MNEMONICS	EACH	11.00	\$290.00	\$3,190.00

Total Amount

\$11,900.00

PURCHASE ORDER

01/07/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190040547

PURCHASE ORDER NUMBER

01

SUFFIX

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

01/07/2019
PURCHASE ORDER DATE

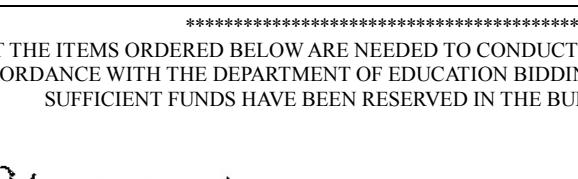


NEW YORK CITY DEPARTMENT OF EDUCATION

WO190041766
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : ISAAC NEWTON SCH FOR SCI.
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : YDANIA RAMIREZ
City : HOBOKEN	Phone : (212) 860-6006
Vendor # : ELE447398 01	Address : 280 PLEASANT AVENUE, ROOM 207
	City : NEW YORK,
Fax # :	State : NY Zip Code : 10029 LDA : M8250001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RAMIREZ,YDANIA
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (212) 860-6006
Phone : (718) 935-2378	Email : YRAMIRE5@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	

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1/7/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

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	STUDY SKILLS WORKSHOP			EACH	1.00	\$3,630.00	\$3,630.00
						<u>Total Amount</u>	\$3,630.00

PURCHASE ORDER

01/07/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190041766**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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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

01/08/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190043042
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 114
Attention :	Attention : E. WELSMORE
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 634-3382
City : HOBOKEN State : NJ Zip Code : 07030	Address : CRONSTON AVENUE & BEACH 135 ST, ROO
Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S	City : BELLE HARBOR,
Fax # : Toll Free # :	State : NY Zip Code : 11694 LDA : Q1140001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: TRAPASSO,DEBORAH
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 634-3382
Phone : (718) 935-2377	Email : DTRAPASSO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 1/8/2019 <hr/> Signature of Principal or authorized Department of Education official Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 27	014218	0685	N/A	Q114	F1TF	//	//	\$3,025.00
								<u>Total Amount</u> \$3,025.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	STUDY SKILLS WORKSHOP FOR GRADE 6 STUDENTS, PARENTS, AND TEACHERS						<u>Total Amount</u> \$3,025.00

PURCHASE ORDER

01/08/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190043042**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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B) Delivery

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H) Delivery Packing Slip

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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.

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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**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

01/09/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190042591
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : INDEPENDENCE HIGH SCHOOL
Attention :	Attention : BRYCE WISELL
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 262-8067
City : HOBOKEN	Address : 850 10TH AVENUE, ROOM G28, ROOM G28
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10019 LDA : M5440001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: COLEPOINDEXTER,TAMMY
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (212) 262-8067
Phone : (718) 935-2378	Email : TCOLE-POINDEXTER@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments AP FOR ALL - 3 DAY INSTITUTE	
<p>*****</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></p>	
1/9/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 02	034609	0685	N/A	M544	FC9J	//	//	\$5,350.00
								Total Amount \$5,350.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	STUDY SKILLS INSTRUCTIONAL STAFF WORKSHOP			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	STUDY SKILLS WORKSHOP FOR CLASSES OF 30 STUDENTS PER CLASS			EACH	2.00	\$2,600.00	\$5,200.00
							Total Amount \$5,350.00

PURCHASE ORDER

01/09/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190042591**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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

PURCHASE ORDER

01/09/2019
PURCHASE ORDER DATE



**NEW YORK CITY
DEPARTMENT OF EDUCATION**

WO190043500
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : QUEENS HIGH SCHOOL FOR INFORMATION,
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : MATT LEVINE
City : HOBOKEN	Phone : (718) 868-2978
Vendor # : ELE447398 01	Address : 821 BAY 25TH STREET, ROOM 154
	City : QUEENS,
Fax # :	State : NY Zip Code : 11691 LDA : Q3020001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MORRIS.PARRIS
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 868-2978
Phone : (718) 935-2850	Email : PMORRIS10@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	

Accounting Information

Fiscal Year: 2019

Item Detail Information

Line Item	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price	
						Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	INSTRUCTIONAL STAFF PD			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	AP STUDENT TRAINING			EACH	1.00	\$2,600.00	\$2,600.00
						Total Amount	
						\$2,750.00	

PURCHASE ORDER

01/09/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190043500

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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

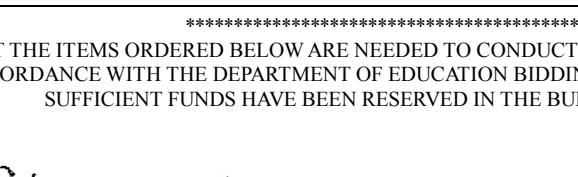
01/09/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190043538
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : M.S. 250 WEST SIDE COLLABORATIVE MI
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : COMMUNITY SCHOOL DISTRICT 03
City : HOBOKEN	Phone : (212) 866-6313
Vendor # : ELE447398 01	Address : 735 WEST END AVENUE, ROOM 302
Fax # :	City : MANHATTAN,
	State : NY Zip Code : 10025 LDA : M2500001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MEDINA,ELIZABETH
Attention :	Phone : (212) 866-6313
Phone :	Email : EMEDINA19@SCHOOLS.NYC.GOV
Address :	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> <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> <p style="text-align: center;"></p> <p style="text-align: right;">1/9/2019</p> <hr/>	
Signature of Principal or authorized Department of Education official	
Date	

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

Charles

1/9/2019

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

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 # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - NVA	COLLEGE ACCESS FOR ALL			EACH	1.00	\$7,260.00	\$7,260.00
						<u>Total Amount</u>	\$7,260.00

PURCHASE ORDER

01/09/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190043538

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

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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.

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G) Markings

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H) Delivery Packing Slip

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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

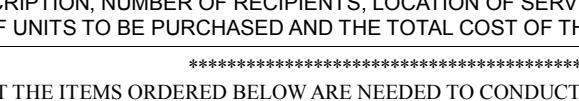
01/10/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190042256
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BRONX CAREER AND COLLEGE PREPARATO
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : JULIA BALY
City : HOBOKEN	Phone : (718) 542-4011
Vendor # : ELE447398 01	Address : 800 HOME STREET, ROOM 325
Fax # :	City : BRONX,
	State : NY Zip Code : 10456 LDA : 85XX0399
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : WEBBDAVIDSON,ANDREA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 655-4446
Phone : (718) 935-2850	Email : AWEBBDA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p><u>Additional Comments</u></p> <p>SCOPE OF WORK (MAKE COPIES AS NECESSARY) UNIT UNIT COST # UNITS TOTAL COST SERVICES TO BE DELIVERED. FOR EACH SERVICE, INCLUDE SERVICE DESCRIPTION, NUMBER OF RECIPIENTS, LOCATION OF SERVICE, DATE(S) OF SERVICE, DELIVERABLES, IF ANY, AS WELL AS UNIT COST, NUMBER OF UNITS TO BE PURCHASED AND THE TOTAL COST OF THE UNITS. PLEASE REFER TO THE SAMPLE.</p> <p>*****</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>	
	
1/10/2019	
<hr/> <p>Signature of Principal or authorized Department of Education official</p> <hr/> <p>Date</p>	

Accounting Information

Fiscal Year: 2019

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	FEBRUARY 2 MARCH 30 APRIL 13 2019			LIST	3.00	\$0.00	\$0.00
2) Item # - PARENTS	PARENT WORKSHOP			WORKSHOP	1.00	\$104.00	\$104.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER01/10/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190042256**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER		
4)	Item # - AP FOR ALL	STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS	WORKSH OP	3.00	\$816.00 \$2,448.00
5)	Item # - NVA	FEBRUARY 2 MARCH 30 APRIL 13	LIST	3.00	\$0.00 \$0.00
6)	Item # - PARA 3 DAY	STUDY SKILLS WORKSHOP FOR PARAPROFESSIONALS	WORKSH OP	3.00	\$816.00 \$2,448.00

Total Amount

\$5,000.00

PURCHASE ORDER

01/10/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190042256

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

01/10/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190042678

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : INTERMEDIATE SCHOOL 206B
Attention :	Attention : MR. RAFAEL CABRAL
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 584-1570
City : HOBOKEN	Address : 2280 AQUEDUCT AVENUE, ROOM MO
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10468 LDA : X2060001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SOLANO, ANA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 584-1570
Phone : (718) 935-2850	Email : ASOLANO2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 1/10/2019 <hr/> Signature of Principal or authorized Department of Education official 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)	10	014218	0685	WJ1904853 01	X206	FRYG	//	\$10,890.00
								Total Amount \$10,890.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	FACULTY SEMINAR GRADE 7			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	ACE YOUR EXAMS GRADE 6 AND 7			EACH	6.00	\$290.00	\$1,740.00
3) Item # - N/A	PARENT SEMINAR GRADE 7			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER01/10/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190042678**
PURCHASE ORDER NUMBER
01
SUFFIX

			TRACKING NUMBER			
5)	Item # - N/A	LICENSING FEE	EACH	6.00	\$25.00	\$150.00
6)	Item # - N/A	NOTE TAKING GRADE 6 AND 7	EACH	6.00	\$290.00	\$1,740.00
7)	Item # - N/A	CLOSE READING GRADE 6 AND 7	EACH	6.00	\$290.00	\$1,740.00
8)	Item # - N/A	TIME MANAGEMENT GRADE 6 AND 7	EACH	6.00	\$290.00	\$1,740.00
9)	Item # - N/A	STUDENT ELEVATION	EACH	6.00	\$290.00	\$1,740.00
10)	Item # - N/A	MEMORY MNEMONICS GRADE 6 AND 7	EACH	6.00	\$290.00	\$1,740.00

Total Amount
\$10,890.00

PURCHASE ORDER

01/10/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190042678

PURCHASE ORDER NUMBER

01

SUFFIX

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

01/10/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190044422

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : TEACHERS PREPARATORY SCHOOL
Attention :	Attention : A. CHRISTIE-PALMER
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 498-2605
City : HOBOKEN	Address : 226 BRISTOL STREET, ROOM 257
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11212 LDA : K6970001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : PALMER, ADASSA
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 498-2605
Phone : (718) 935-2379	Email : ACHRISTIEPALMER@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments STUDY SKILLS WORKSHOPS FOR STUDENTS	
***** 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	
 1/10/2019	
Signature of Principal or authorized Department of Education official _____ 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) 23	034609	0685	N/A	K697	FLNI	//	//	\$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 # - 5 MEMORY MNEUMONICS			EACH	2.00	\$290.00	\$580.00
2) Item # - 6 ACE YOUR EXAMS			EACH	2.00	\$290.00	\$580.00
3) Item # - N/A SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - 4 STUDENT ELEVATION			EACH	2.00	\$290.00	\$580.00

PURCHASE ORDER

01/10/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO19004422**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER			
5)	Item # - 1	CLOSE READING AND ANNOTATION	EACH	2.00	\$290.00	\$580.00
6)	Item # - 2	NOTE TAKING AND VISUALIZATION	EACH	2.00	\$290.00	\$580.00
7)	Item # - 3	TIME MANAGEMENT	EACH	2.00	\$290.00	\$580.00

Total Amount

\$3,480.00

PURCHASE ORDER

01/10/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO19004422**

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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C) Delivery Hours

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D) Delivery Time

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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.

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G) Markings

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H) Delivery Packing Slip

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I) Billing Procedure

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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

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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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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

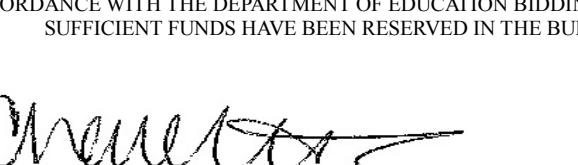
01/10/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190044437
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : TEACHERS PREPARATORY SCHOOL
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : A. CHRISTIE-PALMER
City : HOBOKEN	Phone : (718) 498-2605
Vendor # : ELE447398 01	Address : 226 BRISTOL STREET, ROOM 257
	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11212 LDA : K6970001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : PALMER, ADASSA
Attention :	Phone : (718) 498-2605
Phone :	Email : ACHRISTIEPALMER@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p><u>Additional Comments</u> MR. GRIFFIN/CHAMBERS AP LITERATURE</p> <hr/> <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> <p style="text-align: center;"></p> <p style="text-align: right;">1/10/2019</p> <hr/> <p>Signature of Principal or authorized Department of Education official</p> <p>Date</p>	

Accounting Information

Fiscal Year: 2019

Item Detail Information

PURCHASE ORDER

01/10/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190044437**

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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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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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

01/11/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190043088

PURCHASE ORDER NUMBER

01

SUFFIX

T1190419

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : JUNIOR HIGH SCHOOL 220
Attention :	Attention : DEMPSTER
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 633-8200
City : HOBOKEN	Address : 4812 9TH AVENUE, ROOM 212
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11220 LDA : K2200001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RODRIGUEZ,JENNIFER
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 633-8200
Phone : (718) 935-2380	Email : JRODRIGUEZ209@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 1/11/2019 <hr/> Signature of Principal or authorized Department of Education official Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	20	014218	0685	WJ1904841 01	K220	FRU4	//	\$11,460.00
								Total Amount \$11,460.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	GRADE 7 FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	GRADE 7 ACE YOUR EXAMS			EACH	6.00	\$290.00	\$1,740.00
3) Item # - N/A	GRADE 7 PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER01/11/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190043088**

PURCHASE ORDER NUMBER

01

SUFFIX

T1190419

TRACKING NUMBER

5) Item # - N/A	GRADE 7 LICENSING FEE	EACH	144.00	\$5.00	\$720.00
6) Item # - N/A	GRADE 7 NOTE TAKING	EACH	6.00	\$290.00	\$1,740.00
7) Item # - N/A	GRADE 7 CLOSE READING	EACH	6.00	\$290.00	\$1,740.00
8) Item # - N/A	GRADE 7 TIME MANAGEMENT	EACH	6.00	\$290.00	\$1,740.00
9) Item # - N/A	GRADE 7 STUDENT ELEVATION	EACH	6.00	\$290.00	\$1,740.00
10) Item # - N/A	GRADE 7 MEMORY AND MNEMONICS	EACH	6.00	\$290.00	\$1,740.00

Total Amount

\$11,460.00

PURCHASE ORDER

01/11/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190043088**

PURCHASE ORDER NUMBER

01

SUFFIX

T1190419

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

01/11/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190043111
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : LIFE ACADEMY HIGH SCHOOL FOR FILM A
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 21
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 333-7750
City : HOBOKEN	Address : 2630 BENSON AVENUE, ROOM 336
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11214 LDA : K5590001
Contract # : MICRO BIDS/NO BIDS-S	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SOOCKA, SALOME
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 333-7750
Phone : (718) 935-2380	Email : SSOOCKA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 1/11/2019 <hr/> Signature of Principal or authorized Department of Education official 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	K559	FQXE	//	//	\$4,650.00
<u>Total Amount</u>								\$4,650.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - 1							
GRADE 9 AND 10 STUDENT SUPPORT							
							<u>Total Amount</u>
							\$4,650.00

PURCHASE ORDER

01/11/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190043111**

PURCHASE ORDER NUMBER

01

SUFFIX

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

01/11/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190044339
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : INTERMEDIATE SCHOOL 187
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : JUSTIN BERMAN
City : HOBOKEN	Phone : (718) 236-3394
Vendor # : ELE447398 01	Address : 1171 65TH STREET, ROOM 205
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11219 LDA : K1870001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CHUNG,JASMINE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 236-3394
Phone : (718) 935-2850	Email : JCHUNG9@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	

Special Delivery Instructions (If Any) : AS PER MR. J. BERMAN. DELIVERY MUST BE COMPLETED WITHIN**Additional Comments**

AS PER CONTRACT WORK ORDER JAN 4, 2019. FOR TRAIN THREE 6TH GRADE CLASSES THROUGH MEMORY & MNEMONICS, THREE 7TH GRADE CLASSES THROUGH TIME MANAGEMENT, THREE 8TH GRADE CLASSES THROUGH STUDENT ELEVATION, 1 FACULTY SEMINAR AND 3 LICENSING FEE.

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

1/11/2019

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

	District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	20	014218	689A	N/A	K187	FRJT	//	//	\$2,835.00
Total Amount									\$2,835.00

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - NA	ELEVATE EDUCATION PROGRAM			EACH	1.00	\$2,835.00	\$2,835.00

Total Amount
\$2,835.00

PURCHASE ORDER

01/11/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190044339**

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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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

01/14/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190044816
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : SCHOOL OF PERFORMING ARTS
Attention :	Attention : DIONNE WILLIAMS@ P.S.116
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 589-4844
City : HOBOKEN	Address : 977 FOX STREET, ROOM 129
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10459 LDA : X2170001
Contract # : NEGOTIATED SERVICES-	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ROSARIO, YESENIA
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (917) 589-4844
Phone : (718) 935-2376	Email : YROSARIO6@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
1/14/2019	
Signature of Principal or authorized Department of Education official	Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	12	014218	0685	WJ1905021 01	X217	FSUO	//	\$12,630.00
								Total Amount \$12,630.00

Item Detail Information

Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	LICENSING FEE FOR MATERIALS MANUALS			EACH	6.00	\$25.00	\$150.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	PARENT SEMINAR GRADES 6 8			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

01/14/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190044816**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

EACH 14.00 \$290.00 \$4,060.00

CLOSE READING WORKSHOP FOR
STUDENTS GRADES 6 8

NOTE TAKING GRADES 6 8

EACH 14.00 \$290.00 \$4,060.00

ACE YOUR EXAMS GRADES 6 8

EACH 14.00 \$290.00 \$4,060.00

Total Amount

\$12,630.00

PURCHASE ORDER

01/14/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190044816**

PURCHASE ORDER NUMBER

01

SUFFIX

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

01/14/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190045339

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : ACADEMY FOR YOUNG WRITERS
Attention :	Attention : AADEN STERN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 688-7230
City : HOBOKEN	Address : 1065 ELTON STREET -4TH, ROOM 434
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11239 LDA : K4040001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : DEJESUS,SONIA
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 688-7230
Phone : (718) 935-2379	Email : SDEJESUS9@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments PAYMENT FOR AP FOR ALL - 3 DAY INSTITUTE FEB 19, 20 & 21	
<p>*****</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></p>	
1/14/2019	
Signature of Principal or authorized Department of Education official	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)	19	034609	0403	N/A	K404	FT7F	//	\$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 # -AP STUDENT	AP FOR ALL INSTITIUTE 3 DAYS			EACH	1.00	\$2,600.00	\$2,600.00
							Total Amount \$2,600.00

PURCHASE ORDER

01/14/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190045339**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

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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

01/15/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190045444
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 310
Attention :	Attention : ELIZABETH CARDONA, PRINCIPAL
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 796-9434
City : HOBOKEN	Address : 260 WEST KINGSBRIDGE ROAD
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10463 LDA : X3100001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RODRIGUEZ, ZOILA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 796-9434
Phone : (718) 935-2850	Email : ZRODRIG@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	

Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.

Additional Comments

CONSULTANTS TO WORK WITH OUR 5TH GRADE STUDENTS FROM 2:40-4:00 P.M. FOR 12 DAYS TO FOCUS ON: CLOSE READING, NOTE TAKING, TIME MANAGEMENT, MEMORY & MNEMONICS, STUDENT ELEVATION AND ACING THE EXAMS. DATES: JANUARY 28, 29, 2019; FEBRUARY 11, 12, 25, 26, 2019; MARCH 4, 5, 11, 12, 18, 19, 2019.

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

1/15/2019

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

	District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	10	091675	0685	N/A	X310	G7YN	//	//	\$7,410.00
Total Amount									\$7,410.00

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - NVA	CONSULTANTS TO WORK WITH 5TH GRADE STUDENTS			EACH	1.00	\$7,410.00	\$7,410.00

Total Amount
\$7,410.00

PURCHASE ORDER

01/15/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190045444**

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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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.

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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

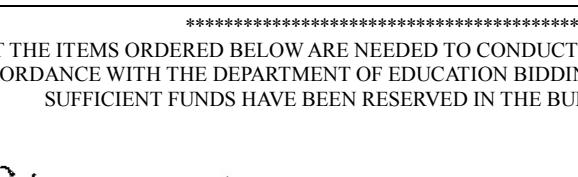
01/15/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190045920
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 85
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : DAWN JOHNSON
City : HOBOKEN	Phone : (718) 584-5275
Vendor # : ELE447398 01	Address : 2400 MARION AVENUE, ROOM 203
Fax # :	City : BRONX,
	State : NY Zip Code : 10458 LDA : X0850001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : AMSTEL,MORT
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 584-5275
Phone : (718) 935-2850	Email : MAMSTEL@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> <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> <hr/>	
	
1/15/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

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	PARENT SEMINAR FEB 13			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	FACULTY SEMINAR JANUARY 9			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	LICENSING FEE			EACH	6.00	\$25.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER01/15/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190045920**
PURCHASE ORDER NUMBER
01
SUFFIX

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
5) Item # - NVA	CLOSE READING GRADE 5 MAY 21	EACH	1.00	\$1,740.00
6) Item # - NVA	CLOSE READING GRADE 5 JANUARY 29	EACH	1.00	\$1,740.00
7) Item # - NVA	CLOSE READING GRADE 5 JANUARY 15	EACH	1.00	\$1,740.00
8) Item # - NVA	CLOSE READING GRADE 5 FEBRUARY 13	EACH	1.00	\$1,740.00
9) Item # - NVA	CLOSE READING GRADE 5 APRIL17	EACH	1.00	\$1,740.00
10) Item # - NVA	CLOSE READING GRADE 5 MARCH 6	EACH	1.00	\$1,740.00

Total Amount
\$10,890.00

PURCHASE ORDER

01/15/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190045920**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

01/16/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190045166
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : MULTICULTURAL H.S. @ FRANKLIN K. LA
Attention :	Attention : ATT: ALEXANDRA HERNANDEZ
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 827-2796
City : HOBOKEN	Address : 999 JAMAICA AVENUE 4TH FL, ROOM 464
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11208 LDA : K5830001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : QUIMIS,RONALD
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 827-2796
Phone : (718) 935-2850	Email : RQUIMIS@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
1/16/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	19	091675	0685	N/A	K583	FD92	//	\$7,350.00
								Total Amount \$7,350.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	FACULTY SEMINAR STAFF STUDY SKILLS WORKSHOP FOR TEACHERS			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	ACE YOUR EXAMS 9TH GRADE STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS			EACH	4.00	\$290.00	\$1,160.00
3) Item # - N/A	PARENT SEMINAR STUDY SKILLS WORKSHOP FOR PARENTS			EACH	1.00	\$90.00	\$90.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER01/16/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190045166**
PURCHASE ORDER NUMBER
01
SUFFIX

			TRACKING NUMBER			
5)	Item # - NIA	LICENSING FEE 9TH GRADE LICENSING FEE FOR MATERIALS	EACH	6.00	\$25.00	\$150.00
6)	Item # - NIA	NOTE TAKING 9TH GRADE STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS	EACH	4.00	\$290.00	\$1,160.00
7)	Item # - NIA	CLOSE READING 9TH GRADE STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS	EACH	4.00	\$290.00	\$1,160.00
8)	Item # - NIA	TIME MANAGEMENT 9TH GRADE STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS	EACH	4.00	\$290.00	\$1,160.00
9)	Item # - NIA	MEMORY AND MNEMONICS 9TH GRADE STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENT	EACH	4.00	\$290.00	\$1,160.00
10)	Item # - NIA	STUDENT ELEVATION 9TH GRADE STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS	EACH	4.00	\$290.00	\$1,160.00

Total Amount
\$7,350.00

PURCHASE ORDER

01/16/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190045166

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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

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

PURCHASE ORDER

01/16/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190046201
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 47
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : STEVE FRAZIER
City : HOBOKEN	Phone : (718) 822-4095
Vendor # : ELE447398 01	Address : 1794 EAST 172ND STREET
	City : BRONX,
Fax # :	State : NY Zip Code : 10472 LDA : X0470001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : COLAMARTINO,MARIE
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 824-0950
Phone : (718) 935-2376	Email : MCOLAMARTINO2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>Additional Comments THOMAS GUARNIERI MEETING DATE: 1/15/2019</p> <hr/> <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>*****</p>	

Accounting Information

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Price</u> <u>Amount</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - 1	5TH GRADE ELEVATE PREP			EACH	1.00	\$4,260.00	\$4,260.00
						<u>Total Amount</u>	\$4,260.00

PURCHASE ORDER

01/16/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190046201**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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B) Delivery

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

D) Delivery Time

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E) Non-Delivery, Rejections or Delays

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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.

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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

01/16/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190046250

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : THE YOUNG WOMEN'S LEADERSHIP
Attention :	Attention : T. GREEN/MCGEEHAN
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 289-7593
City : HOBOKEN	Address : 105 EAST 106TH STREET, ROOM 910
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10029 LDA : M6100002
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GREEN,TAMIKA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 289-7593
Phone : (718) 935-2850	Email : TGREEN5@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
1/16/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 04	034609	0685	N/A	M610	FTTX	//	//	\$2,750.00
								Total Amount \$2,750.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	AP INSTITUTE FOR JANUARY 25 28 AND FEBRUARY 13			EACH	1.00	\$2,600.00	\$2,600.00
						Total Amount \$2,750.00	

PURCHASE ORDER

01/16/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190046250**

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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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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PURCHASE ORDER

01/17/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190046760

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 160
Attention :	Attention : MRS. M. RUSSO/GULLO
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 438-0337
City : HOBOKEN	Address : 5105 FORT HAMILTON PARKWAY
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11219 LDA : K1600001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : AMASS,MICHELE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 438-0337
Phone : (718) 935-2850	Email : MAMASS@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
1/17/2019	
Signature of Principal or authorized Department of Education official	
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) 20	091675	0685	N/A	K160	F70J	//	//	\$4,840.00
<u>Total Amount</u>								\$4,840.00

Item Detail Information

1) Item # -4	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>		
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>
1) Item # -4	LICENSING FEE			EACH	2.00	\$25.00
2) Item # -N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
3) Item # -3	FACULTY SEMINAR			EACH	1.00	\$150.00
4) Item # -1	GRADE 5 NOTE TAKING			EACH	8.00	\$290.00
						\$150.00
						\$2,320.00

PURCHASE ORDER

01/17/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190046760**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -2

GRADE 5 MEMORY AND MNEMONICS

TRACKING NUMBER

EACH 8.00 \$290.00 \$2,320.00

Total Amount

\$4,840.00

PURCHASE ORDER

01/17/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190046760

PURCHASE ORDER NUMBER

01

SUFFIX

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

01/18/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190046714

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : ACADEMY FOR CONSERVATION AND THE EN
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 18
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 968-4101
City : HOBOKEN	Address : 6565 FLATLANDS AVENUE, ROOM 201
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11236 LDA : K6370001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SCHWEITZER,STACY
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 968-2011
Phone : (718) 935-2380	Email : SSCHWEITZERANTI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments AP FOR ALL FEBRUARY WORKSHOP 2/6, 2/7 AND 2/8	
***** 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	
 1/18/2019	
Signature of Principal or authorized Department of Education official _____ 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)	18	034609	0685	N/A	K637	FU21	//	\$2,750.00
								<u>Total Amount</u> \$2,750.00

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 FACULTY PD WORKSHOP			EACH	150.00	\$1.00	\$150.00
3) Item # - N/A AP FOR ALL STUDY SKILLS WORKSHOP FOR CLASSES			EACH	2,600.00	\$1.00	\$2,600.00
						<u>Total Amount</u> \$2,750.00

PURCHASE ORDER

01/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190046714**

PURCHASE ORDER NUMBER

01

SUFFIX

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:**

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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.
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PURCHASE ORDER

01/18/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190046935
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Accounting Information

Fiscal Year: 2019

Item Detail Information

Line Item	Description	Manufacturer Part #	Brand/Model	U/M	Price		Amount
					Qty	Per Unit	
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	FACULTY WORKSHOP			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	AP INSTITUTE			EACH	3.00	\$2,600.00	\$7,800.00
					<u>Total Amount</u>		\$7,950.00

PURCHASE ORDER

01/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190046935**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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F) Packing

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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

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I) Billing Procedure

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J) Assignment

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

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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**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

01/18/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190047482
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 195
Attention :	Attention : UNAL KARAKAS
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 861-4461
City : HOBOKEN	Address : 1250 WARD AVENUE, ROOM 212
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10472 LDA : X1950001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: RIVERA,BERNICE
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 861-4461
Phone : (718) 935-2376	Email : BRIVERA3@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 1/18/2019 <hr/> Signature of Principal or authorized Department of Education official Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	12	091675	0685	N/A	X195	G889	//	\$1,475.00
								<u>Total Amount</u> \$1,475.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	LICENSING FEE FOR MATERIALS			EACH	1.00	\$25.00	\$25.00
3) Item # - N/A	STUDY SKILLS WORKSHOP			EACH	5.00	\$290.00	\$1,450.00
							<u>Total Amount</u> \$1,475.00

PURCHASE ORDER

01/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190047482**

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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B) Delivery

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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

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E) Non-Delivery, Rejections or Delays

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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

01/22/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190047198

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : JUNIOR HIGH SCHOOL 234
Attention :	Attention : MS. APRIL WACHTEL
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 645-1334
City : HOBOKEN	Address : 1875 EAST 17TH STREET
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11229 LDA : K2340001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SILVETTI,MARIANNE
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 645-1334
Phone : (718) 935-2380	Email : MSILVETTI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 1/22/2019 <hr/> Signature of Principal or authorized Department of Education official 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)	22	093610	0685	N/A	K234	FU8E	//	\$9,950.00
								Total Amount \$9,950.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	FEB 4 FACULTY SEMINAR STUDY SKILL WORKSHOP FOR TEACHERS			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	MAR 19ACE YOUR EXAMS STUDY SKILLS WORKSHOP			EACH	5.00	\$290.00	\$1,450.00
3) Item # - N/A	PARENT SEMINAR STUDY SKILLS WORKSHOP			EACH	2.00	\$150.00	\$300.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER01/22/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190047198**
PURCHASE ORDER NUMBER
01
SUFFIX

5) Item # - N/A	LICENSING FEE FOR MATERIALS	EACH	5.00	\$160.00	\$800.00
6) Item # - N/A	JAN 29 NOTE TAKING STUDY SKILLS WORKSHOP	EACH	5.00	\$290.00	\$1,450.00
7) Item # - N/A	JAN 15 CLOSE READING STUDY SKILLS WORKSHOPS CLASSES FOR STUDENTS	EACH	5.00	\$290.00	\$1,450.00
8) Item # - N/A	FEB 12 TIME MANAGEMENT STUDY SKILLS WORKSHOP	EACH	5.00	\$290.00	\$1,450.00
9) Item # - N/A	MAR 5 STUDENT ELEVATION STUDY SKILLS WORKSHOP	EACH	5.00	\$290.00	\$1,450.00
10) Item # - N/A	FEB 26 MEMORY AND MNEMONICS STUDY SKILLS WORKSHOP	EACH	5.00	\$290.00	\$1,450.00
					Total Amount \$9,950.00

PURCHASE ORDER

01/22/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190047198**

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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**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

01/22/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190047497

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HIGH SCHOOL FOR YOUTH AND COMMUNITY
Attention :	Attention : KATRINA AMBRIS
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 564-2470
City : HOBOKEN	Address : 911 FLATBUSH AVENUE, ROOM 3W52
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11226 LDA : K5370001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : AMBRIS,KATRINA
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 564-2470
Phone : (718) 935-2380	Email : KAMBRIS@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments GRADE 9 STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS NOTE-TAKING TIME MANAGEMENT MEMORY AND MNEMONICS	
**** 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	
 Signature of Principal or authorized Department of Education official	
1/22/2019	
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)	17	034609	0685	N/A	K537	F014	//	\$4,350.00
								<u>Total Amount</u> \$4,350.00

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 # -CONSULT	GRADE 9 STUDY SKILLS WORKSHOPS			EACH	15.00	\$290.00	\$4,350.00
						<u>Total Amount</u> \$4,350.00	

PURCHASE ORDER

01/22/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190047497**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

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C) Delivery Hours

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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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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".

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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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PURCHASE ORDER

01/23/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190047927
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : CENTRAL PARK EAST HIGH SCHOOL
Attention :	Attention : JOHN (P.J.) PEREZ
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 860-5929
City : HOBOKEN	Address : 1573 MADISON AVENUE, ROOM 129
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10029 LDA : M5550001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: PEREZ,JOHN
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (212) 860-5929
Phone : (718) 935-2378	Email : JPEREZ23@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 1/23/2019 <hr/> Signature of Principal or authorized Department of Education official Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 04	034609	0685	N/A	M555	F92H	//	//	\$7,950.00
								<u>Total Amount</u> \$7,950.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	FACULTY PD WORKSHOP			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	AP FOR ALL 3 DAY INSTITUTE			EACH	3.00	\$2,600.00	\$7,800.00
							<u>Total Amount</u> \$7,950.00

PURCHASE ORDER

01/23/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190047927**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

01/23/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190048105
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : YORK EARLY COLLEGE ACADEMY
Attention :	Attention : NOAH ANGELES
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 262-8547
City : HOBOKEN	Address : 108-35 167 STREET
Vendor # : ELE447398 01	City : QUEENS,
Fax # :	State : NY Zip Code : 11433 LDA : Q2840002
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RODRIGUEZ,KATHERINE
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (718) 262-8547
Phone : (718) 935-2378	Email : KRODRIGUEZ41@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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></p>	
1/23/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	28	091675	0685	N/A	Q284	FUMK	//	\$8,935.00
								<u>Total Amount</u> \$8,935.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	PARENT SEMINAR			EACH	1.00	\$225.00	\$225.00
2) Item # - N/A	LICENSING FEE			EACH	6.00	\$25.00	\$150.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	STUDENT ELEVATION STUDY SKILLS WORKSHOP			EACH	6.00	\$1,305.00	\$7,830.00

PURCHASE ORDER

01/23/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190048105**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

EACH 1.00 \$580.00 \$580.00

5) Item # - N/A

GR 7 AND 8 SEMINAR

6) Item # - N/A

FACULTYSEMINAR

EACH 1.00 \$150.00 \$150.00

Total Amount

\$8,935.00

PURCHASE ORDER

01/23/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190048105**

PURCHASE ORDER NUMBER

01

SUFFIX

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:**

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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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PURCHASE ORDER

01/23/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190048147
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Street : 221 RIVER STREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : 3 BIDS-SERVICES Fax # : Toll Free # :				Deliver To : THE MONTAUK JHS 223 Attention : A FRANK Phone : (718) 438-0155 Address : 4200 16TH AVENUE City : BROOKLYN, State : NY Zip Code : 11204 LDA : K2230001	
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 : KRANZ, LINDA Phone : (718) 438-0155 Email : LKRANZ@SCHOOLS.NYC.GOV	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.					
<hr/> 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					
				1/23/2019 <hr/> Date	
Signature of Principal or authorized Department of Education official					

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 20	014218	0685	WJ1905284	01	K223	FPB1	//	\$19,440.00
								Total Amount \$19,440.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - 1	STUDY SKILL PROGRAM			EACH	1.00	\$19,440.00	\$19,440.00
							Total Amount \$19,440.00

PURCHASE ORDER

01/23/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190048147

PURCHASE ORDER NUMBER

01

SUFFIX

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".

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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.

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.

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

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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:**

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

PURCHASE ORDER

01/23/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190048329
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 71
Attention :	Attention : ANTONIETTE CASALI
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 822-5351
City : HOBOKEN	Address : 3040 ROBERTS AVENUE
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10461 LDA : X0710001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: CASALI,ANTOINETTE
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 822-5351
Phone : (718) 935-2376	Email : ACASALI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 1/23/2019 <hr/> Signature of Principal or authorized Department of Education official Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 08	014218	0685	N/A	X071	FRO4	//	//	\$4,950.00
								<u>Total Amount</u> \$4,950.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	GRADE 7 ACE YOUR EXAMS			EACH	6.00	\$275.00	\$1,650.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	GRADE 7 NOTE TAKING			EACH	6.00	\$275.00	\$1,650.00
4) Item # - N/A	GRADE 7 TIME MANAGEMENT			EACH	6.00	\$275.00	\$1,650.00

PURCHASE ORDER

01/23/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190048329

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$4,950.00

PURCHASE ORDER

01/23/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190048329

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

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

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PURCHASE ORDER

01/23/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190048350
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 71
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : ANTONIETTE CASALI
City : HOBOKEN	Phone : (718) 822-5351
Vendor # : ELE447398 01	Address : 3040 ROBERTS AVENUE
Fax # :	City : BRONX,
	State : NY Zip Code : 10461 LDA : X0710001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CASALI,ANTONINETTE
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 822-5351
Phone : (718) 935-2376	Email : ACASALI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	

Accounting Information

Fiscal Year: 2019

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	STUDY SKILLS WORKSHOP FOR PARENTS			EACH	1.00	\$150.00	\$150.00
						<u>Total Amount</u>	\$150.00

PURCHASE ORDER

01/23/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190048350**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

01/24/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190048682
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : DISTRICT 10 - 2012 HS #1 CTE
Attention :	Attention : HIGH SCHOOL FOR ENERGY AND TECHNOLOGY
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 733-3080
City : HOBOKEN	Address : 2474 CROTONA AVENUE, ROOM 211
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10458 LDA : X5650001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SEMIDEY,STEPHANIE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 733-3080
Phone : (718) 935-2850	Email : SSEMIDEY@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : HSET - 10X565 SEMIDEY/SEXTON. DELIVERY MUST BE COMPLETED WITHIN	
Additional Comments HSET 10X565 SEXTON AP4ALL STUDY SKILLS PD	
**** 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	
 1/24/2019	
Signature of Principal or authorized Department of Education official _____ Date _____	

Accounting Information
 Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 10	034609	689A	N/A	X565	FTN1	//	//	\$350.00
								Total Amount \$350.00

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	STUDY SKILLS WORKSHOP FOR TEACHERS			EACH	1.00	\$350.00	\$350.00
							Total Amount \$350.00

PURCHASE ORDER

01/24/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190048682**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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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".

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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.

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.

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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

01/24/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190048807

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : YOUNG WOMEN'S LEADERSHIP SCHOOL, QL
Attention :	Attention : MEGAN CRUZ
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 725-0402
City : HOBOKEN	Address : 150-91 87 ROAD, ROOM 221
Vendor # : ELE447398 01	City : QUEENS,
Fax # :	State : NY Zip Code : 11432 LDA : Q8960001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CRUZ,MEGAN
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 725-0402
Phone : (718) 935-2850	Email : MCRUZ88@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments AP 4 ALL ELEVATE STUDY SKILLS3 DAY PROGRAM PROGRAM MANAGER: DEXTER DANIEL	
***** 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	
 1/24/2019	
Signature of Principal or authorized Department of Education official _____ 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) 28	034609	0685	N/A	Q896	FN2N	//	//	\$7,950.00
								Total Amount \$7,950.00

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 # - FACULTY PD FACULTY PD WORKSHOP FEB 11 2019			EACH	1.00	\$150.00	\$150.00
3) Item # -3DAYINSTIT AP FOR ALL 3 DAY STUDY SKILLS INSTITUTE FEB 19 TO FEB 22			EACH	3.00	\$2,600.00	\$7,800.00
						Total Amount \$7,950.00

PURCHASE ORDER

01/24/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190048807**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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F) Packing

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G) Markings

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H) Delivery Packing Slip

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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.

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

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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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PURCHASE ORDER

01/25/2019
PURCHASE ORDER DATE



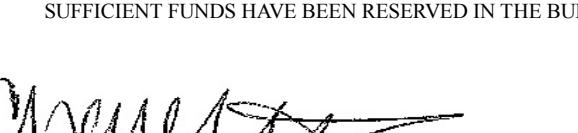
NEW YORK CITY DEPARTMENT OF EDUCATION

WO190046517
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : THE LONGWOOD ACADEMY OF DISCOVERY
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : ROBERT GERMAN
City : HOBOKEN	Phone : (718) 860-3313
Vendor # : ELE447398 01	Address : 888 REV J A POLITE AVE, ROOM 211
Fax # :	City : BRONX,
	State : NY Zip Code : 10459 LDA : X3330001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CONTRERAS,KARLA
Attention :	Phone : (718) 860-3313
Phone :	Email : KORELLANARODRIGUEZ@SCHOOLS.NYC.G
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
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



1/25/2019

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

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	MEMORY AND MNEMONICS GRADE 5			EACH	5.00	\$290.00
2) Item # - N/A	TIME MANAGEMENT GRADE 5			EACH	5.00	\$290.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
4) Item # - N/A	STUDENT ELEVATION			EACH	5.00	\$290.00

PURCHASE ORDER

01/25/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190046517**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

5.00 \$290.00 \$1,450.00

5) Item # - N/A

NOTE TAKING GRADE 5

EACH

FACULTY SEMINAR GRADE 5 CTLE
CERTIFIED STUDY SKILLS WORKSHOP
FOR TEACHERS

EACH

1.00

\$150.00

\$150.00

6) Item # - N/A

EXAM PREP WORKSHOP FOR
CLASSES OF STUDENTS 30 PER
CLASS

EACH

5.00

\$290.00

\$1,450.00

7) Item # - N/A

LICENSING FEE

EACH

5.00

\$25.00

\$125.00

8) Item # - N/A

PARENT SEMINAR GRADE 5 PARENT
UNIVERSITY NIGHT STUDY SKILLS
WORKSHOP

EACH

1.00

\$150.00

\$150.00

Total Amount

\$7,675.00

PURCHASE ORDER

01/25/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190046517

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

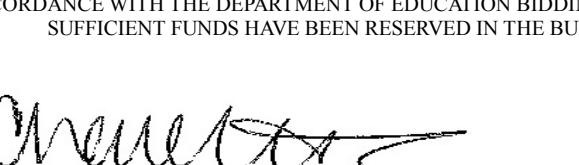
01/25/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190049050
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BROOKLYN COLLEGIATE: A COLLEGE BOAR
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : HEATHER NEWMAN
City : HOBOKEN	Phone : (718) 922-1145
Vendor # : ELE447398 01	Address : 2021 BERGEN STREET
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11233 LDA : K4930001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MICHACA,SUSAN
Attention :	Phone : (718) 922-1145
Phone :	Email : SRAMBHAJAN@SCHOOLS.NYC.GOV
Address :	
City :	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p><u>Additional Comments</u></p> <p>DATES MARCH 13, MARCH 23, MARCH 30</p> <hr/> <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> 	
1/25/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Price</u> <u>Amount</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	ELEVATE			EACH	1.00	\$2,600.00	\$2,600.00
						<u>Total Amount</u>	\$2,600.00

PURCHASE ORDER

01/25/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190049050**

PURCHASE ORDER NUMBER

01

SUFFIX

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

01/25/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190049139

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : THE MARTIN LUTHER KING JR.
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : HIGH SCHOOL OF ARTS & TECHNOLOGY
City : HOBOKEN	Phone : (212) 501-1198
Vendor # : ELE447398 01	Address : 122 AMSTERDAM AVE., ROOM 387
Fax # :	City : NEW YORK,
	State : NY Zip Code : 10023 LDA : M4940001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : BALGOBIN,ROY
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (212) 501-1283
Phone : (718) 935-2378	Email : RBALGOB@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : ATTN: MARIELA GRAHAM. DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 1/25/2019	
Signature of Principal or authorized Department of Education official 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) 03	034609	0461	N/A	M494	FCVZ	//	//	\$5,200.00
								<u>Total Amount</u> \$5,200.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
1) Item # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - WORKSHOPS AP FOR ALL							
							<u>Total Amount</u> \$5,200.00

PURCHASE ORDER

01/25/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190049139**

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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

01/25/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190049452
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : ACADEMY OF HOSPITALITY AND TOURISM
Attention :	Attention : SHIRLEY MILLER
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 564-2580
City : HOBOKE	Address : 911 FLATBUSH AVENUE, ROOM 1S30
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11226 LDA : K4080001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: BELISLE,PHILOMELA
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (718) 564-2580
Phone : (718) 935-2378	Email : PBELISLE@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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></p> <p>1/25/2019</p>	
<p>Signature of Principal or authorized Department of Education official</p> <p>Date</p>	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	17	034609	0685	N/A	K408	FVCP	//	\$2,750.00
								<u>Total Amount</u> \$2,750.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	AP 3 DAY INSTITUTE			EACH	1.00	\$2,750.00	\$2,750.00
							<u>Total Amount</u> \$2,750.00

PURCHASE ORDER

01/25/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190049452

PURCHASE ORDER NUMBER

01

SUFFIX

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

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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.

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

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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**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

01/28/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190049771

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : DISTRICT 10 - 2012 HS #1 CTE
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : HIGH SCHOOL FOR ENERGY AND TECHNOLOGY
City : HOBOKEN	Phone : (718) 733-3080
Vendor # : ELE447398 01	Address : 2474 CROTONA AVENUE, ROOM 211
Fax # :	City : BRONX,
	State : NY Zip Code : 10458 LDA : X5650001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SEMIDEY,STEPHANIE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 733-3080
Phone : (718) 935-2850	Email : SSEMIDEY@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : HSET - 10X565 SEMIDEY/SEXTON. DELIVERY MUST BE COMPLETED WITHIN	
Additional Comments HSET 10X565 - SEXTON AP FOR ALL WORKSHOPS MAX 30 PER CLASS SPRING BOOT CAMP	
**** 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	
 Signature of Principal or authorized Department of Education official	
1/28/2019	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 10	034609	689A	N/A	X565	FTN1	//	//	\$5,000.00

Total Amount

\$5,000.00

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

2) Item # - N/A	AP FOR ALL WORKSHOP			EACH	2.00	\$2,500.00	\$5,000.00
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Total Amount

\$5,000.00

PURCHASE ORDER

01/28/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190049771**

PURCHASE ORDER NUMBER

01

SUFFIX

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

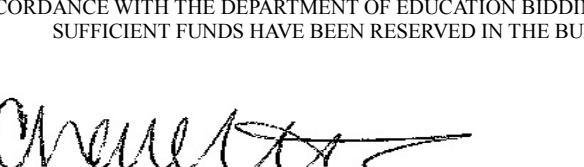
01/29/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190050104
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : INTERMEDIATE SCHOOL 24
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : LENNY SANTAMARIA
City : HOBOKEN	Phone : (718) 982-4700
Vendor # : ELE447398 01	Address : 225 CLEVELAND AVENUE, ROOM 238
	City : STATEN ISLAND,
Fax # :	State : NY Zip Code : 10308 LDA : R0240001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GIANNA,DONNA
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 982-4700
Phone : (718) 935-2380	Email : DGIANNA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>Additional Comments</p> <p>GRADE 7 STUDY/TEST TAKING SKILLS: CLOSE READING, NOTE-TAKING, STUDENT ELEVATION, TIME MANAGEMENT, MEMORY MNEMONICS, ACE YOUR EXAM, FACULTY PD, PARENT NIGHT, PRINTING FEE</p> <hr/> <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>*****</p> 	
1/29/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

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	FACULTY PD PARENT NIGHT			EACH	2.00	\$150.00	\$300.00
2) Item # -N/A	PRINTING FEE			EACH	1.00	\$300.00	\$300.00
3) Item # -N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

01/29/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190050104**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

5.00 \$580.00 \$2,900.00

4) Item # - N/A	STUDENT ELEVATION	EACH	5.00	\$580.00	\$2,900.00
5) Item # - N/A	CLOSE READING	EACH	1.00	\$3,190.00	\$3,190.00
6) Item # - N/A	NOTE TAKING	EACH	6.00	\$870.00	\$5,220.00
7) Item # - N/A	TIME MANAGEMENT	EACH	5.00	\$2,610.00	\$13,050.00

Total Amount

\$24,960.00

PURCHASE ORDER

01/29/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190050104**

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

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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

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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.

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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

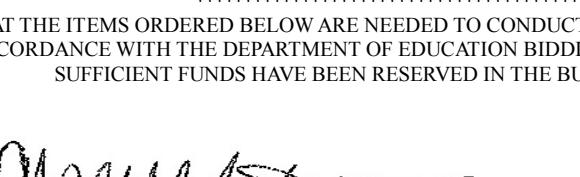
01/29/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190050194
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : JUNIOR HIGH SCHOOL 45
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : ANNAMARIA GIORDANO
City : HOBOKEN	Phone : (718) 584-1660
Vendor # : ELE447398 01	Address : 2502 LORILLARD PLACE
	City : BRONX,
Fax # :	State : NY Zip Code : 10458 LDA : X0450001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GONZALEZ,MELISSA
Attention :	Phone : (718) 584-1660
Phone :	Email : MGONZALEZ121@SCHOOLS.NYC.GOV
Address :	65 COURT STREET, ROOM 1502
City :	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> <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> 	
1/29/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	FACULTY AND PARENT SEMINAR			EACH	1.00	\$300.00	\$300.00
2) Item # - N/A	ACE YOUR EXAMS			EACH	11.00	\$290.00	\$3,190.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	MANUALS			EACH	250.00	\$4.00	\$1,000.00

PURCHASE ORDER

01/29/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190050194**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

STUDENT ELEVATION

TRACKING NUMBER
EACH 11.00 \$290.00 \$3,190.00

6) Item # - N/A

NOTE TAKING

EACH 11.00 \$290.00 \$3,190.00

7) Item # - N/A

CLOSE READING

EACH 11.00 \$290.00 \$3,190.00

8) Item # - N/A

MEMORY AND MNEMONICS

EACH 11.00 \$290.00 \$3,190.00

9) Item # - N/A

TIME MANAGEMENT

EACH 11.00 \$290.00 \$3,190.00

Total Amount

\$20,440.00

PURCHASE ORDER

01/29/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190050194**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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PURCHASE ORDER

01/29/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190050311
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : EMOLIOR ACADEMY
Attention :	Attention : MICHAEL ABBEY (PRINCIPAL)
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 842-2670
City : HOBOKEN	Address : 1970 WEST FARMS ROAD ROOM354
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10460 LDA : X3830001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: GUZMAN,ANA MARIA
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 842-2670
Phone : (718) 935-2376	Email : AGUZMAN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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></p>	
<p style="text-align: right;">1/29/2019</p> <hr/> <p>Signature of Principal or authorized Department of Education official</p>	
<p>Date</p>	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 12	014344	0685	N/A	X383	FVV0	//	//	\$4,110.00
								<u>Total Amount</u> \$4,110.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	LICENSING FEE			EACH	2.00	\$25.00	\$50.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	ACE YOUR EXAMS			WORKSH OP	10.00	\$290.00	\$2,900.00
4) Item # - N/A	NOTE TAKING			WORKSH OP	4.00	\$290.00	\$1,160.00

PURCHASE ORDER

01/29/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190050311

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$4,110.00

PURCHASE ORDER

01/29/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190050311**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

01/30/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190050307

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : DISTICT 28 HS #1
Attention :	Attention : MCGROARTY
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 480-2689
City : HOBOKEN	Address : 167-01 GOTHIC DRIVE, ROOM 126
Vendor # : ELE447398 01	City : JAMAICA,
Fax # :	State : NY Zip Code : 11432 LDA : Q3500001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ORTIZ,GREISIS
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 480-2689
Phone : (718) 935-2850	Email : GMCGROARTY@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments ORDER NUMBER: TKORD040005012674	
**** 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	
 Signature of Principal or authorized Department of Education official	
1/30/2019	
Date	

Accounting Information
 Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 28	074556	0461	N/A	Q350	FULX	//	//	\$3,347.52
								Total Amount \$3,347.52

Item Detail Information

1) Item # - 3	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - 3	PROCESSING FEE			EACH	1.00	\$11.00	\$11.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - 1	PHYSICS DAY TRIP			EACH	100.00	\$32.99	\$3,299.00
4) Item # - 2	ONE DAY PARKING			EACH	2.00	\$18.76	\$37.52

PURCHASE ORDER

01/30/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190050307

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$3,347.52

PURCHASE ORDER

01/30/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190050307

PURCHASE ORDER NUMBER

01

SUFFIX

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

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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.

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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.

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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.

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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

01/30/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190050915

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HIGH SCHOOL FOR MEDICAL PROFESSIONALS
Attention :	Attention : O'BRIEN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 290-8700
City : HOBOKEN	Address : 1600 ROCKAWAY PARKWAY, ROOM 328
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11236 LDA : K6330001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ANNUNZIATA,DOROTHY
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 290-8700
Phone : (718) 935-2850	Email : DANNUNZIATA2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments AP STUDENTS - FEB. 19, 20, 21 INSTRUCTIONAL STAFF - FEB. 6	
**** 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	
 1/30/2019	
Signature of Principal or authorized Department of Education official _____ Date _____	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	18	034609	689A	N/A	K633	FW7U	//	\$150.00
2)	18	034609	0685	N/A	K633	FW7R	//	\$2,600.00
								Total Amount \$2,750.00

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - NA	AP FOR ALL INSTITUTE			EACH	1.00	\$2,600.00	\$2,600.00
3) Item # - NA	INSTRUCTIONAL STAFF PD FEB 6			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

01/30/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190050915

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$2,750.00

PURCHASE ORDER

01/30/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190050915**

PURCHASE ORDER NUMBER

01

SUFFIX

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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C) Delivery Hours

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

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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".

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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.

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.

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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.

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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

01/30/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190051050
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : D. 73 @ 552 HS
Attention :	Attention : ACADEMY FOR URBAN PLANNING
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 381-7100
City : HOBOKEN	Address : 400 IRVING AVENUE, ROOM 508
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11237 LDA : K5520001
Contract # : MICRO BIDS/NO BIDS-S	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : FOSTER,TAMILETH
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 381-7100
Phone : (718) 935-2379	Email : TFOSTER7@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 1/30/2019 <hr/> Signature of Principal or authorized Department of Education official 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) 32	014556	0685	N/A	K552	GO1P	//	//	\$2,600.00
								<u>Total Amount</u> \$2,600.00

Item Detail Information

1) Item # - N/A	<u>Description</u> SHIPPING AND HANDLING	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>		
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>
2) Item # - N/A	AP STUDENTS STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS			EACH	1.00	\$2,600.00
						<u>Total Amount</u> \$2,600.00

PURCHASE ORDER

01/30/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190051050

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

01/30/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190051059
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : D. 73 @ 552 HS
Attention :	Attention : ACADEMY FOR URBAN PLANNING
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 371-7100
City : HOBOKEN	Address : 400 IRVING AVENUE, ROOM 508
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11237 LDA : K5520001
Contract # : MICRO BIDS/NO BIDS-S	Toll Free # :
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	
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	
 1/30/2019 <hr/> Signature of Principal or authorized Department of Education official 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)	32	014556	0685	N/A	K552	GO1P	//	//	\$3,630.00
<u>Total Amount</u>									\$3,630.00

Item Detail Information

1) Item # - N/A	<u>Description</u> ACE YOUR EXAMS	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
2) Item # - N/A	STUDENT ELEVATION			EACH	2.00	\$290.00	\$580.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	TEACHERS			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

01/30/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190051059**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

NOTE TAKING

TRACKING NUMBER
EACH 2.00 \$290.00 \$580.00

6) Item # - N/A

CLOSE READING

EACH 2.00 \$290.00 \$580.00

7) Item # - N/A

MEMORY AND MNEMONICS

EACH 2.00 \$290.00 \$580.00

8) Item # - N/A

TIME MANAGEMENT

EACH 2.00 \$290.00 \$580.00

Total Amount

\$3,630.00

PURCHASE ORDER

01/30/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190051059

PURCHASE ORDER NUMBER

01

SUFFIX

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

01/31/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190050601
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BATTERY PARK CITY SCHOOL
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 02
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 266-5800
City : HOBOKEN	Address : 55 BATTERY PLACE
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10280 LDA : M2760002
Contract # : NEGOTIATED SERVICES-	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : IMBORNONE,VERONICA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 266-5800
Phone : (718) 935-2850	Email : VIMBORNONE@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 1/31/2019 <hr/> Signature of Principal or authorized Department of Education official 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)	02	081207	0685	WJ1905430	01	M276	FVB1	//	\$16,110.00
									<u>Total Amount</u> \$16,110.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	ACE YOUR EXAMS			EACH	9.00	\$290.00	\$2,610.00
3) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER01/31/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190050601**
PURCHASE ORDER NUMBER
01
SUFFIX

			TRACKING NUMBER			
5)	Item # - N/A	LICENSING FEE	EACH	6.00	\$25.00	\$150.00
6)	Item # - N/A	NOTE TAKING	EACH	9.00	\$290.00	\$2,610.00
7)	Item # - N/A	CLOSE READING	EACH	9.00	\$290.00	\$2,610.00
8)	Item # - N/A	TIME MANAGEMENT	EACH	9.00	\$290.00	\$2,610.00
9)	Item # - N/A	STUDENT ELEVATION	EACH	9.00	\$290.00	\$2,610.00
10)	Item # - N/A	MEMORY AND MNEMONICS	EACH	9.00	\$290.00	\$2,610.00

Total Amount
\$16,110.00

PURCHASE ORDER

01/31/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190050601**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

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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.

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

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

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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:**

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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

02/01/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190047920

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 13
Attention :	Attention : MRS. CALAPAI
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 271-1021
City : HOBOKEN	Address : 55-01 94TH STREET
Vendor # : ELE447398 01	City : ELMHURST,
Fax # :	State : NY Zip Code : 11373 LDA : Q0130001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : PICARELLI,ANNMARGARET
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 271-1021
Phone : (718) 935-2377	Email : APICARELLI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments MRS. CALAPAI ROB@ELEVATEEDUCATION.COM	
<p>*****</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></p>	
2/1/2019	
Signature of Principal or authorized Department of Education official	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) 24	091675	0685	N/A	Q013	FUQA	//	//	\$9,680.00
								Total Amount \$9,680.00

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 # - GRADE 5	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	LICENSING FEE			EACH	4.00	\$25.00	\$100.00

PURCHASE ORDER02/01/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190047920**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER			
5)	Item # - GRADE 5	NOTE TAKING	EACH	8.00	\$290.00	\$2,320.00
6)	Item # - GRADE 5	CLOSE READING	EACH	8.00	\$290.00	\$2,320.00
7)	Item # - GRADE 5	MEMORY MNEMONICS	EACH	8.00	\$290.00	\$2,320.00
8)	Item # - GRADE 5	TIME MANAGEMENT	EACH	8.00	\$290.00	\$2,320.00

Total Amount

\$9,680.00

PURCHASE ORDER

02/01/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190047920

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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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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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

02/01/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190051736
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BRONX LEADERSHIP ACAD II HS
Attention :	Attention : MOTT HAVEN CAMPUS
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 292-7171
City : HOBOKEN	Address : 730 CONCOURSE VILLAGE WEST, ROOM MO
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10451 LDA : X5270001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : LUKELITCH,MICHELE
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 292-7171
Phone : (718) 935-2376	Email : MLUKELI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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></p>	
2/1/2019	
Signature of Principal or authorized Department of Education official	
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)	07	034609	0685	N/A	X527	F9IR	//	//	\$1,740.00
<u>Total Amount</u>									\$1,740.00

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 # - 051819	STUDENT ELEVATION GRADE 9			EACH	1.00	\$290.00	\$290.00
2) Item # - 060119	ACE YOUR EXAMS GRADE 9			EACH	1.00	\$290.00	\$290.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - 051119	MEMORY AND MNEMONICS GRADE 9			EACH	1.00	\$290.00	\$290.00

PURCHASE ORDER

02/01/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190051736**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - 033019

CLOSE READING SESSION GRADE 9

TRACKING NUMBER
EACH 1.00 \$290.00 \$290.00

6) Item # - 041319

NOTE TAKING GRADE 9

EACH 1.00 \$290.00 \$290.00

7) Item # - 042719

TIME MANAGEMENT GRADE 9

EACH 1.00 \$290.00 \$290.00

Total Amount

\$1,740.00

PURCHASE ORDER

02/01/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190051736**

PURCHASE ORDER NUMBER

01

SUFFIX

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

02/01/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190051750
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BRONX LEADERSHIP ACAD II HS
Attention :	Attention : MOTT HAVEN CAMPUS
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 292-7171
City : HOBOKEN	Address : 730 CONCOURSE VILLAGE WEST, ROOM MO
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10451 LDA : X5270001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : LUKELITCH,MICHELE
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 292-7171
Phone : (718) 935-2376	Email : MLUKELI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<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></p> <p>2/1/2019</p> <hr/> <p>Signature of Principal or authorized Department of Education official</p> <p>Date</p>	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 07	034609	0685	N/A	X527	F9IR	//	//	\$300.00
								Total Amount \$300.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - 050919	PARENT UNIVERSITY NIGHT						
							Total Amount \$300.00

PURCHASE ORDER

02/01/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190051750

PURCHASE ORDER NUMBER

01

SUFFIX

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

02/07/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190051164
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : INTERMEDIATE SCHOOL 125
Attention :	Attention : JUDY L. MITTLER
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 937-0320
City : HOBOKEN	Address : 46-02 47TH AVENUE
Vendor # : ELE447398 01	City : WOODSIDE,
Fax # :	State : NY Zip Code : 11377 LDA : Q1250001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GIANNONE,MARIA
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 937-0320
Phone : (718) 935-2377	Email : MGIANNONE3@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
PISANO,ANTOINETTE	
2/8/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	24	014218	0685	WJ1905436 01	Q125	FSNA	//	\$14,160.00
								Total Amount \$14,160.00

Item Detail Information

Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A PARENT SEMINAR MARCH 12TH 2019			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A LICENSING FEE			EACH	1.00	\$1,100.00	\$1,100.00
3) Item # - N/A SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A NOTE TAKING GRADE 5 APRIL 8TH 2019			EACH	22.00	\$290.00	\$6,380.00

PURCHASE ORDER

02/07/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190051164**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - NIA

TIME MANAGEMENT GRADE 7 MAY 6TH
2019TRACKING NUMBER
EACH 22.00 \$290.00 \$6,380.00

6) Item # - NIA

FACULTY SEMINAR GRADE 7 APRIL 1ST
2019

EACH 1.00 \$150.00 \$150.00

Total Amount
\$14,160.00

PURCHASE ORDER

02/07/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190051164

PURCHASE ORDER NUMBER

01

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TRACKING NUMBER

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J) Assignment

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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

02/07/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190051972

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : MURRY BERGTRAUM H S
Attention :	Attention : N.COOK
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 964-9610
City : HOBOKEN	Address : 411 PEARL STREET, ROOM 1451
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10038 LDA : M5200003
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : TORRES,VIVIAN
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (212) 964-9610
Phone : (718) 935-2378	Email : VTORRES10@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">WASHINGTON,MARVIN</p> <hr/> <p style="text-align: right;">2/8/2019</p> <hr/> <p style="text-align: left;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">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) 02	034609	689A	N/A	M520	FUYI	//	//	\$7,950.00
								<u>Total Amount</u> \$7,950.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
1) Item # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - F PD WSHOP	INSTRUCTIONAL STAFF TBC			EACH	1.00	\$150.00	\$150.00
3) Item # - CLASS	AP STUDENTS TBC			EACH	3.00	\$2,600.00	\$7,800.00
				<u>Total Amount</u> \$7,950.00			

PURCHASE ORDER

02/07/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190051972

PURCHASE ORDER NUMBER

01

SUFFIX

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

02/07/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190052703
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : INTERMEDIATE SCHOOL 254
Attention :	Attention : JAVIER OCAMPO
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 220-8700
City : HOBOKEN	Address : 2452 WASHINGTON AVENUE, ROOM 111
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10458 LDA : X2540001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GARCIA, GEOFFRY
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (718) 220-8700
Phone : (718) 935-2378	Email : GGARCIA13@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
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	
LUIS,RUTH	
2/8/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information
Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	10	014218	0685	WJ1905576 01	X254	F2C1	//	\$10,890.00
								Total Amount \$10,890.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	ACE YOUR EXAMS			EACH	6.00	\$290.00	\$1,740.00
3) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

02/07/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190052703**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

6.00 \$25.00 \$150.00

5) Item # - N/A	LICENSING FEE	EACH	6.00	\$25.00	\$150.00
6) Item # - N/A	NOTE TAKING MARCH 1 2019	EACH	6.00	\$290.00	\$1,740.00
7) Item # - N/A	CLOSE READING FEB 8 2019	EACH	6.00	\$290.00	\$1,740.00
8) Item # - N/A	TIME MANAGEMENT MARCH 13 2019	EACH	6.00	\$290.00	\$1,740.00
9) Item # - N/A	STUDENT EVALUATION MAY 24 2019	EACH	6.00	\$290.00	\$1,740.00
10) Item # - N/A	MEMORY AND MNEMONICS MARCH 20 2019	EACH	6.00	\$290.00	\$1,740.00

Total Amount

\$10,890.00

PURCHASE ORDER

02/07/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190052703

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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B) Delivery

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C) Delivery Hours

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D) Delivery Time

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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

02/08/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190054785
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PAULA HEDBAVNY SCHOOL
Attention :	Attention : TANIA SANCHEZ, ASSISTANT PRINCIPAL
Street : 221 RIVER STREET OFFICE 9003	Phone : (917) 521-2060
City : HOBOKEN	Address : 421 W 219TH ST, ROOM 201
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10034 LDA : M2780001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CANO,VILMA
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (917) 521-2060
Phone : (718) 935-2378	Email : VCANO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments PAULA HEDBAVNY SCHOOL CONTACT: TANIA SANCHEZ, ASSISTANT PRINCIPAL	
***** 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	
REYES,LILLIAN	
2/8/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information
Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 06	014218	0685	N/A	M278	FYTT	//	//	\$1,915.00
Total Amount								\$1,915.00

Item Detail Information

Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	LICENSING FEE FOR MATERIALS			EACH	1.00	\$25.00	\$25.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS			EACH	6.00	\$290.00	\$1,740.00
4) Item # - N/A	STUDY SKILLS WORKSHOP FOR TEACHERS			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

02/08/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190054785

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$1,915.00

PURCHASE ORDER

02/08/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190054785

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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F) Packing

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G) Markings

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

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

PURCHASE ORDER

02/12/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190050622

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : CULTURAL ACADEMY FOR THE ARTS AND S
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 18
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 968-6630
City : HOBOKEN	Address : 5800 TILDEN AVENUE, ROOM 331B
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11203 LDA : K6290001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : KLINOFSKY, JILL
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 968-6630
Phone : (718) 935-2380	Email : JKLINOF@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments EDUCATIONAL SERVICES FOR PROFESSIONAL DEVELOPMENT.	
***** 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	
KERPER,IRA	
2/12/2019	
<hr/> Signature of Principal or authorized Department of Education official	
<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)	18	034609	0685	N/A	K629	FULN	//	\$5,350.00
								<u>Total Amount</u> \$5,350.00

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 SERVICE			EACH	1.00	\$5,350.00	\$5,350.00
							<u>Total Amount</u> \$5,350.00

PURCHASE ORDER

02/12/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190050622

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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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

02/12/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190051983

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : EXPLORATIONS ACADEMY H.S.
Attention :	Attention : SUSANA HERNANDEZ
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 893-6173
City : HOBOKEN	Address : 1619 BOSTON ROAD
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10460 LDA : X2510002
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RODRIGUEZ, KENIA
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 893-6173
Phone : (718) 935-2376	Email : KRODRIGUEZ10@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">CATO,AISHA</p> <hr/> <p style="text-align: right;">2/12/2019</p>	
<p style="text-align: center;">Signature of Principal or authorized Department of Education official</p> <hr/> <p style="text-align: right;">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)	12	034609	0685	N/A	X251	FWFS	//	\$7,950.00
								<u>Total Amount</u> \$7,950.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
2) Item # - 2	INSTRUCTIONAL STAFF			EACH	1.00	\$150.00	\$150.00
3) Item # - 1	AP FOR ALL 3 DAY INSTITUTE			EACH	1.00	\$7,800.00	\$7,800.00
						<u>Total Amount</u> \$7,950.00	

PURCHASE ORDER

02/12/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190051983

PURCHASE ORDER NUMBER

01

SUFFIX

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".

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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.

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.

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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

02/12/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190055612
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : WASHINGTON HEIGHTS EXPEDITIONARY LE
Attention :	Attention : THOMAS ROCHOWICZ
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 781-0524
City : HOBOKEN	Address : 511 WEST 182 STREET, ROOM 419
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10033 LDA : M3480001
Contract # : MICRO BIDS/NO BIDS-S	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : JIMENEZ,LUZ
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 781-0524
Phone : (718) 935-2850	Email : LJIMENEZ@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">ROCHOWICZ,THOMAS</p> <hr/> <p style="text-align: right;">2/12/2019</p> <hr/> <p>Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">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) 06	014218	0685	N/A	M348	F1SX	//	//	\$1,160.00
								<u>Total Amount</u> \$1,160.00

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 # -MARCH 19	STUDENT ELEVATION STUDY SKILLS WORKSHOP FOR A CLASS OF 30 STUDENTS GRADE 9			WORKSH OP	1.00	\$290.00	\$290.00
2) Item # -N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # -MARCH 12	TIME MANAGEMENT STUDY SKILLS WORKSHOP A CLASS OF 30 STUDENTS IN GRADE 9			WORKSH OP	1.00	\$290.00	\$290.00
4) Item # -FEB 26	CLOSE READING STUDY SKILLS WORKSHOP FOR A CLASS OF 30 STUDENTS IN GRADE 9			WORKSH OP	1.00	\$290.00	\$290.00

PURCHASE ORDER

02/12/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190055612**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -MARCH 5

NOTE TAKING STUDY SKILLS
WORKSHOP FOR A CLASS OF 30
STUDENTS IN GRADE 9TRACKING NUMBER
WORKSH 1.00 \$290.00 \$290.00
OP**Total Amount**
\$1,160.00

PURCHASE ORDER

02/12/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190055612

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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C) Delivery Hours

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D) Delivery Time

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

PURCHASE ORDER

02/13/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190055684
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : ESPERANZA PREPARATORY ACADEMY
Attention :	Attention : NABILA CENTENO
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 722-6507
City : HOBOKEN	Address : 240 EAST 109 STREET
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10029 LDA : M3720001
Contract # : NEGOTIATED SERVICES-	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ROZON,GISELLE
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (212) 348-7823
Phone : (718) 935-2378	Email : GROZON@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
DELGADO,YIRLIN	
2/13/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 04	034609	0685	N/A	M372	FZK6	//	//	\$7,950.00
								Total Amount \$7,950.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	FACULTY PD WORKSHOP			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	AP FOR ALL 3 DAY INSTITUTE			EACH	3.00	\$2,600.00	\$7,800.00
							Total Amount \$7,950.00

PURCHASE ORDER

02/13/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190055684

PURCHASE ORDER NUMBER

01

SUFFIX

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**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

02/13/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190056005

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 214
Attention :	Attention : DAVID CINTRON
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 589-6728
City : HOBOKEN	Address : 1970 WEST FARMS ROAD, ROOM 149
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10460 LDA : X2140001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ROBINSON, DEBORAH
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 589-6728
Phone : (718) 935-2376	Email : DROBINSON5@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments DATES TO BE DETERMINED BY SCHOOL	
<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> <hr/> <p style="text-align: center;">BODON, ILEANA</p> <p style="text-align: right;">2/13/2019</p> <hr/> <p>Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">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)	12	014218	0685	N/A	X214	F4BD	//	\$8,130.00
								Total Amount \$8,130.00

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 # - XXXXX	TEACHERS STUDY SKILL WORKSHOP AND PARENT SEMINAR GRADES 5 TO 8			EACH	1.00	\$150.00	\$150.00
2) Item # - XXXXX	STUDENTS STUDY SKILL WORKSHOP ACE YOUR EXAMS GRADES 5 TO 8			EACH	7.00	\$290.00	\$2,030.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - XXXXX	TEACHERS STUDY SKILL WORKSHOP AND FACULTY SEMINAR GRADES 5 TO 8			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER02/13/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190056005**
PURCHASE ORDER NUMBER
01
SUFFIX

5) Item # -XXXXX	STUDY SKILLS WORKSHOP STUDENT ELEVATION GRADE 5	EACH	4.00	\$290.00	\$1,160.00
6) Item # -XXXXX	STUDENTS STUDY SKILL WORKSHOP NOTE TAKING GRADE 5	EACH	4.00	\$290.00	\$1,160.00
7) Item # -XXXXX	STUDENTS STUDY SKILL WORKSHOP CLOSE READING GRADE 5	EACH	4.00	\$290.00	\$1,160.00
8) Item # -XXXXX	STUDENTS STUDY SKILL WORKSHOP MEMORY AND MNEMONICS GRADE 5	EACH	4.00	\$290.00	\$1,160.00
9) Item # -XXXXX	STUDENTS STUDY SKILL WORKSHOP TIME MANAGEMENT GRADE 5	EACH	4.00	\$290.00	\$1,160.00

Total Amount

\$8,130.00

PURCHASE ORDER

02/13/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190056005

PURCHASE ORDER NUMBER

01

SUFFIX

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

02/13/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190056301
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 71
Attention :	Attention : ANTONIETTE CASALI
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 822-5351
City : HOBOKEN	Address : 3040 ROBERTS AVENUE
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10461 LDA : X0710001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: CASALI,ANTOINETTE
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 822-5351
Phone : (718) 935-2376	Email : ACASALI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">MIRANDO,MARGARET</p> <hr/> <p style="text-align: right;">2/13/2019</p> <hr/> <p style="text-align: left;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">Date</p>	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 08	014218	689A	N/A	X071	FYSY	//	//	\$1,020.00
								<u>Total Amount</u> \$1,020.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	LICENSE FEE AND PRINTING FOR ALL MATERIALS			EACH	1.00	\$870.00	\$870.00
3) Item # - N/A	STUDY SKILLS REINFORCEMENT PD			EACH	1.00	\$150.00	\$150.00
							<u>Total Amount</u> \$1,020.00

PURCHASE ORDER

02/13/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190056301

PURCHASE ORDER NUMBER

01

SUFFIX

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.
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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

02/15/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190057678
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Street : 221 RIVER STREET 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 232 Attention : LISA JOSEPHSON Phone : (212) 999-4910 Address : 153-23 83RD STREET City : HOWARD BEACH, State : NY Zip Code : 11414 LDA : Q2320001			
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS-Q Phone : (718) 935-2377 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201				PO Initiator : DOBKOWSKI, DOROTHY Phone : (718) 848-9247 Email : DDOBKOW@SCHOOLS.NYC.GOV			
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.							
Additional Comments NOTE TAKING - 4 SESSIONS STUDENT ELEVATION - 4 SESSIONS MEMORY AND MNEMONICS - 4 SESSIONS ACE YOUR EXAMS - 4 SESSIONS LICENSING FEE - 4 LICENCE FEES							
***** 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							
LEIBMAN, AILEEN				2/15/2019			
_____ Signature of Principal or authorized Department of Education official				_____ 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)	27	014344	0685	N/A	Q232	E0VO	//	\$4,740.00
Total Amount								\$4,740.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
2) Item # - N/A	LICENSING FEE			EACH	4.00	\$25.00	\$100.00
3) Item # - NA	STUDY SKILLS WORKSHOPS GRADE 5 STUDENTS			EACH	16.00	\$290.00	\$4,640.00
Total Amount				\$4,740.00			

PURCHASE ORDER

02/15/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190057678

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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H) Delivery Packing Slip

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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**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.
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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

02/15/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190057723

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : KAPPA @ 215
Attention :	Attention : SHERI WARREN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 590-5455
City : HOBOKEN	Address : 3630 THIRD AVENUE, ROOM 365
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10456 LDA : X2150001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MURAD,JACK
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 681-7093
Phone : (718) 935-2850	Email : JMURAD@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments AS PER QUOTE GIVEN ON 2/14/19.	
<p>*****</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 style="text-align: center;">WARREN, SHERRI</p> <p style="text-align: right;">2/15/2019</p> <hr/> <p style="margin-left: 100px;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right; margin-right: 100px;">Date</p>	

Accounting Information
Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	09	064305	689A	X215	FG5V	//	//	\$87.00
2)	09	093610	689A	X215	E0SJ	//	//	\$1,803.00
3)	09	091654	489S	X215	HVU2	//	//	\$150.00
Total Amount								\$2,040.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	LICENSING FEE			WORKSH OP	6.00	\$25.00	\$150.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	STUDY SKILLS WORKSHOP FOR ELL STUDENTS			WORKSH OP	6.00	\$290.00	\$1,740.00

PURCHASE ORDER

02/15/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190057723**

PURCHASE ORDER NUMBER

01

SUFFIX

4) Item # -NIA

PARENT SEMINAR

TRACKING NUMBER
EACH 1.00 \$150.00 \$150.00Total Amount

\$2,040.00

PURCHASE ORDER

02/15/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190057723

PURCHASE ORDER NUMBER

01

SUFFIX

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

02/15/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190057801

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 70
Attention :	Attention : K. CASTELLANO
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 583-6000
City : HOBOKEN	Address : 1691 WEEKS AVENUE, ROOM 211
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10457 LDA : X0700001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CAPELLAN, LESLIE
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 583-6000
Phone : (718) 935-2376	Email : LCAPELL@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">CASTELLANO, KERRY</p> <hr/> <p style="text-align: right;">2/15/2019</p> <hr/> <p style="text-align: left;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">Date</p>	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 09	091675	689A	N/A	X070	GMG6	//	//	\$2,345.00
								Total Amount \$2,345.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - NA	PROFESSIONAL DEVELOPMENT			EACH	1.00	\$2,345.00	\$2,345.00
							Total Amount \$2,345.00

PURCHASE ORDER

02/15/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190057801**

PURCHASE ORDER NUMBER

01

SUFFIX

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

02/21/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190057093
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HS FOR INTERNATIONAL BUSINESS
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : CRYSTAL BROWN
City : HOBOKEN	Phone : (212) 342-6110
Vendor # : ELE447398 01	Address : 549 AUDUBON AVENUE, ROOM 221
	City : NEW YORK,
Fax # :	State : NY Zip Code : 10040 LDA : M4620001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : BROWN, CRYSTAL
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 342-6110
Phone : (718) 935-2850	Email : CBROWN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>Additional Comments ELEVATE CONTRACT WORK ORDER</p> <hr/> <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>	

Accounting Information

Fiscal Year: 2019

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Price</u>	<u>Amount</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00	\$0.00
2) Item # - N/A	ELEVATE CONTRACT WORK ORDER			EACH	1.00	\$13,000.00	\$13,000.00	
							<u>Total Amount</u>	\$13,000.00

PURCHASE ORDER

02/21/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190057093

PURCHASE ORDER NUMBER

01

SUFFIX

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

02/25/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190058725

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : WEST BRONX ACADEMY FOR THE FUTURE
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : JESSICA TORRES
City : HOBOKEN	Phone : (718) 563-7139
Vendor # : ELE447398 01	Address : 500 EAST FORDHAM ROAD, ROOM 6
Fax # :	City : BRONX,
	State : NY Zip Code : 10458 LDA : X2430001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : TORRES,JESSICA
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 563-7139
Phone : (718) 935-2376	Email : JTORTRES39@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	

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

ANTHONY, KISHA

2/25/2019

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 10	091675	689A	N/A	X243	E17O	//	//	\$2,600.00
								Total Amount \$2,600.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - X243	AP FOR ALL			EACH	1.00	\$2,600.00	\$2,600.00
							Total Amount \$2,600.00

PURCHASE ORDER

02/25/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190058725

PURCHASE ORDER NUMBER

01

SUFFIX

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".

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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.

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

02/26/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190054801

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : NEW MS AT Q156
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 29
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 723-3501
City : HOBOKEN	Address : 229-02 137 AVENUE, ROOM 309
Vendor # : ELE447398 01	City : QUEENS,
Fax # :	State : NY Zip Code : 11413 LDA : Q2890001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MURPHY, KATHLEEN
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 335-7500
Phone : (718) 935-2850	Email : KMURPHY3@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
CHARLES,JASON	
2/26/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	29	095120	0685	WJ1905706 01	Q289	FVKP	//	\$10,500.00
2)	29	091675	0685	WJ1905706 02	Q289	FYK6	//	\$390.00
Total Amount								\$10,890.00

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - 7	SUPPLEMENT RESOURCES			EACH	1.00	\$300.00	\$300.00
2) Item # - 6	ACE YOUR EXAMS			EACH	6.00	\$290.00	\$1,740.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - 8	LICENSING FEE			EACH	6.00	\$25.00	\$150.00

PURCHASE ORDER

02/26/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190054801**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -5

STUDENT EVALUATION

TRACKING NUMBER
EACH 6.00 \$290.00 \$1,740.00

6) Item # -2

NOTE TAKING

EACH 6.00 \$290.00 \$1,740.00

7) Item # -1

STUDENT PERFORMANCE CLOSE
READING

EACH 6.00 \$290.00 \$1,740.00

8) Item # -4

MEMORY AND MNEMONICS

EACH 6.00 \$290.00 \$1,740.00

9) Item # -3

TIME MANAGEMENT

EACH 6.00 \$290.00 \$1,740.00

Total Amount

\$10,890.00

PURCHASE ORDER

02/26/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190054801**

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

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B) Delivery

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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.

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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

02/26/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO19005820

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : P.S.375 @ I.S. 320
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : SCHWANNA ELLMAN 1ST FLOOR MAIN OFFI
City : HOBOKEN	Phone : (718) 235-3600
Vendor # : ELE447398 01	Address : 46 MCKEEVER PLACE, ROOM MAIN
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11225 LDA : K3750001
Contract # : MICRO BIDS/NO BIDS-S	Toll Free # :
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	
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	
2/26/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	17	091654	489A	N/A	K375	G5AK	//	\$150.00
<u>Total Amount</u>								\$150.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A						<u>Total Amount</u>	
						\$150.00	
						<u>Total Amount</u>	
						\$150.00	

PURCHASE ORDER

02/26/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO19005820**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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A) Transportation Charges

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B) Delivery

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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.

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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.

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

PURCHASE ORDER

02/26/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190059048
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Street : 221 RIVER STREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :				Deliver To : MS. YUQING HONG, Attention : C/O PRINCIPAL 20K310 Phone : (212) 999-4910 Address : 942 62ND STREET, RM113C, ROOM 113C City : BROOKLYN,, State : NY Zip Code : 11219 LDA : K3100002				
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 : ROGERS,VALERIE Phone : (718) 491-7670 Email : VROGERS@SCHOOLS.NYC.GOV				
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.								
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HONG,YUQING				2/26/2019				
Signature of Principal or authorized Department of Education official				Date				

Accounting Information

Fiscal Year: 2019

	District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	20	091675	0685	N/A	K310	G426	//	//	\$3,780.00
Total Amount									\$3,780.00

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	5TH GD ACE YOUR EXAMS STUDY SKILLS WORKSHOPS			EACH	2.00	\$290.00	\$580.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	LICENSING FEES			EACH	6.00	\$25.00	\$150.00

PURCHASE ORDER02/26/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190059048**
PURCHASE ORDER NUMBER
01
SUFFIX

5) Item # - N/A	5TH GD STUDENT ELEVATION STUDY SKILLS WORKSHOPS	EACH	2.00	\$290.00	\$580.00
6) Item # - N/A	5TH GD NOTE TAKING STUDY SKILLS WORKSHOPS	EACH	2.00	\$290.00	\$580.00
7) Item # - N/A	5TH GD CLOSE READING STUDY SKILLS WORKSHOPS	EACH	2.00	\$290.00	\$580.00
8) Item # - N/A	5TH GD MEMORY AND MNEMONICS STUDY SKILLS WORKSHOPS	EACH	2.00	\$290.00	\$580.00
9) Item # - N/A	5TH GD TIME MANAGEMENT STUDY SKILLS WORKSHOPS	EACH	2.00	\$290.00	\$580.00

Total Amount
\$3,780.00

PURCHASE ORDER

02/26/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190059048**

PURCHASE ORDER NUMBER

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SUFFIX

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**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

02/26/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190059065

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : FANNIE LOU HAMER MIDDLE SCHOOL
Attention :	Attention : ABBEY WILSON
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 319-7270
City : HOBOKEN	Address : 1001 JENNINGS STREET, ROOM 507
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10460 LDA : X2860001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : DEYNES, ANGELA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 860-2707
Phone : (718) 935-2850	Email : ADEYNES@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments ELEVATE EDUCATION: MARCH 13 & 14 (CLOSE READING), MARCH 20 & 21 (NOTE-TAKING), APRIL 10 & 11 (TIME MANAGEMENT) FOR GRADES 6, 7, AND 8TH GRADERS.	
**** 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	
WILSON, ABBEY	
2/26/2019	
_____ Signature of Principal or authorized Department of Education official	
_____ Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	12	014344	0685	N/A	X286	E18V	//	\$4,980.00
								Total Amount \$4,980.00

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - 6	TIME MANAGEMENT APRIL 11, 2019 GRADES 6, 7, AND 8			EACH	1.00	\$0.00	\$0.00
2) Item # - 5	TIME MANAGEMENT APRIL 10, 2019 GRADES 6, 7, AND 8			EACH	1.00	\$1,450.00	\$1,450.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

02/26/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190059065**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER			
			EACH	2.00	\$25.00	\$50.00
4) Item # -7	LICENSING FEE GRADE 7					
5) Item # -2	CLOSE READING MARCH 14, 2019 GRADES 6, 7, AND 8		EACH	1.00	\$0.00	\$0.00
6) Item # -1	CLOSE READING MARCH 13, 2019 GRADES 6, 7, AND 8		EACH	1.00	\$1,740.00	\$1,740.00
7) Item # -4	NOTE TAKING MARCH 21 GRADES 6, 7, AND 8		EACH	1.00	\$0.00	\$0.00
8) Item # -3	NOTE TAKING MARCH 20, 2019 GRADES 6, 7, AND 8		EACH	1.00	\$1,740.00	\$1,740.00

Total Amount

\$4,980.00

PURCHASE ORDER

02/26/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190059065**

PURCHASE ORDER NUMBER

01

SUFFIX

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

02/26/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190059463
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : P.S.375 @ I.S. 320
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : SCHWANNA ELLMAN 1ST FLOOR MAIN OFFI
City : HOBOKEN	Phone : (718) 693-6655
Vendor # : ELE447398 01	Address : 46 MCKEEVER PLACE, ROOM MAIN
	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11225 LDA : K3750001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ENGRAM, TANYA
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 693-6655
Phone : (718) 935-2380	Email : TENGRAM@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	

Accounting Information

Fiscal Year: 2019

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 # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - NVA	TEACHER STUDY SKILLS WORKSHOP			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

02/26/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190059463

PURCHASE ORDER NUMBER

01

SUFFIX

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

02/26/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190059542

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : THOMAS A EDISON V H S
Attention :	Attention : KORKOTAS/GINA PAULSON
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 297-6580
City : HOBOKEEN	Address : 165-65 84TH AVENUE
Vendor # : ELE447398 01	City : JAMAICA,
Fax # :	State : NY Zip Code : 11432 LDA : Q6200002
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : PEREZ,CLARE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 297-6580
Phone : (718) 935-2850	Email : CPEREZ2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
KORKOTAS, KLEANTHIS	
2/26/2019	
Signature of Principal or authorized Department of Education official	
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) 28	014961	689A	N/A	Q620	F7XZ	//	//	\$150.00
<u>Total Amount</u>								\$150.00

Item Detail Information

1) Item # - N/A	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>			
				<u>U/M</u>	<u>Qty</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							
STUDY SKILLS WORKSHOP FOR TEACHERS							<u>Total Amount</u> \$150.00

PURCHASE ORDER

02/26/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190059542**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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G) Markings

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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

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

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

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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

02/27/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190059998

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 188
Attention :	Attention : LOURDES RIVERA
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 265-7580
City : HOBOKEN	Address : 3314 NEPTUNE AVENUE, ROOM 205
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11224 LDA : K1880001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RIVERA,MARIA
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 265-7580
Phone : (718) 935-2380	Email : MRIVERA144@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
TUCCI,ANTOINETTE	
2/27/2019	
Signature of Principal or authorized Department of Education official	
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	091675	0685	N/A	K188	E08C	//	\$2,131.69
								<u>Total Amount</u> \$2,131.69

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 LICENSING FEE			EACH	1.00	\$91.69	\$91.69
3) Item # - N/A SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A CLOSE READING GRADE 5 STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS MAX 30			EACH	3.00	\$290.00	\$870.00

PURCHASE ORDER

02/27/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190059998**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

ACE YOUR EXAMS

TRACKING NUMBER
EACH 3.00 \$290.00 \$870.00

6) Item # - N/A

FACULTY SEMINAR

EACH 1.00 \$150.00 \$150.00

Total Amount
\$2,131.69

PURCHASE ORDER

02/27/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190059998**

PURCHASE ORDER NUMBER

01

SUFFIX

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

02/28/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190059726

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC		Deliver To : MARRY HILL ACADEMY	
Attention :		Phone : (212) 999-4910	Attention : MOE ISLAM
Street : 221 RIVER STREET OFFICE 9003		Phone : (646) 235-8130	Address : 111 EAST 33 STREET FL-8, ROOM 820
City : HOBOKEN	State : NJ Zip Code : 07030	City : NEW YORK,	State : NY Zip Code : 10016 LDA : M4320001
Vendor # : ELE447398 01	Contract # : NEGOTIATED SERVICES-		
Fax # :	Toll Free # :		
Send Invoice To : NYC DEPARTMENT OF EDUCATION		PO Initiator : ISLAM,MOHAMMED	
Attention : OFFICE OF PAYABLE OPERATIONS		Phone : (646) 235-8130	Email : MISLAM@SCHOOLS.NYC.GOV
Phone : (718) 935-2850			
Address : 65 COURT STREET, ROOM 1502			
City : BROOKLYN, State : NY Zip Code : 11201			
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			
ISUFI,NEREIDA		2/28/2019	
Signature of Principal or authorized Department of Education official		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) 02	034609	689A	N/A	M432	E0X1	//	//	\$150.00
2) 02	034609	689C	N/A	M432	E0X1	//	//	\$5,200.00
<u>Total Amount</u>								\$5,350.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>		Amount
				<u>U/M</u>	<u>Qty</u>	
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
2) Item # - N/A	FACULTY PD WORKSHOP			EACH	1.00	\$150.00
3) Item # - N/A	AP STUDENTS STUDY SKILLS WORKSHOP			EACH	2.00	\$2,600.00
						<u>Total Amount</u>
						\$5,350.00

PURCHASE ORDER

02/28/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190059726**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

02/28/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190061161

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : FANNIE LOU HAMER MIDDLE SCHOOL
Attention :	Attention : ABBEY WILSON
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 319-7270
City : HOBOKEN	Address : 1001 JENNINGS STREET, ROOM 507
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10460 LDA : X2860001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : DEYNES, ANGELA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 860-2707
Phone : (718) 935-2850	Email : ADEYNES@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments ELEVATE EDUCATION: MARCH 13 & 14 (CLOSE READING), MARCH 20 & 21 (NOTE-TAKING), APRIL 10 & 11 (TIME MANAGEMENT) FOR GRADES 6, 7, 8TH GRADERS.	
<p style="text-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>	
WILSON, ABBEY	
2/28/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	12	014301	0685	N/A	X286	E04B	//	\$4,980.00
								Total Amount \$4,980.00

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - 6	TIME MANAGEMENT APRIL 11, 2019 GRADES 6, 7, AND 8			EACH	1.00	\$0.00	\$0.00
2) Item # - 5	TIME MANAGEMENT APRIL 10, 2019 GRADES 6, 7, AND 8			EACH	1.00	\$1,450.00	\$1,450.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

02/28/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190061161**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER			
			EACH	2.00	\$25.00	\$50.00
4) Item # -7	LICENSING FEE GRADE 7					
5) Item # -2	CLOSE READING MARCH 14, 2019 GRADES 6, 7, 8		EACH	1.00	\$0.00	\$0.00
6) Item # -1	CLOSE READING MARCH 13, 2019 GRADES 6, 7, 8		EACH	1.00	\$1,740.00	\$1,740.00
7) Item # -4	NOTE TAKING MARCH 21, 2019 GRADES 6, 7, AND 8		EACH	1.00	\$0.00	\$0.00
8) Item # -3	NOTE TAKING MARCH 20, 2019 GRADES 6, 7, AND 8		EACH	1.00	\$1,740.00	\$1,740.00

Total Amount

\$4,980.00

PURCHASE ORDER

02/28/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190061161

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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PURCHASE ORDER

02/28/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190061208
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : LIFE ACADEMY HIGH SCHOOL FOR FILM A
Attention :	Phone : (212) 999-4910
Street :	221 RIVER STREET OFFICE 9003
City :	State : NJ Zip Code : 07030
Vendor # : ELE447398 01	Contract # : MICRO BIDS/NO BIDS-S
Fax # :	Toll Free # :
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SOOCKA, SALOME
Attention :	OFFICE OF PAYABLE OPERATIONS-R
Phone :	(718) 935-2380
Address :	65 COURT STREET, ROOM 1502
City :	State : NY Zip Code : 11201
Email :	SSOOCKA@SCHOOLS.NYC.GOV

Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.

Additional Comments

MULTIPLE TASKS FOR STUDENTS DEVELOPMENT

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.

KFI CH FUGFNIA

2/28/2019

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

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 # - 1	GRADE 10 STUDENTS			EACH	12.00	\$290.00	\$3,480.00
						<u>Total Amount</u>	\$3,480.00

PURCHASE ORDER

02/28/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190061208

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

03/01/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190058044
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HERBERT H LEHMAN HIGH SCHOOL
Attention :	Attention : DANA SZALKIEWICZ
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 904-4200
City : HOBOKEN	Address : 3000 EAST TREMONT AVENUE, ROOM 169
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10461 LDA : X4050003
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : COHEN,DAVID
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 401-4214
Phone : (718) 935-2850	Email : DCOHEN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
ESPINELL, ANN ETTE	
3/1/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	08	014556	0685	WJ1905957	01	X405	FM5C	// // \$23,200.00
								Total Amount \$23,200.00

Item Detail Information

1) Item # -4	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	MEMORY AND MNEUMONICS			EACH	16.00	\$290.00	\$4,640.00
2) Item # -5	ACE YOUR EXAMS			EACH	16.00	\$290.00	\$4,640.00
3) Item # -N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # -1	CLOSE READING			EACH	16.00	\$290.00	\$4,640.00

PURCHASE ORDER

03/01/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190058044**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -2

NOTE TAKING

TRACKING NUMBER
EACH 16.00 \$290.00 \$4,640.00

6) Item # -3

TIME MANAGEMENT

EACH 16.00 \$290.00 \$4,640.00

Total Amount
\$23,200.00

PURCHASE ORDER

03/01/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190058044**

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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.

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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

03/01/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190061603
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 97
Attention :	Attention : IRINA CABELLO
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 627-7550
City : HOBOKEN	Address : 1855 STILLWELL AVENUE, ROOM 203
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11223 LDA : K0970001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SORRENTINO, LAURA
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 627-7550
Phone : (718) 935-2380	Email : LSORRENTINO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
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	
CABELLO,IRINA	
3/1/2019	
Signature of Principal or authorized Department of Education official	
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	091675	0685	N/A	K097	E3J8	//	//	\$1,724.95
<u>Total Amount</u>								\$1,724.95

Item Detail Information

1) Item # - N/A	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	STUDY SKILLS WORKSHOP			EACH	5.00	\$290.00	\$1,450.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	STUDY SKILLS WORKSHOP FOR PARENTS			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	LICENSING FEE FOR MATERIALS			EACH	1.00	\$124.95	\$124.95

PURCHASE ORDER

03/01/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190061603

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$1,724.95

PURCHASE ORDER

03/01/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190061603**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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B) Delivery

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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.

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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

03/01/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190061607

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 207
Attention :	Attention : EDAVIES/MHENDRY
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 848-2700
City : HOBOKEN	Address : 159-15 88TH STREET, ROOM MAIN
Vendor # : ELE447398 01	City : HOWARD BEACH,
Fax # :	State : NY Zip Code : 11414 LDA : Q2070001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : HUBENGREENBERG,JOANNE
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 848-4882
Phone : (718) 935-2377	Email : JHUBENG@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments INSTRUCTIONAL SERVICES FOR 6TH GRADE STUDENTS	
***** 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	
DAVIES,EILEEN	
3/1/2019	
Signature of Principal or authorized Department of Education official	
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) 27	014344	0685	N/A	Q207	E1WJ	//	//	\$4,350.00
								Total Amount \$4,350.00

Item Detail Information

1) Item #	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - 4 GRADE 6	STUDENT ELEVATION			EACH	3.00	\$290.00	\$870.00
2) Item # - 5 GRADE 6	ACE YOUR EXAMS			EACH	3.00	\$290.00	\$870.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - 1 GRADE 6	CLOSE READING			EACH	3.00	\$290.00	\$870.00

PURCHASE ORDER

03/01/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190061607**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -2 GRADE 6

NOTE TAKING

TRACKING NUMBER

EACH

3.00 \$290.00

\$870.00

6) Item # -3 GRADE 6

MEMORY AND MNEMONICS

EACH

3.00 \$290.00

\$870.00

Total Amount

\$4,350.00

PURCHASE ORDER

03/01/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190061607**

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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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

03/01/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190061778
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 191
Attention :	Attention : SANDRA PEREZ
Street : 221 RIVER STREET OFFICE 9003	Phone : (347) 478-5228
City : HOBOKEN	Address : 300 WEST 61ST STREET
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10023 LDA : M1910001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: MITCHELL,SHAWN
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (347) 478-5228
Phone : (718) 935-2378	Email : SMITCHELL19@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>SANTORA,KELLY LANG</p> <hr/> <p>Signature of Principal or authorized Department of Education official</p>	
<p>3/1/2019</p> <hr/> <p>Date</p>	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 03	014218	689B	N/A	M191	FIR6	//	//	\$6,680.00
								<u>Total Amount</u> \$6,680.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - 001	WORK ORDER			EACH	1.00	\$6,680.00	\$6,680.00
							<u>Total Amount</u> \$6,680.00

PURCHASE ORDER

03/01/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190061778**

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/01/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190061843
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC		Deliver To : INTERMEDIATE SCHOOL 98	
Attention :		Phone : (212) 999-4910	Attention : MRS. DALTON
Street : 221 RIVER STREET OFFICE 9003		Phone : (718) 891-9005	
City : HOBOKEN	State : NJ Zip Code : 07030	Address : 1401 EMMONS AVENUE, ROOM 116	
Vendor # : ELE447398 01	Contract # : NEGOTIATED SERVICES-	City : BROOKLYN,	
Fax # :	Toll Free # :	State : NY Zip Code : 11235 LDA : K0980001	
Send Invoice To : NYC DEPARTMENT OF EDUCATION		PO Initiator : DIMARI, CARYN	
Attention : OFFICE OF PAYABLE OPERATIONS-R		Phone : (718) 891-9005	
Phone : (718) 935-2380		Email : CDIMARI@SCHOOLS.NYC.GOV	
Address : 65 COURT STREET, ROOM 1502			
City : BROOKLYN, State : NY Zip Code : 11201			
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.			
Additional Comments LICENSING FEE PER STUDENT 510 TIMES \$3.333333			
***** 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			
CAMPBELL,VINCENT		3/1/2019	
Signature of Principal or authorized Department of Education official		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	014218	0685	WJ1906287	01	K098	FI1V	//	\$24,909.00
<u>Total Amount</u>								\$24,909.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	LICENSING FEE			EACH	1.00	\$1,699.96	\$1,699.96
2) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER03/01/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190061843**
PURCHASE ORDER NUMBER
01
SUFFIX

5) Item # - N/A	LICENSE FEE FOR MATERIALS	EACH	1.00	\$0.08	\$0.08
6) Item # - N/A	TIME MANAGEMENT	EACH	16.00	\$290.00	\$4,640.00
7) Item # - N/A	NOTE TAKING GR7	EACH	16.00	\$290.00	\$4,640.00
8) Item # - N/A	MEMORY MNEMONICS	EACH	16.00	\$290.00	\$4,640.00
9) Item # - N/A	ACE YOUR EXAMS	EACH	16.00	\$271.81	\$4,348.96
10) Item # - N/A	STUDENT ELEVATION	EACH	16.00	\$290.00	\$4,640.00

Total Amount
\$24,909.00

PURCHASE ORDER

03/01/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190061843

PURCHASE ORDER NUMBER

01

SUFFIX

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

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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

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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.

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

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

PURCHASE ORDER

03/05/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190057673
PURCHASE ORDER NUMBER
01
SUFFIX
T1214234
TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : DISTICT 28 HS #1
Attention :	Attention : MCGROARTY
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 480-2689
City : HOBOKEN	Address : 167-01 GOTHIC DRIVE, ROOM 126
Vendor # : ELE447398 01	City : JAMAICA,
Fax # :	State : NY Zip Code : 11432 LDA : Q3500001
Contract # : NEGOTIATED SERVICES-	Toll Free # :
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	
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	
LOPEZ,MIGDALIA	
3/5/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

	District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	28	091675	0685	N/A	Q350	F47R	//	//	\$6,960.00
<u>Total Amount</u>									\$6,960.00

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # -2	NOTE TAKING GRADE 10			EACH	4.00	\$290.00	\$1,160.00
2) Item # -3	TIME MANAGEMENT GRADE 10			EACH	4.00	\$290.00	\$1,160.00
3) Item # -N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # -1	CLOSE READING GRADE 10			EACH	4.00	\$290.00	\$1,160.00

PURCHASE ORDER

03/05/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190057673**

PURCHASE ORDER NUMBER

01

SUFFIX

T1214234

TRACKING NUMBER

5) Item # -5	STUDENT ELEVATION	EACH	4.00	\$290.00	\$1,160.00
6) Item # -6	ACE YOUR EXAMS	EACH	4.00	\$290.00	\$1,160.00
7) Item # -4	MEMORY AND MNEMONICS GRADE 10	EACH	4.00	\$290.00	\$1,160.00

Total Amount

\$6,960.00

PURCHASE ORDER

03/05/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190057673

PURCHASE ORDER NUMBER

01

SUFFIX

T1214234

TRACKING NUMBER

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PURCHASE ORDER

03/05/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190058674
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : YOUNG WOMEN'S LEADERSHIP SCHOOL OF
Attention :	Attention : CATHERINE MITCHELL
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 387-5641
City : HOBOKEN	Address : 325 BUSHWICK AVENUE, ROOM 313
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11206 LDA : K6140001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : JOSEPH,CANDACE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 387-5641
Phone : (718) 935-2850	Email : CJOSEPH29@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	

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

WHITE,ANGELA

3/5/2019

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	14	014635	0685	N/A	K614	E049	//	\$4,800.00
2)	14	091675	0685	N/A	K614	E04E	//	\$720.00
								Total Amount \$5,520.00

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - PARENTS	PARENT WORKSHOP			EACH	1.00	\$150.00	\$150.00
2) Item # - GRADE 9	ACE YOUR EXAMS	MAY 17		EACH	3.00	\$290.00	\$870.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - TEACHERS	FACULTY PROFESSIONAL DEVELOPMENT			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER03/05/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190058674**
PURCHASE ORDER NUMBER
01
SUFFIX

					TRACKING NUMBER		
5)	Item # - GRADE 9	STUDENT ELEVATION	MAY 13	EACH	3.00	\$290.00	\$870.00
6)	Item # - GRADE 9	NOTE TAKING	MARCH 25	EACH	3.00	\$290.00	\$870.00
7)	Item # - GRADE 9	CLOSE READING	MARCH 18	EACH	3.00	\$290.00	\$870.00
8)	Item # - GRADE 9	MEMORY AND MNEMONICS	APRIL 15	EACH	3.00	\$290.00	\$870.00
9)	Item # - GRADE 9	TIME MANAGEMENT	APRIL 8	EACH	3.00	\$290.00	\$870.00

Total Amount

\$5,520.00

PURCHASE ORDER

03/05/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190058674

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/05/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190062157

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : METROPOLITAN SOUNDVIEW H.S.
Attention :	Attention : METROPOLITAN SOUNDVIEW H.S.
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 860-8240
City : HOBOKEN	Address : 1300 BOYNTON AVENUE, ROOM 408
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10472 LDA : X5210001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : BARON,CHARELES SONNY
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (845) 558-1598
Phone : (718) 935-2850	Email : SBARON3@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments SEE WORKORDER OCT. 2, 2018	
<p>*****</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>	
CATO,AISHA	
3/5/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	12	091675	0685	X521	E3U4	//	//	\$5,200.00
2)	12	091675	689B	N/A	X521	F25A	//	\$150.00
								Total Amount \$5,350.00

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	STUDY SKILLS WORKSHOP FOR TEACHERS			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS			EACH	2.00	\$2,600.00	\$5,200.00

PURCHASE ORDER

03/05/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190062157

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$5,350.00

PURCHASE ORDER

03/05/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190062157

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/06/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190051711
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BRONX LEADERSHIP ACAD II HS
Attention :	Attention : MOTT HAVEN CAMPUS
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 292-7171
City : HOBOKEN	Address : 730 CONCOURSE VILLAGE WEST, ROOM MO
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10451 LDA : X5270001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : LUKELITCH,MICHELE
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 292-7171
Phone : (718) 935-2376	Email : MLUKELI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
DIEGO,OLIVIA	
3/6/2019	
Signature of Principal or authorized Department of Education official	
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) 07	034609	0685	N/A	X527	F9IR	//	//	\$7,950.00
<u>Total Amount</u>								\$7,950.00

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 # -021319	AP FACULTY PD			EACH	1.00	\$150.00	\$150.00
2) Item # -N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # -033019	AP FOR ALL DAY INSTITUTE			EACH	1.00	\$2,600.00	\$2,600.00
4) Item # -021619	AP FOR ALL DAY INSTITUTE			EACH	1.00	\$2,600.00	\$2,600.00

PURCHASE ORDER

03/06/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190051711**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -030919

AP FOR ALL DAY INSTITUTE

TRACKING NUMBER
EACH 1.00 \$2,600.00 \$2,600.00Total Amount

\$7,950.00

PURCHASE ORDER

03/06/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190051711**

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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C) Delivery Hours

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D) Delivery Time

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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

03/06/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190060756

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BRONX ACADEMY OF HEALTH CAREERS
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 11
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 696-3340
City : HOBOKEN	Address : 800 EAST GUN HILL ROAD, ROOM 353
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10467 LDA : X2900001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : HERNANDEZ, YESENIA
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 696-3340
Phone : (718) 935-2376	Email : YHERNANDEZ22@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
DIEGO,OLIVIA	
3/6/2019	
Signature of Principal or authorized Department of Education official	
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	034609	0685	X290	E2ZI	//	//	\$7,800.00
2)	11	034609	689A	X290	E2ZY	//	//	\$150.00
<u>Total Amount</u>								\$7,950.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>		Amount
				<u>U/M</u>	<u>Qty</u>	
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
2) Item # - 2	STUDY SKILLS FOR TEACHERS			EACH	1.00	\$150.00
3) Item # - 1	STUDY SKILLS FOR STUDENTS			WORKSH OP	3.00	\$2,600.00
						<u>Total Amount</u>
						\$7,950.00

PURCHASE ORDER

03/06/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190060756**

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/06/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190063007
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : THE BROOKLYN STUDIO SCHOOL
Attention :	Attention : NORMA PENA
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 266-5032
City : HOBOKEN	Address : 8310 21ST AVENUE, ROOM 110
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11214 LDA : K6900001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : PATSARICAS, ANGELA
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 266-5032
Phone : (718) 935-2380	Email : APATSARICAS2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments	
03/14/19 1:00PM-2:20PM	
<p>*****</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>	
CILIOTTA,ANDREA	
3/6/2019	
_____ Signature of Principal or authorized Department of Education official	
_____ 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	014218	0685	N/A	K690	F7HT	//	\$1,160.00
								<u>Total Amount</u> \$1,160.00

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	ACE YOUR EXAMS TUTORING			EACH	1.00	\$1,160.00	\$1,160.00
							<u>Total Amount</u> \$1,160.00

PURCHASE ORDER

03/06/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190063007**

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/06/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190063326

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HIGH SCHOOL FOR YOUTH AND COMMUNITY
Attention :	Attention : KATRINA AMBRIS
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 564-2470
City : HOBOKEN	Address : 911 FLATBUSH AVENUE, ROOM 3W52
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11226 LDA : K5370001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : AMBRIS,KATRINA
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 564-2470
Phone : (718) 935-2380	Email : KAMBRIS@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments ELEVATE CONSULTING NOTE TAKING, TIME MANAGEMENT, MEMORY AND MNEMONICS GRADE 9	
**** 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	
SILBERSTEIN,RAIZY	
3/6/2019	
_____ Signature of Principal or authorized Department of Education official	
_____ Date	

Accounting Information
 Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	17	091675	0685	N/A	K537	F4JE	//	\$4,350.00
								Total Amount \$4,350.00

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - CONS	STUDY SKILLS WORKSHOP MEMORY AND MNEMONICS			EACH	5.00	\$290.00	\$1,450.00
2) Item # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - CONSULTING	STUDY SKILLS WORKSHOP NOTETAKING			EACH	5.00	\$290.00	\$1,450.00
4) Item # - CONS	STUDY SKILLS WORKSHOP TIME MANAGEMENT			EACH	5.00	\$290.00	\$1,450.00

PURCHASE ORDER

03/06/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190063326

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$4,350.00

PURCHASE ORDER

03/06/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190063326**

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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C) Delivery Hours

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H) Delivery Packing Slip

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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

03/06/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190063511
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC		Deliver To : THE PETRIDES SCH-DISTRICT 81	
Attention :		Phone : (212) 999-4910	Attention : J BUCKHEIT / A TABBITAS
Street : 221 RIVER STREET OFFICE 9003		Phone : (718) 815-0186	
City	State : NJ Zip Code : 07030	Address : 715 OCEAN TERRACE,BUILDING B, ROOM	
Vendor # : ELE447398 01	Contract # : NEGOTIATED SERVICES-		City : STATEN ISLAND,
Fax # :	Toll Free # :		State : NY Zip Code : 10301 LDA : R0800001
Send Invoice To : NYC DEPARTMENT OF EDUCATION		PO Initiator : CRESPI,MARK	
Attention : OFFICE OF PAYABLE OPERATIONS-R		Phone : (718) 390-1598	
Phone : (718) 935-2380		Email : MCRESPI2@SCHOOLS.NYC.GOV	
Address : 65 COURT STREET, ROOM 1502, ROOM			
City : BROOKLYN, State : NY Zip Code : 11201			
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.			
Additional Comments EVALUATE EDUCATION SEMINARS GRADE 9 STUDENT WORKSHOPS			
***** 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			
GAMBINO,NUNZIO		3/6/2019	
Signature of Principal or authorized Department of Education official		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)	31	014556	0685	N/A	R080	FUVW	//	\$7,260.00
								Total Amount \$7,260.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
1) Item # - N/A	MEMORY AND MNEMONICS			WORKSH OP	4.00	\$290.00	\$1,160.00
2) Item # - N/A	CLOSE READING			WORKSH OP	4.00	\$290.00	\$1,160.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	TIME MANAGEMENT			WORKSH OP	4.00	\$290.00	\$1,160.00

PURCHASE ORDER

03/06/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190063511**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

NOTE TAKING

TRACKING NUMBER
WORKSH OP 4.00 \$290.00 \$1,160.00

6) Item # - N/A

ACE YOUR EXAMS

WORKSH OP 4.00 \$290.00 \$1,160.00

7) Item # - N/A

FACULTY WORKSHOP

WORKSH OP 1.00 \$150.00 \$150.00

8) Item # - N/A

STUDENT EVALUATIONS

WORKSH OP 4.00 \$290.00 \$1,160.00

9) Item # - N/A

PARENT NIGHT

WORKSH OP 1.00 \$150.00 \$150.00

Total Amount

\$7,260.00

PURCHASE ORDER

03/06/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190063511

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

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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

03/07/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190063645
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Accounting Information

Fiscal Year: 2019

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 # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - AP	AP BOOT CAMP APRIL 23 AND 24			WORKSHOP	2.00	\$2,230.00	\$4,460.00
						<u>Total Amount</u>	\$4,460.00

PURCHASE ORDER

03/07/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190063645

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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.

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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**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

03/07/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190064095
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 238
Attention :	Attention : HARLA WEISS, PRINCIPAL
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 339-4355
City : HOBOKEN	Address : 1633 EAST 8TH STREET, ROOM MAIN
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11223 LDA : K2380001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: CASTORO, FRANCES
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 339-1422
Phone : (718) 935-2380	Email : FCASTORO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
MUSOFFWEISS,HARLA	
3/7/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 21	014344	0685	N/A	K238	E707	//	//	\$1,185.00
								Total Amount \$1,185.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	LICENSING FEE			EACH	1.00	\$25.00	\$25.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	ACE YOUR EXAMS GRADE 7 MARCH 18 2019			EACH	2.00	\$290.00	\$580.00
4) Item # - N/A	STUDENT ELEVATION GRADE 7 MAY 6 2019			EACH	2.00	\$290.00	\$580.00

PURCHASE ORDER

03/07/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190064095

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$1,185.00

PURCHASE ORDER

03/07/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190064095**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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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

03/07/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190064106
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 238
Attention :	Attention : HARLA WEISS, PRINCIPAL
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 339-4355
City : HOBOKEN	Address : 1633 EAST 8TH STREET, ROOM MAIN
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11223 LDA : K2380001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: CASTORO, FRANCES
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 339-1422
Phone : (718) 935-2380	Email : FCASTORO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
MUSOFFWEISS,HARLA	
3/7/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 21	014344	0685	N/A	K238	E707	//	//	\$2,080.00
								<u>Total Amount</u> \$2,080.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	LICENSING FEE			EACH	2.00	\$25.00	\$50.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	ACE YOUR EXAMS GRADES 5 6 8 MARCH 18 2019			EACH	5.00	\$290.00	\$1,450.00
4) Item # - N/A	MEMORY AND MNEMONICS GRADE 8 MAY 10 2019			EACH	2.00	\$290.00	\$580.00

PURCHASE ORDER

03/07/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190064106

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$2,080.00

PURCHASE ORDER

03/07/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190064106

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

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

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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

03/08/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190062314
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : CORONA ARTS AND SCIENCES ACADEMY
Attention :	Attention : MS Q311/HERT
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 507-3820
City : HOBOKEN	Address : 98-11 44TH AVENUE, ROOM 120
Vendor # : ELE447398 01	City : CORONA,
Fax # :	State : NY Zip Code : 11368 LDA : Q3110001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : FRANCES,JENELLE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 507-3820
Phone : (718) 935-2850	Email : JFRANCES@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments WORKSHOPS FOR STUDENTS	
***** 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	
PISANO,ANTOINETTE 3/8/2019 <hr/> Signature of Principal or authorized Department of Education official 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) 24	014218	0685	WJ1906332	01	Q311	FZYJ	//	\$7,000.00
2) 24	014301	0685	WJ1906332	02	Q311	FZYN	//	\$15,680.00
Total Amount								\$22,680.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	ACE YOUR EXAMS			EACH	12.00	\$290.00	\$3,480.00
3) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

03/08/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190062314**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

EACH 0.00 \$0.00 \$0.00

4) Item # - N/A	SHIPPING AND HANDLING	EACH	0.00	\$0.00	\$0.00
5) Item # - N/A	LICENSING FEE	EACH	5.00	\$300.00	\$1,500.00
6) Item # - N/A	NOTE TAKING	EACH	12.00	\$290.00	\$3,480.00
7) Item # - N/A	CLOSE READING	EACH	12.00	\$290.00	\$3,480.00
8) Item # - N/A	TIME MANAGEMENT	EACH	12.00	\$290.00	\$3,480.00
9) Item # - N/A	STUDENT ELEVATION	EACH	12.00	\$290.00	\$3,480.00
10) Item # - N/A	MEMORY MNEMONICS	EACH	12.00	\$290.00	\$3,480.00

Total Amount

\$22,680.00

PURCHASE ORDER

03/08/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190062314**

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/08/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190063434
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : YOUNG WOMEN'S LEADERSHIP SCHOOL OF
Attention :	Attention : CATHERINE MITCHELL
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 387-5641
City : HOBOKEN	Address : 325 BUSHWICK AVENUE, ROOM 313
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11206 LDA : K6140001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : JOSEPH,CANDACE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 387-5641
Phone : (718) 935-2850	Email : CJOSEPH29@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	

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

WHITE,ANGELA

3/8/2019

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	14	091675	0685	N/A	K614	GUJE	//	\$5,220.00
								Total Amount \$5,220.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	STUDENT ELEVATION MAY 2			EACH	3.00	\$290.00	\$870.00
2) Item # - N/A	ACE YOUR EXAMS			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	MEMORY AND MNEMONICS APRIL 18			EACH	3.00	\$290.00	\$870.00

PURCHASE ORDER03/08/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190063434**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER			
5)	Item # - GRADE 10	CLOSE READING MARCH 28	EACH	3.00	\$290.00	\$870.00
6)	Item # - N/A	NOTE TAKING APRIL 4	EACH	3.00	\$290.00	\$870.00
7)	Item # - N/A	TIME MANAGEMENT APRIL 11	EACH	3.00	\$290.00	\$870.00

Total Amount

\$5,220.00

PURCHASE ORDER

03/08/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190063434**

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

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B) Delivery

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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.

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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.

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

PURCHASE ORDER

03/08/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190063550

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : JUNIOR HIGH SCHOOL 118
Attention :	Attention : GIULIA COX, PRINCIPAL
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 584-2330
City : HOBOKEN	Address : 577 EAST 179TH STREET, ROOM 209
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10457 LDA : X1180001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SENDRA ENRIQUEZ, ARLENE
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 584-2330
Phone : (718) 935-2376	Email : AENRIQUEZ@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : ELEVATE EDUCATION. DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments ELEVATE EDUCATION	
<p>*****</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 style="text-align: center;">COX, GIULIA</p> <hr/> <p style="text-align: right;">3/8/2019</p> <hr/> <p style="text-align: center;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">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)	10	091654	489A	N/A	X118	GJB1	//	\$1,915.00
								Total Amount \$1,915.00

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 MATERIALS AND BOOKS			EACH	1.00	\$25.00	\$25.00
2) Item # - N/A SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A ELEVATE EDUCATION WORKSHOP TIME MANAGEMENT			EACH	6.00	\$290.00	\$1,740.00
4) Item # - N/A ELEVATE EDUCATION SEMINAR			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

03/08/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190063550

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$1,915.00

PURCHASE ORDER

03/08/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190063550

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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H) Delivery Packing Slip

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I) Billing Procedure

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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

03/08/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190064690

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : WILLIAM C BRYANT H S
Attention :	Attention : NAMITA DWARKA
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 721-5404
City : HOBOKEN	Address : 48-10 31ST AVENUE
Vendor # : ELE447398 01	City : ASTORIA,
Fax # :	State : NY Zip Code : 11103 LDA : Q4450001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MATERDOMINI,SUSAN
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 721-5404
Phone : (718) 935-2850	Email : SMATERD@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
GONZALEZ, BRENDA	
3/8/2019	
Signature of Principal or authorized Department of Education official _____ 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)	30	091675	0685	WJ1906482	01	Q445	E3UK	// // \$24,300.00
2)	30	091666	489A	WJ1906482	02	Q445	G8FG	// // \$300.00
								Total Amount \$24,600.00

Item Detail Information

1) Item # - NA	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
2) Item # - NA	WORKSHOP AP PARENT UNIVERSITY			EACH	1.00	\$150.00	\$150.00
3) Item # - NA	WORKSHOP STUDENT ELEVATION PARENTS			EACH	5.00	\$290.00	\$1,450.00
4) Item # - NA	WORKSHOP PARENT UNIVERSITY			EACH	1.00	\$150.00	\$150.00
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

03/08/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190064690**

PURCHASE ORDER NUMBER

01

SUFFIX

				TRACKING NUMBER			
5)	Item # - NA	WORKSHOP 3 DAY AP BOOT CAMP AP STUDENTS	EACH	6.00	\$2,600.00	\$15,600.00	
6)	Item # - NA	WORKSHOP GRADE 9 NOTE TAKING	EACH	5.00	\$290.00	\$1,450.00	
7)	Item # - NA	WORKSHOP GRADE 9 CLOSE READING	EACH	5.00	\$290.00	\$1,450.00	
8)	Item # - NA	WORKSHOP GRADE 9 TIME MANAGEMENT	EACH	5.00	\$290.00	\$1,450.00	
9)	Item # - NA	WORKSHOP GRADE 9 ACE YOUR EXAMS	EACH	5.00	\$290.00	\$1,450.00	
10)	Item # - NA	WORKSHOP GRADE 9 MEMORY AND MNEMONICS	EACH	5.00	\$290.00	\$1,450.00	

Total Amount

\$24,600.00

PURCHASE ORDER

03/08/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190064690**

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/08/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190064714

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : FREDERICK DOUGLAS ACADEMY
Attention :	Attention : AYISHA FULLERTON
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 491-4107
City : HOBOKEN	Address : 2581 ADAM POWELL BOULEVARD, ROOM 16
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10039 LDA : M4990001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : OSULLIVAN,JENIELE
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (718) 292-4150
Phone : (718) 935-2378	Email : JOSULLIVAN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments ALL COMMUNICATION WITH AYISHA FULLERTON, PRINCIPAL.	
<p>*****</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>	
BOONSHOFT,SHARON	
3/8/2019	
_____ Signature of Principal or authorized Department of Education official	
_____ 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) 05	014635	0685	WJ1906442 01	M499	FDLX	//	//	\$13,376.00
2) 05	095120	0685	WJ1906442 02	M499	E243	//	//	\$11,284.00
<u>Total Amount</u>								\$24,660.00

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>Amount</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	ACE YOUR EXAM			EACH	1.00	\$5,520.00	\$5,520.00
3) Item # - N/A	SCOPE OF SERVICE AS PER SUBMITTED WORK ORDER			EACH	1.00	\$19,140.00	\$19,140.00

PURCHASE ORDER

03/08/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190064714

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$24,660.00

PURCHASE ORDER

03/08/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190064714**

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

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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

03/08/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190065057

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : OLYMPUS ACADEMY
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 18
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 272-1926
City : HOBOKEN	Address : 755 EAST 100 STREET, ROOM 103
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11236 LDA : K6350001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : WOODS,LORETTA
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 272-1926
Phone : (718) 935-2380	Email : LWOODS@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
WHITE,ANGELA	
3/8/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	18	034609	0685	N/A	K635	E5FS	//	\$5,350.00
								Total Amount \$5,350.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	ELEVATE AP STUDY			EACH	1.00	\$5,350.00	\$5,350.00
							Total Amount \$5,350.00

PURCHASE ORDER

03/08/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190065057**

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

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F) Packing

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G) Markings

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H) Delivery Packing Slip

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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**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

03/08/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190065539
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : JUNIOR HIGH SCHOOL 67
Attention :	Attention : BRIAN ANNELLO
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 423-8138
City : HOBOKEN	Address : 51-60 MARATHON PARKWAY, ROOM 105
Vendor # : ELE447398 01	City : LITTLE NECK,
Fax # :	State : NY Zip Code : 11362 LDA : Q0670001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: LOEFFLER, JANET
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 423-8138
Phone : (718) 935-2850	Email : JLOEFFL@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
ARGUELLO,MARCIE	
3/8/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 26	014218	0685	N/A	Q067	FFWC	//	//	\$9,580.00
								<u>Total Amount</u> \$9,580.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	TEACHER AND PARENT WORKSHOPS			EACH	2.00	\$150.00	\$300.00
3) Item # - N/A	STUDENT WORKSHOPS			EACH	32.00	\$290.00	\$9,280.00
							<u>Total Amount</u> \$9,580.00

PURCHASE ORDER

03/08/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190065539

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

03/08/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190065781

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : ESPERANZA PREPARATORY ACADEMY
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : FRANCES SAEZ
City : HOBOKEN	Phone : (212) 722-6507
Vendor # : ELE447398 01	Address : 240 EAST 109 STREET
Fax # :	City : MANHATTAN,
	State : NY Zip Code : 10029 LDA : M3720001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ROZON,GISELLE
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (212) 348-7823
Phone : (718) 935-2378	Email : GROZON@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	

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

MORALES, LUISA

3/8/2019

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 04	014218	0485	N/A	M372	F809	//	//	\$2,635.00
								Total Amount \$2,635.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	LICENSING FEE			EACH	1.00	\$25.00	\$25.00
3) Item # - N/A	NOTE TAKING			EACH	9.00	\$290.00	\$2,610.00
							Total Amount \$2,635.00

PURCHASE ORDER

03/08/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190065781

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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.

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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

03/11/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190062226
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Street : 221 RIVER STREET 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 199 Attention : MICHELLE TAYLOR Phone : (718) 339-1422 Address : 1100 ELM AVENUE, ROOM MAIN City : BROOKLYN, State : NY Zip Code : 11230 LDA : K1990001				
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 : CASTORO, FRANCES Phone : (718) 339-1422 Email : FCASTORO@SCHOOLS.NYC.GOV				
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.								
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CAMPBELL,VINCENT				3/11/2019				
Signature of Principal or authorized Department of Education official				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	091675	0685	N/A	K199	GKXT	//	//	\$1,890.00
<u>Total Amount</u>								\$1,890.00

Item Detail Information

1) Item # - N/A	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>		
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>
2) Item # - N/A	LICENSING FEE			EACH	1.66	\$90.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
4) Item # - N/A	TIME MANAGEMENT GRADE 5			EACH	3.00	\$290.00
	ACE YOUR EXAMS GRADE 5			EACH	3.00	\$290.00
						\$870.00
						\$870.00

PURCHASE ORDER

03/11/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190062226

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$1,890.00

PURCHASE ORDER

03/11/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190062226

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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

PURCHASE ORDER

03/11/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190062267
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Street : 221 RIVER STREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : NEGOTIATED SERVICES- Fax # : Toll Free # :				Deliver To : PUBLIC SCHOOL 200 Attention : KEVIN MCAULIFFE Phone : (718) 969-7780 Address : 70-10 164TH STREET City : FRESH MEADOWS, State : NY Zip Code : 11365 LDA : Q2000001			
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS-Q Phone : (718) 935-2377 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201				PO Initiator : MARTELLO,MARYJANE Phone : (718) 969-7780 Email : MMARTELLO@SCHOOLS.NYC.GOV			
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.							
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DUENSKIE,CAROL				3/11/2019			
Signature of Principal or authorized Department of Education official				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)	25	014218	0685	WJ1906329	01	Q200	E4MQ	//	\$7,410.00
Total Amount									\$7,410.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	PARENT SEMINAR GRADE 7 AND 8			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	FACULTY SEMINAR GRADE 7 AND 8			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	LICENSING FEE GRADE 7 AND 8			EACH	6.00	\$25.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER03/11/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190062267**
PURCHASE ORDER NUMBER
01
SUFFIX

			TRACKING NUMBER			
5)	Item # - NVA	STARTS MARCH 27 THRU MAY 22 2019 FOR GRADES 7 AND 8	EACH	1.00	\$0.00	\$0.00
6)	Item # - NVA	ACE YOUR EXAMS GRADE 7AND 8	EACH	4.00	\$290.00	\$1,160.00
7)	Item # - NVA	NOTE TAKING GRADE 7 AND 8	EACH	4.00	\$290.00	\$1,160.00
8)	Item # - NVA	CLOSE READING GRADE 7 AND 8	EACH	4.00	\$290.00	\$1,160.00
9)	Item # - NVA	TIME MANAGEMENT GRADE 7 AND 8	EACH	4.00	\$290.00	\$1,160.00
10)	Item # - NVA	STUDENT ELEVATION GRADE 7 AND 8	EACH	4.00	\$290.00	\$1,160.00
11)	Item # - NVA	MEMORY AND MNEMONICS GRADE 7 AND 8	EACH	4.00	\$290.00	\$1,160.00

Total Amount
\$7,410.00

PURCHASE ORDER

03/11/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190062267

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

03/09/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190065811

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : SCIENCE SKILLS CENTER H.S.
Attention :	Attention : GENERAL MAIN OFFICE/MS. TENNESEN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 243-9413
City : HOBOKEN	Address : 49 FLATBUSH AVENUE EXTENSION
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11201 LDA : K4190001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : TENNESEN, BRIGID
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 243-9413
Phone : (718) 935-2379	Email : BTENNESEN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
MCGREGOR, DAHLIA	
3/11/2019	
Signature of Principal or authorized Department of Education official	
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)	13	014635	0685	N/A	K419	FBDR	//	\$2,610.00
								<u>Total Amount</u> \$2,610.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	CLOSE READING STUDY SKILLS GRADES 9 AND 10			WORKSH OP	9.00	\$290.00	\$2,610.00
							<u>Total Amount</u> \$2,610.00

PURCHASE ORDER

03/09/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190065811

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/09/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190065835

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : SCIENCE SKILLS CENTER H.S.
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : GENERAL MAIN OFFICE/MS. TENNESEN
City : HOBOKEN	Phone : (718) 243-9413
Vendor # : ELE447398 01	Address : 49 FLATBUSH AVENUE EXTENSION
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11201 LDA : K4190001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : TENNESEN, BRIGID
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 243-9413
Phone : (718) 935-2379	Email : BTENNESEN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
MCGREGOR, DAHLIA	
3/11/2019	
Signature of Principal or authorized Department of Education official	
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)	13	014635	0685	N/A	K419	FBDR	//	\$2,610.00
								<u>Total Amount</u> \$2,610.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	NOTE TAKING STUDY SKILLS			WORKSH OP	9.00	\$290.00	\$2,610.00
							<u>Total Amount</u> \$2,610.00

PURCHASE ORDER

03/09/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190065835

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/11/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190066685

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : CIS 303
Attention :	Attention : MONICA BRADY
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 583-5466
City : HOBOKEN	Address : 1700 MACOMBS ROAD, ROOM 507
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10453 LDA : X3030001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : DIPRE, RUTH
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 583-5466
Phone : (718) 935-2376	Email : RDIPRE@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS (MAX 30 PER CLASS)	
***** 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 style="text-align: center;">BRADY, MONICA</p> <hr/> <p style="text-align: center;">Signature of Principal or authorized Department of Education official</p> <hr/> <p style="text-align: right;">3/11/2019</p> <p style="text-align: right;">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)	09	014344	0685	N/A	X303	EBBP	//	\$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 # - 1 ACE YOUR EXAMS DAY 4			EACH	1.00	\$750.00	\$750.00
2) Item # - N/A SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - 1 MEMORY AND MNEMONICS DAY 3			EACH	1.00	\$750.00	\$750.00
4) Item # - 1 CLOSE READING AND NOTE TAKING			EACH	1.00	\$750.00	\$750.00

PURCHASE ORDER

03/11/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190066685**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - 1

TIME MANAGEMENT DAY 2

TRACKING NUMBER

EACH 1.00 \$750.00 \$750.00

Total Amount

\$3,000.00

PURCHASE ORDER

03/11/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190066685

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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

03/11/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190066898
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Accounting Information

Fiscal Year: 2019

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 # -NA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # -NA	2 UNITS OF BOOTCAMP DURING FEBRUARY 11 12 13 2019			EACH	2.00	\$2,500.00	\$5,000.00
						<u>Total Amount</u>	\$5,000.00

PURCHASE ORDER

03/11/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190066898**

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/11/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190067077
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : DISTRICT 29 MS#2
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 29
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 977-6180
City : HOBOKEN	Address : 145-00 SPRINGFIELD BOULEVARD
Vendor # : ELE447398 01	City : QUEENS,
Fax # :	State : NY Zip Code : 11413 LDA : Q3560001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RAHAMAN,CAMILLE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 977-6180
Phone : (718) 935-2850	Email : CRAHAMAN2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
BRANCH,RYAN	
3/11/2019	
Signature of Principal or authorized Department of Education official	
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) 29	014344	0685	N/A	Q356	E4KT	//	//	\$4,840.00
<u>Total Amount</u>								\$4,840.00

Item Detail Information

1) Item # - N/A	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>		
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>
2) Item # - N/A	LICENSE			EACH	2.00	\$25.00
	SHIPPING AND HANDLING			EACH	0.00	\$0.00
3) Item # - N/A	FACULTY			EACH	1.00	\$150.00
4) Item # - N/A	NOTE TAKING			EACH	8.00	\$290.00
						\$150.00
						\$2,320.00

PURCHASE ORDER

03/11/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190067077**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -NIA

MEMORY AND MNEMONICS

TRACKING NUMBER
EACH 8.00 \$290.00 \$2,320.00**Total Amount**

\$4,840.00

PURCHASE ORDER

03/11/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190067077**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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H) Delivery Packing Slip

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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

03/12/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190067418
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BENJAMIN CARDOZO HIGH SCHOOL
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : SHEILA CLARK
City : HOBOKEN	Phone : (718) 279-6500
Vendor # : ELE447398 01	Address : 57-00 223RD STREET
	City : BAYSIDE,
Fax # :	State : NY Zip Code : 11364 LDA : Q4150001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : BOBETSKY,MARIA
Attention :	Phone : (718) 279-6530
Phone :	Email : MBOBETS@SCHOOLS.NYC.GOV
Address :	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	

Accounting Information

Fiscal Year: 2019

Item Detail Information

Line	Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price	
							Per Unit	Amount
1)	N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2)	N/A	STUDY SKILL WORKSHOP FOR TEACHERS			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

03/12/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190067418**

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/12/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190067640
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : D.73 @ 549 H.S.
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : BUSHWICK HS FOR SOCIAL JUSTICE
City : HOBOKEN	Phone : (718) 381-7100
Vendor # : ELE447398 01	Address : 400 IRVING AVENUE, ROOM A161
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11237 LDA : K5490001
Contract # : NEGOTIATED SERVICES-	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MARRERO,YESSICA
Attention :	Phone : (718) 381-7100
Phone : (718) 935-2379	Email : YMARRERO2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments CONTACT PERSON MR. COOPER AT EXT.5007	
<p>*****</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 style="text-align: center;">COOPER,PATRICK</p> <hr/> <p style="text-align: right;">3/12/2019</p> <hr/> <p style="text-align: center;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">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) 32	095121	0685	N/A	K549	E4AZ	//	//	\$2,600.00
								<u>Total Amount</u> \$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 # - N/A	AP ISTITUTE 3 DAY PROGRAM GRADE 9 AND 10			EACH	1.00	\$2,600.00	\$2,600.00
						<u>Total Amount</u> \$2,600.00	

PURCHASE ORDER

03/12/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190067640

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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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

03/12/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190067650
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC		Deliver To : D.73 @ 549 H.S.	
Attention :		Phone : (212) 999-4910	Attention : BUSHWICK HS FOR SOCIAL JUSTICE
Street : 221 RIVER STREET OFFICE 9003		Phone : (718) 381-7100	Address : 400 IRVING AVENUE, ROOM A161
City : HOBOKEN	State : NJ Zip Code : 07030	City : BROOKLYN,	State : NY Zip Code : 11237 LDA : K5490001
Vendor # : ELE447398 01	Contract # : NEGOTIATED SERVICES-		
Fax # :	Toll Free # :		
Send Invoice To : NYC DEPARTMENT OF EDUCATION		PO Initiator : MARRERO,YESSICA	
Attention : OFFICE OF PAYABLE OPERATIONS-K		Phone : (718) 381-7100	Email : YMARRERO2@SCHOOLS.NYC.GOV
Phone : (718) 935-2379			
Address : 65 COURT STREET, ROOM 1502			
City : BROOKLYN, State : NY Zip Code : 11201			
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			
COOPER,PATRICK		3/12/2019	
Signature of Principal or authorized Department of Education official		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) 32	095121	0685	N/A	K549	E4AZ	//	//	\$3,000.00
<u>Total Amount</u>								\$3,000.00

Item Detail Information

1) Item # - N/A	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>		
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
2) Item # - N/A FRESHMEN ENRICHMENT PROGRAM GRADE 9 AND 10						
						<u>Total Amount</u>
						\$3,000.00

PURCHASE ORDER

03/12/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190067650**

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/13/2019
PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190059457

PURCHASE ORDER NUMBER

01

SUFFIX

T1219307

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : ACADEMY FOR ENVIRONMENTAL LEADERSH
Attention :	Attention : JACQUELINE LOPEZ - ELEVATED
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 381-7100
City : HOBOKEN	Address : 400 IRVING AVENUE, ROOM 421A
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11237 LDA : K4030001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RIQUELMELOPEZ,JACQUELINE
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 381-7100
Phone : (718) 935-2379	Email : JRIQUEL@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<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>	
DUNDAS,MICHERIE	
3/14/2019	
Signature of Principal or authorized Department of Education official	
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) 32	034609	0685	N/A	K403	F94N	//	//	\$5,350.00
								<u>Total Amount</u> \$5,350.00

Item Detail Information

1) Item # - N/A	<u>Description</u> SHIPPING AND HANDLING	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>				
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>	
				EACH	0.00	\$0.00	\$0.00	
2) Item # - N/A	STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS			EACH	1.00	\$5,350.00	\$5,350.00	
							<u>Total Amount</u> \$5,350.00	

PURCHASE ORDER

03/13/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190059457**

PURCHASE ORDER NUMBER

01

SUFFIX

T1219307

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.

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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

03/13/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190060221
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : JUNIOR HIGH SCHOOL 227
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : DR. EDWIN HERNANDEZ
City : HOBOKEN	Phone : (718) 256-8218
Vendor # : ELE447398 01	Address : 6500 16TH AVENUE, ROOM 203
	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11204 LDA : K2270001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CELEBRE,LORRAINE
Attention :	Phone : (718) 256-8218
Phone :	Email : LCELEBR@SCHOOLS.NYC.GOV
Address :	
City :	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	

Accounting Information

Fiscal Year: 2019

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 # - NA	STUDY SKILLS WORKSHOPS			EACH	1.00	\$24,008.00	\$24,008.00
						<u>Total Amount</u>	\$24,008.00

PURCHASE ORDER

03/13/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190060221

PURCHASE ORDER NUMBER

01

SUFFIX

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

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B) Delivery

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D) Delivery Time

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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.

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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**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

03/13/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190066757
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : SCIENCE SKILLS CENTER H.S.
Attention :	Attention : GENERAL MAIN OFFICE/MS. TENNESEN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 243-9413
City : HOBOKEN	Address : 49 FLATBUSH AVENUE EXTENSION
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11201 LDA : K4190001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : TENNESEN, BRIGID
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 243-9413
Phone : (718) 935-2379	Email : BTENNESEN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
MCGREGOR, DAHLIA	
3/14/2019	
Signature of Principal or authorized Department of Education official	
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)	13	014635	0685	N/A	K419	FBDR	//	\$2,610.00
								<u>Total Amount</u> \$2,610.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	TIME MANAGEMENT			WORKSH OP	9.00	\$290.00	\$2,610.00
							<u>Total Amount</u> \$2,610.00

PURCHASE ORDER

03/13/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190066757

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/13/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190066759
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : SCIENCE SKILLS CENTER H.S.
Attention :	Attention : GENERAL MAIN OFFICE/ MS. TENNESEN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 243-9413
City : HOBOKEN	Address : 49 FLATBUSH AVENUE EXTENSION
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11201 LDA : K4190001
Contract # : MICRO BIDS/NO BIDS-S	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : TENNESEN, BRIGID
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 243-9413
Phone : (718) 935-2379	Email : BTENNESEN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
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	
MCGREGOR, DAHLIA	
3/14/2019	
Signature of Principal or authorized Department of Education official	
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)	13	014635	0685	N/A	K419	FBDR	//	\$2,610.00
								<u>Total Amount</u> \$2,610.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	MEMORY AND MNEMONICS			WORKSH OP	9.00	\$290.00	\$2,610.00
							<u>Total Amount</u> \$2,610.00

PURCHASE ORDER

03/13/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190066759**

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:**

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

03/13/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190066819
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : SCIENCE SKILLS CENTER H.S.
Attention :	Attention : GENERAL MAIN OFFICE\MS. TENNESEN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 243-9413
City : HOBOKEN	Address : 49 FLATBUSH AVENUE EXTENSION
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11201 LDA : K4190001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : TENNESEN, BRIGID
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 243-9413
Phone : (718) 935-2379	Email : BTENNESEN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
MCGREGOR, DAHLIA	
3/14/2019	
Signature of Principal or authorized Department of Education official	
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)	13	014556	0685	N/A	K419	FYKM	//	\$2,230.00
								<u>Total Amount</u> \$2,230.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	AP FOR ALL APRIL 25			WORKSH OP	1.00	\$2,230.00	\$2,230.00
							<u>Total Amount</u> \$2,230.00

PURCHASE ORDER

03/13/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190066819**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

03/13/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190068970

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 163
Attention :	Attention : K BOLLES
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 584-3045
City : HOBOKEN	Address : 2075 WEBSTER AVENUE
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10457 LDA : X1630001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : PEARTREE, YVONNE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 293-5970
Phone : (718) 935-2850	Email : YPEARTREE@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">HEADLEY, BARBARA</p> <hr/> <p style="text-align: right;">3/14/2019</p> <hr/> <p style="text-align: left;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">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) 09	095121	0685	N/A	X163	E6L5	//	//	\$4,790.00
2) 09	095121	489A	N/A	X163	E6NI	//	//	\$150.00
								<u>Total Amount</u> \$4,940.00

Item Detail Information

<u>Item #</u>	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
						<u>Per Unit</u>	
1) Item # - GRADE 7	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - GRADE 7	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
3) Item # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - GRADE 5	MEMORY AND MNEMONICS			EACH	4.00	\$290.00	\$1,160.00

PURCHASE ORDER

03/13/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190068970**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - GRADE 5

CLOSE READING

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

6) Item # - GRADE 5

NOTE TAKING

EACH 4.00 \$290.00 \$1,160.00

7) Item # - GRADE 5

TIME MANAGEMENT

EACH 4.00 \$290.00 \$1,160.00

Total Amount

\$4,940.00

PURCHASE ORDER

03/13/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190068970**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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

PURCHASE ORDER

03/13/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190068972
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 163
Attention :	Attention : K BOLLES
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 584-3045
City : HOBOKEN	Address : 2075 WEBSTER AVENUE
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10457 LDA : X1630001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: PEARTREE, YVONNE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 293-5970
Phone : (718) 935-2850	Email : YPEARTREE@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN	
<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>	
HEADLEY, BARBARA	
3/14/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 09	095121	0130	N/A	X163	E6LB	//	//	\$100.00
<u>Total Amount</u>								\$100.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - GRADE 7						<u>Total Amount</u>	
						\$100.00	

PURCHASE ORDER

03/13/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190068972**

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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

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

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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

03/15/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190066405
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : INTERMEDIATE SCHOOL 303
Attention :	Attention : CARMEN AMADOR
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 996-0100
City : HOBOKEN	Address : 501 WEST AVENUE, ROOM MAIN, ROOM MA
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11224 LDA : K3030001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : THOMSON,BARBARA
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 996-0100
Phone : (718) 935-2380	Email : BTHOMSON@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM MA	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
CAMPBELL,VINCENT	
3/15/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information
Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 21	014344	0685	WJ1906552	01	K303	E8H0	//	\$24,940.00
								Total Amount \$24,940.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	ELEVATE EDUCATION INC			EACH	1.00	\$24,940.00	\$24,940.00
							Total Amount \$24,940.00

PURCHASE ORDER

03/15/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190066405

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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

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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

03/15/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190067533
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Street : 221 RIVER STREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : NEGOTIATED SERVICES- Fax # : Toll Free # :				Deliver To : PUBLIC SCHOOL 178 Attention : JESSICA CRUZ Phone : (718) 464-5763 Address : 189-10 RADNOR ROAD, ROOM MAIN City : HOLLIS, State : NY Zip Code : 11423 LDA : Q1780001				
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 : RUFFO, LILIANA Phone : (718) 464-5763 Email : LRUFFO@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								
ARGUELLO,MARCIE				3/15/2019				
Signature of Principal or authorized Department of Education official				Date				

Accounting Information
Fiscal Year: 2019

	District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	26	014218	0685	WJ1906703	01	Q178	E52W	//	\$11,180.00
Total Amount									\$11,180.00

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	PARENT SEMINAR GRADE 5 TO 8			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	FACULTY SEMINAR GRADE 7			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	LICENSING FEE GRADE 7			EACH	6.00	\$25.00	\$150.00

PURCHASE ORDER03/15/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190067533**
PURCHASE ORDER NUMBER
01
SUFFIX

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	TRACKING NUMBER
5) Item # - N/A	STUDENT ELEVATION	EACH	5.00	\$290.00	\$1,450.00
6) Item # - N/A	NOTE TAKING GRADES 5 TO 8	EACH	8.00	\$290.00	\$2,320.00
7) Item # - N/A	CLOSE READING GRADES 5 TO 8	EACH	8.00	\$290.00	\$2,320.00
8) Item # - N/A	MEMORY AND MNEMONICS GRADE 5 TO 8	EACH	8.00	\$290.00	\$2,320.00
9) Item # - N/A	TIME MGMT GRADE 5 TO 8	EACH	8.00	\$290.00	\$2,320.00

Total Amount
\$11,180.00

PURCHASE ORDER

03/15/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190067533

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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PURCHASE ORDER

03/15/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190068319

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : NEW HS #1 AT M501
Attention :	Attention : MANHATTAN H.S. DISTRICT
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 831-5201
City : HOBOKEN	Address : 2005 MADISON AVENUE, ROOM 154
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10035 LDA : M1570001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MATOS,MICHELE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 831-5201
Phone : (718) 935-2850	Email : MMATOS11@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments SERVICES FROM 03/18/2019 THROUGH 06/26/2019	
**** 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	
SIMMS, HOWARD	
3/15/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	05	095120	0685	WJ1906778	01	M157	E7C0	// // \$10,000.00
2)	05	095120	0685	WJ1906778	02	M157	EAPS	// // \$2,180.00
								Total Amount \$12,180.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price		
				U/M	Qty	Per Unit
1) Item # - N/A	STUDENT ELEVATION GRADE 9 AND 10			EACH	7.00	\$290.00
2) Item # - N/A	ACE YOU EXAMS GRADE 9 AND 10			EACH	7.00	\$290.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00

PURCHASE ORDER03/15/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190068319**
PURCHASE ORDER NUMBER
01
SUFFIX

4) Item # - NIA	MEMORY AND MNEMONICS GRADE 9 AND 10	EACH	7.00	\$290.00	\$2,030.00
5) Item # - NIA	CLOSE READING GRADE 9 AND 10	EACH	7.00	\$290.00	\$2,030.00
6) Item # - NIA	NOTE TAKING GRADE 9 AND 10	EACH	7.00	\$290.00	\$2,030.00
7) Item # - NIA	TIME MANAGEMENT GRADE 9 AND 10	EACH	7.00	\$290.00	\$2,030.00

Total Amount
\$12,180.00

PURCHASE ORDER

03/15/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190068319**

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/15/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190068930
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Street : 221 RIVER STREET 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 121 Attention : ANTHONY MUNGIOLI Phone : (212) 999-4910 Address : 5301 20TH AVENUE City : BROOKLYN, State : NY Zip Code : 11204 LDA : K1210001				
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 : GIULIANO,LISA Phone : (718) 377-8845 Email : LGIULIANO@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								
MUNGIOLI, ANTHONY				3/15/2019				
Signature of Principal or authorized Department of Education official				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	014218	0685	N/A	K121	FV6N	//	//	\$2,190.00
<u>Total Amount</u>								\$2,190.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	PARENT TEACHER WORKSHOPS			EACH	2.00	\$150.00	\$300.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	GRADE 7 STUDY SKILLS WORKSHOPS			EACH	6.00	\$290.00	\$1,740.00
4) Item # - N/A	LICENSING FEE FOR MATERIALS			EACH	6.00	\$25.00	\$150.00

PURCHASE ORDER

03/15/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190068930

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$2,190.00

PURCHASE ORDER

03/15/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190068930**

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/18/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190066366

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC		Deliver To : NEW HS AT Q435	
Attention : Phone : (212) 999-4910		Attention : BTECH	
Street : 221 RIVER STREET OFFICE 9003		Phone : (718) 217-3613	
City	State : NJ Zip Code : 07030	Address : 230-17 HILLSIDE AVENUE, ROOM 316	
Vendor # : ELE447398 01	Contract # : MICRO BIDS/NO BIDS-S		City : QUEENS,
Fax # :	Toll Free # :		State : NY Zip Code : 11427 LDA : Q3150001
Send Invoice To : NYC DEPARTMENT OF EDUCATION		PO Initiator : MA, HANA	
Attention : OFFICE OF PAYABLE OPERATIONS		Phone : (718) 217-3613	
Phone : (718) 935-2850		Email : HMA2@SCHOOLS.NYC.GOV	
Address : 65 COURT STREET, ROOM 1502			
City : BROOKLYN, State : NY Zip Code : 11201			
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			
HENRY, PATRICE		3/18/2019	
Signature of Principal or authorized Department of Education official		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)	26	014556	0685	N/A	Q315	E74V	//	//	\$1,890.00
<u>Total Amount</u>									\$1,890.00

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 # - 6	ACE YOUR EXAMS GRADES 9 AND 10			EACH	1.00	\$290.00	\$290.00
2) Item # - 5	MEMORY MNEMONICS GRADES 9 AND 10			EACH	1.00	\$290.00	\$290.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - 7	LICENSING FEE			EACH	6.00	\$25.00	\$150.00

PURCHASE ORDER

03/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190066366**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER		
5) Item # -2	NOTE TAKING GRADES 9 AND 10	EACH	1.00	\$290.00	\$290.00
6) Item # -1	CLOSE READING GRADES 9 AND 10	EACH	1.00	\$290.00	\$290.00
7) Item # -4	STUDENT ELEVATION GRADES 9 AND 10	EACH	1.00	\$290.00	\$290.00
8) Item # -3	TIME MANAGEMENT GRADES 9 AND 10	EACH	1.00	\$290.00	\$290.00

Total Amount

\$1,890.00

PURCHASE ORDER

03/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190066366**

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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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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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

03/18/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190067753

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : LIFE ACADEMY HIGH SCHOOL FOR FILM A
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 21
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 333-7750
City : HOBOKEN	Address : 2630 BENSON AVENUE, ROOM 341
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11214 LDA : K5590001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SOOCKA, SALOME
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 333-7750
Phone : (718) 935-2380	Email : SSOOCKA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments GRADE 9 ONLY MS. VINCENT	
**** 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	
KELCH,EUGENIA	
3/18/2019	
Signature of Principal or authorized Department of Education official _____ Date _____	

Accounting Information
 Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	21	014635	0685	N/A	K559	FQXE	//	\$2,320.00
								Total Amount \$2,320.00

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - 1	GRADE 9 STUDENT ELEVATION WORKSHOP			EACH	2.00	\$290.00	\$580.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - 1	GRADE 9 TIME MANAGEMENT WORKSHOP			EACH	3.00	\$290.00	\$870.00
4) Item # - 1	GRADE 9 MEMORY WORKSHOP			EACH	3.00	\$290.00	\$870.00

PURCHASE ORDER

03/18/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190067753

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$2,320.00

PURCHASE ORDER

03/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190067753**

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/18/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190069176

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : INTERMEDIATE SCHOOL 187
Attention :	Attention : JUSTIN BERMAN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 236-3394
City : HOBOKEN	Address : 1171 65TH STREET, ROOM 205
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11219 LDA : K1870001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CHUNG,JASMINE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 236-3394
Phone : (718) 935-2850	Email : JCHUNG9@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : AS PER MR. J. BERMAN. DELIVERY MUST BE COMPLETED WITHIN	
<p>*****</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>	
LIADIS,ROSANA	
3/18/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	20	014218	689A	WJ1906787	01	K187	E7EQ	// // \$19,165.00
								Total Amount \$19,165.00

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - NA	MEMORY AND MNEMONICS GRADE 7			EACH	11.00	\$290.00	\$3,190.00
2) Item # - NA	LICENSING FEE			EACH	1.00	\$25.00	\$25.00
3) Item # - NA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - NA	TIME MANAGEMENT GRADE 6			EACH	11.00	\$290.00	\$3,190.00

PURCHASE ORDER

03/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190069176**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - NA

STUDENT ELEVATION GRADE 6 AND 7

TRACKING NUMBER

EACH 22.00 \$290.00 \$6,380.00

6) Item # - NA

ACE YOUR EXAMS GRADE 6 AND 7

EACH 22.00 \$290.00 \$6,380.00

Total Amount

\$19,165.00

PURCHASE ORDER

03/18/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190069176

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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E) Non-Delivery, Rejections or Delays

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F) Packing

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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.

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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.

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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

03/19/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190070083

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : NEW SCHOOL #1 AT X064
Attention :	Attention : PSX294
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 293-5970
City : HOBOKEN	Address : 1425 WALTON AVENUE
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10452 LDA : X2940001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : PEARTREE, YVONNE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 293-5970
Phone : (718) 935-2850	Email : YPEARTREE@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">ALEXANDRIS,NATASHA</p> <hr/> <p style="text-align: right;">3/20/2019</p> <hr/> <p style="text-align: left;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">Date</p>	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 09	091654	489A	N/A	X294	HVXH	//	//	\$150.00
2) 09	091675	0685	N/A	X294	G9TA	//	//	\$5,370.00
								Total Amount \$5,520.00

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - GRADE 5	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - GRADE 5	ACE YOUR EXAMS			EACH	3.00	\$290.00	\$870.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - GRADE 5	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER03/19/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190070083**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER		
5)	Item # - GRADE 5	STUDENT ELEVATION	EACH	3.00	\$290.00
6)	Item # - GRADE 5	NOTE TAKING	EACH	3.00	\$290.00
7)	Item # - GRADE 5	CLOSE READING	EACH	3.00	\$290.00
8)	Item # - GRADE 5	MEMORY AND MNEMONICS	EACH	3.00	\$290.00
9)	Item # - GRADE 5	TIME MANAGMENT	EACH	3.00	\$290.00

Total Amount

\$5,520.00

PURCHASE ORDER

03/19/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190070083

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

PURCHASE ORDER

03/19/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190070274
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 96
Attention :	Attention : MS. ROBINSON
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 529-2547
City : HOBOKEN	Address : 130-01 ROCKAWAY BOULEVARD
Vendor # : ELE447398 01	City : SOUTH OZONE PARK,
Fax # :	State : NY Zip Code : 11420 LDA : Q0960001
Contract # : MICRO BIDS/NO BIDS-S	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ROBINSON, TYESHA
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 529-2547
Phone : (718) 935-2377	Email : TROBINSON30@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
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	
EWEKA,VIVIAN	
3/20/2019	
Signature of Principal or authorized Department of Education official	
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) 27	014344	0685	N/A	Q096	E53I	//	//	\$1,650.00
<u>Total Amount</u>								\$1,650.00

Item Detail Information

1) Item # - FEE	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - FEE	LICENSING			EACH	1.00	\$150.00	\$150.00
4) Item # - CLASS	GRADE 5 STUDENT ELEVATION			EACH	3.00	\$290.00	\$870.00

PURCHASE ORDER

03/19/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190070274**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - CLASS

GRADE 5 FACULTY

TRACKING NUMBER
EACH 2.00 \$290.00 \$580.00Total Amount

\$1,650.00

PURCHASE ORDER

03/19/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190070274**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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

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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

03/19/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190070958

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BENJAMIN CARDOZO HIGH SCHOOL
Attention :	Attention : SHEILA CLARK
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 279-6500
City : HOBOKEN	Address : 57-00 223RD STREET
Vendor # : ELE447398 01	City : BAYSIDE,
Fax # :	State : NY Zip Code : 11364 LDA : Q4150001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : BOBETSKY,MARIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 279-6530
Phone : (718) 935-2850	Email : MBOBETS@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments JUNE 18,19, & 20. NEED ROSTER OF STUDENTS AND SIGN OFF THAT WORKSHOPS COMPLETED BEFORE 6/28.	
**** 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	
BOHLMAN, YVETTE	
3/20/2019	
_____ Signature of Principal or authorized Department of Education official	
_____ 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) 26	014635	0685	N/A	Q415	E8G6	//	//	\$2,600.00
								<u>Total Amount</u> \$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 # - N/A	AP BOOT CAMP, STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS			EACH	1.00	\$2,600.00	\$2,600.00
							<u>Total Amount</u> \$2,600.00

PURCHASE ORDER

03/19/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190070958**

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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.

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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.

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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

03/19/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190071659
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BRONX THEATER H.S.
Attention :	Attention : MARIKA CARUANA
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 329-2902
City : HOBOKEEN	Address : 99 TERRACE VIEW AVENUE, ROOM 722
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10463 LDA : X5460001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: CARUANA,MARIKA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 329-2902
Phone : (718) 935-2850	Email : MCARUANA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">ALBETTA,DANIEL</p> <hr/> <p style="text-align: right;">3/20/2019</p> <hr/> <p style="text-align: left;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">Date</p>	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 10	034609	0685	N/A	X546	E8B9	//	//	\$2,950.00
								<u>Total Amount</u> \$2,950.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - NA	BOOTCAMP MARCH 2019						<u>Total Amount</u> \$2,950.00

PURCHASE ORDER

03/19/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190071659

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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E) Non-Delivery, Rejections or Delays

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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.

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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.

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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

03/20/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190070987

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : EMMA LAZARUS HIGH SCHOOL
Attention :	Attention : LIDIA GAJKOWSKI
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 925-5017
City : HOBOKEN	Address : 100 HESTER STREET, ROOM 206
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10002 LDA : M3940001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GAJKOWSKI,LIDIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 925-5017
Phone : (718) 935-2850	Email : LGAJKOWSKI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments STUDY SKILLS WORKSHOP - ELEVATE EDUCATION INC.	
<p>*****</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>	
ISUFI,NEREIDA	
3/20/2019	
_____ Signature of Principal or authorized Department of Education official	
_____ 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) 02	084602	0685	WJ1907020 01	M394	EC88	//	//	\$15,600.00
								<u>Total Amount</u> \$15,600.00

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 # - N/A	STUDY SKILLS WORKSHOP ELL STUDENTS			EACH	26.00	\$600.00	\$15,600.00
							<u>Total Amount</u> \$15,600.00

PURCHASE ORDER

03/20/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190070987

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

03/21/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190065084
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Street : 221 RIVER STREET 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 FOR SERVICE & LEARNING Attention : DAWN SMOOT Phone : (718) 564-2551 Address : 911 FLATBUSH AVENUE, ROOM 1S46 City : BROOKLYN, State : NY Zip Code : 11226 LDA : K5390001			
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 : SMOOT,DAWN Phone : (718) 564-2551 Email : DSMOOT@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							
VANESS,JOSEPHINE				3/21/2019			
Signature of Principal or authorized Department of Education official				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)	17	034609	0685	N/A	K539	F93F	//	\$4,700.00
2)	17	034609	0685	N/A	K539	E6QT	//	\$280.00
<u>Total Amount</u>								\$4,980.00

Item Detail Information

1) Item # - NA	Description	Manufacturer Part #	Brand/Model	<u>Price</u>	U/M	Qty	<u>Per Unit</u>	<u>Amount</u>
2) Item # - N/A	SHIPPING AND HANDLING				EACH	0.00	\$0.00	\$0.00
3) Item # - NA	ACE YOUR EXAMS				EACH	290.00	\$5.00	\$1,450.00
4) Item # - NA	TIME MGMT				EACH	290.00	\$6.00	\$1,740.00

PURCHASE ORDER

03/21/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190065084**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -NA

MEMORY AND MNEMONICS

TRACKING NUMBER
EACH 290.00 \$6.00 \$1,740.00**Total Amount**

\$4,980.00

PURCHASE ORDER

03/21/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190065084**

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/21/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190071540
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : LIFE ACADEMY HIGH SCHOOL FOR FILM A
Attention :	Phone : (212) 999-4910
Street :	221 RIVER STREET OFFICE 9003
City :	HOBOKEN State : NJ Zip Code : 07030
Vendor # : ELE447398 01	Contract # : MICRO BIDS/NO BIDS-S
Fax # :	Toll Free # :
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SOOCKA, SALOME
Attention :	Phone : (718) 333-7750
Phone :	Email : SSOOCKA@SCHOOLS.NYC.GOV
Address :	65 COURT STREET, ROOM 1502
City :	BROOKLYN, State : NY Zip Code : 11201

Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.

Additional Comments

COHORT 1 AP FOR ALL PROGRAM

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.

KFI CH FUGFNIA

3/21/2019

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

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 # - 1	AP FOR ALL BOOT CAMP COHORT 1			EACH	1.00	\$2,600.00	\$2,600.00
						<u>Total Amount</u>	\$2,600.00

PURCHASE ORDER

03/21/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190071540**

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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

03/21/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190072544
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : LINDEN PLACE
Attention :	Attention : R.BANJO
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 281-3517
City : HOBOKEN	Address : 30-48 LINDEN PLACE
Vendor # : ELE447398 01	City : FLUSHING,
Fax # :	State : NY Zip Code : 11354 LDA : 85XX0147
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : BANJO,ABIODUN
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 281-3409
Phone : (718) 935-2850	Email : ABANJO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
MALDONADO,ELMER	
3/21/2019	
Signature of Principal or authorized Department of Education official	
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) 85	024217	689A	N/A	HS01	GONP	//	//	\$1,500.00
								<u>Total Amount</u> \$1,500.00

Item Detail Information

1) Item # - NVA	<u>Description</u> SHIPPING AND HANDLING	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
2) Item # - 001	TEACHERS AP FOR ALL PROFESSIONAL DEVELOPMENT			EACH	1.00	\$1,500.00	\$1,500.00
							<u>Total Amount</u> \$1,500.00

PURCHASE ORDER

03/21/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190072544**

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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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".

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K) Sales or Excise Taxes

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

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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

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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**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

03/25/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190071527

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : VICTORY COLLEGIATE H.S.
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : SOUTH SHORE CAMPUS/MARCEL DEANS
City : HOBOKEN	Phone : (718) 968-1530
Vendor # : ELE447398 01	Address : 6565 FLATLANDS, ROOM 477
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11236 LDA : K5760002
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : WARE,BOBBY
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 968-1530
Phone : (718) 935-2380	Email : BWARE3@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments PLEASE SEE CONTRACT WORK ORDER FOR SEP 19TH 2018 AND MAR 13, 2019	
**** 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	
KERPER,IRA	
3/25/2019	
Signature of Principal or authorized Department of Education official	
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)	18	034609	0685	WJ1907077	01	K576	E88D	// // \$12,300.00
								Total Amount \$12,300.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price		
				U/M	Qty	Per Unit
1) Item # - N/A	STUDENT ELEVATION			EACH	4.00	\$290.00
2) Item # - N/A	MEMORY MNEMONICS			EACH	4.00	\$290.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
4) Item # - N/A	ACE YOUR EXAMS			EACH	4.00	\$290.00
						\$1,160.00

PURCHASE ORDER

03/25/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190071527**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

TIME MANAGEMENT

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

6) Item # - N/A

FACULTY PD WORKSHOP

EACH 1.00 \$140.00 \$140.00

7) Item # - N/A

AP FOR ALL 3 DAY INSTITUTE

EACH 2.00 \$2,600.00 \$5,200.00

8) Item # - N/A

NOTE TAKING

EACH 4.00 \$290.00 \$1,160.00

9) Item # - N/A

CLOSE READING

EACH 4.00 \$290.00 \$1,160.00

Total Amount

\$12,300.00

PURCHASE ORDER

03/25/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190071527

PURCHASE ORDER NUMBER

01

SUFFIX

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

03/27/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190073669

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : NEW EXPLORATION INTO SCIENCE
Attention :	Attention : STEVE HERNON
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 677-5190
City : HOBOKEN	Address : 111 COLUMBIA STREET
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10002 LDA : M5390001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : LONGMUIR,JULIE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 677-5190
Phone : (718) 935-2850	Email : JLONGMUIR@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">BERKOWITZ,MARK</p> <hr/> <p style="text-align: right;">3/27/2019</p> <hr/> <p style="text-align: left;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">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) 01	014218	689A	N/A	M539	E5T2	//	//	\$150.00
<u>Total Amount</u>								\$150.00

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	PER SIGNED WORK ORDER FACULTY WORKSHIP			EACH	1.00	\$150.00	\$150.00
<u>Total Amount</u>							\$150.00

PURCHASE ORDER

03/27/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190073669**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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A) Transportation Charges

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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 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

03/28/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190075694
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : WILLIAMSBURG PREPARATORY SCHOOL
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 14
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 302-2306
City : HOBOKEN	Address : 257 NORTH 6 STREET, ROOM 424
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11211 LDA : K5610001
Contract # : MICRO BIDS/NO BIDS-S	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : KOSIOREK,CHRISTINE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 302-2306
Phone : (718) 935-2850	Email : CKOSIOREK@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments STUDY SKILL WORKSHOP OF CLASSES OF STUDENTS (MAX 30 PER CLASS) ON JUNE 15 AND JUNE 27, 2019	
***** 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	
SHADRICK,MIKE	
3/28/2019	
_____ Signature of Principal or authorized Department of Education official	
_____ 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)	14	014635	0685	N/A	K561	E3X1	//	\$4,980.00
								<u>Total Amount</u> \$4,980.00

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	SUMMER BRIDGE PROGRAM FOR INCOMING FRESHMAN			EACH	6.00	\$830.00	\$4,980.00
							<u>Total Amount</u> \$4,980.00

PURCHASE ORDER

03/28/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190075694**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

03/29/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190076082
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : JUNIOR HIGH SCHOOL 210
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : P DEDVUKAJ/LTERESA
City : HOBOKEN	Phone : (718) 845-5942
Vendor # : ELE447398 01	Address : 93-11 101ST AVENUE, ROOM MAIN
Fax # :	City : OZONE PARK,
	State : NY Zip Code : 11416 LDA : Q2100001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : TERESA,LUCINDA
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 845-5942
Phone : (718) 935-2377	Email : LTERESA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	

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) 27	091675	0685	WJ1907714 01	Q210	E915	//	//	\$24,978.00
								Total Amount
								\$24,978.00

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	46.00	\$271.00
2) Item # -N/A	CLOSE READING GR 6 AND 7			EACH	46.00	\$272.00
						Total Amount
						\$24,978.00

PURCHASE ORDER

03/29/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190076082**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

04/02/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190077830

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : YOUNG WOMEN'S LEADERSHIP SCHOOL, AS
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : ALLISON PERSAD
City : HOBOKEN	Phone : (718) 267-2839
Vendor # : ELE447398 01	Address : 23-15 NEWTON AVE, ROOM MO
	City : ASTORIA,
Fax # :	State : NY Zip Code : 11102 LDA : Q2860001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : KERTCHER,JANICE
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 267-2839
Phone : (718) 935-2377	Email : JKERTCHER@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	

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

GONZALEZ, BRENDA

4/2/2019

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 30	034609	0685	N/A	Q286	FUMU	//	//	\$7,950.00
								Total Amount \$7,950.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	FACULTY WORKSHOP			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	AP FOR ALL 3 DAY INSTITUTE FOR STUDENTS			EACH	3.00	\$2,600.00	\$7,800.00
							Total Amount \$7,950.00

PURCHASE ORDER

04/02/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190077830

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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.

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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

04/02/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190078729

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : SCIENCE, TECHNOLOGY AND RESEARCH EA
Attention :	Attention : MR. EVAN GOLDWYN, AP
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 564-2540
City : HOBOKEN	Address : 911 FLATBUSH AVENUE, ROOM 1N32
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11226 LDA : K5430001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GOLDWYN,EVAN
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (718) 564-2540
Phone : (718) 935-2378	Email : EGOLDWYN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
BLAKE, ERIC	
4/2/2019	
Signature of Principal or authorized Department of Education official	
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)	17	091675	0461	N/A	K543	FUWO	//	\$2,750.00
								<u>Total Amount</u> \$2,750.00

Item Detail Information

1) Item # - N/A	<u>Description</u> SHIPPING AND HANDLING	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>				
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>	
	ELEVATE ADMISSION			EACH	1.00	\$2,750.00	\$2,750.00	
							<u>Total Amount</u> \$2,750.00	

PURCHASE ORDER

04/02/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190078729**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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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

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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".

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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.
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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

04/02/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190078763
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Street : 221 RIVER STREET 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 209 Attention : SADAF SHAH Phone : (718) 743-1954 Address : 2609 EAST 7 STREET, ROOM 256, ROOM City : BROOKLYN, State : NY Zip Code : 11235 LDA : K2090001				
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS-R Phone : (718) 935-2380 Address : 65 COURT STREET, ROOM 1502, ROOM, R City : BROOKLYN, State : NY Zip Code : 11201				PO Initiator : SHAH,SADAF Phone : (718) 743-1954 Email : SSHAH9@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								
NOVELLA LOCURCIO, FRANCES				4/2/2019				
Signature of Principal or authorized Department of Education official				Date				

Accounting Information
Fiscal Year: 2019

	District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	21	014218	0685	N/A	K209	EBPT	//	//	\$3,630.00
<u>Total Amount</u>									\$3,630.00

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - NA	NOTE TAKING			EACH	2.00	\$290.00	\$580.00
2) Item # - NA	ACE YOUR EXAM			EACH	2.00	\$290.00	\$580.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - NA	LICENSING FEE			EACH	6.00	\$25.00	\$150.00

PURCHASE ORDER

04/02/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190078763**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - NA

CLOSE READING

TRACKING NUMBER
EACH 2.00 \$290.00 \$580.00

6) Item # - NA

MEMORY AND MNEMONICS

EACH 2.00 \$290.00 \$580.00

7) Item # - NA

STUDENT ELEVATION

EACH 2.00 \$290.00 \$580.00

8) Item # - NA

TIME MANAGEMENT

EACH 2.00 \$290.00 \$580.00

Total Amount

\$3,630.00

PURCHASE ORDER

04/02/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190078763

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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PURCHASE ORDER

04/02/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190078773

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 209
Attention :	Attention : SADAF SHAH
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 743-1954
City : HOBOKEN	Address : 2609 EAST 7 STREET, ROOM 256
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11235 LDA : K2090001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SHAH,SADAF
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 743-1954
Phone : (718) 935-2380	Email : SSHAH9@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">NOVELLA LOCURCIO, FRANCES</p> <hr/> <p style="text-align: right;">4/2/2019</p> <hr/> <p style="text-align: left;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">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)	21	014218	0685	N/A	K209	EBPT	//	//	\$3,480.00
									<u>Total Amount</u> \$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 # - NA	STUDENT ELEVATION			EACH	2.00	\$290.00	\$580.00
2) Item # - NA	ACE YOUR EXAM			EACH	2.00	\$290.00	\$580.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - NA	MEMORY AND MNEMONICS			EACH	2.00	\$290.00	\$580.00

PURCHASE ORDER

04/02/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190078773**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - NA

CLOSE READING

TRACKING NUMBER
EACH 2.00 \$290.00 \$580.00

6) Item # - NA

NOTE TAKING

EACH 2.00 \$290.00 \$580.00

7) Item # - NA

TIME MANAGEMENT

EACH 2.00 \$290.00 \$580.00

Total Amount

\$3,480.00

PURCHASE ORDER

04/02/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190078773

PURCHASE ORDER NUMBER

01

SUFFIX

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

04/03/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190073101
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : DIGITAL ARTS AND CINEMA TECHNOLOGY
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 15
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 694-9741
City : HOBOKEN	Address : 284 BALTIC STREET, ROOM 302
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11201 LDA : K4290001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ELLISON-WILLIAMS,DANNETTA
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 694-9741
Phone : (718) 935-2379	Email : DELLISO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM, R	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments WORK ORDER, SERVICE DESCRIPTION ATTACHED, KAPLAN DOES NOT OFFER STUDY/TEST TAKING SKILL WORKSHOPS FOR STUDENTS.	
**** 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	
DUNDAS,MICHERIE	
4/3/2019	
Signature of Principal or authorized Department of Education official _____ Date _____	

Accounting Information
 Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	15	014556	0685	N/A	K429	E98C	//	\$6,000.00
								Total Amount \$6,000.00

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	STUDY SKILLS WORKSHOPS FOR STUDENTS			EACH	2.00	\$3,000.00	\$6,000.00
							Total Amount \$6,000.00

PURCHASE ORDER

04/03/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190073101

PURCHASE ORDER NUMBER

01

SUFFIX

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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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

04/03/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190073772
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BROOKLYN PREPARATORY HIGH SCHOOL
Attention :	Attention : S JEWSBURY
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 486-2550
City : HOBOKEN	Address : 257 NORTH 6 STREET, ROOM 128
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11211 LDA : K4880001
Contract # : 3 BIDS-SERVICES	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : WONG,MARY
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 486-2550
Phone : (718) 935-2379	Email : MWONG6@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments AP STUDY SKILLS WORKSHOP (3) DAYS FOR STUDENTS, FACULTY PD WORKSHOP (2) DAYS, JUNE 21,24,25, 2019, TEACHERS TBC	
**** 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	
DUNDAS,MICHERIE	
4/3/2019	
Signature of Principal or authorized Department of Education official _____ Date _____	

Accounting Information
 Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	14	091675	0685	N/A	K488	E3CI	//	\$8,100.00
								Total Amount \$8,100.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	AP STUDY SKILLS WORKSHOPS						
				EACH	1.00	\$8,100.00	\$8,100.00
							Total Amount \$8,100.00

PURCHASE ORDER

04/03/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190073772

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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A) Transportation Charges

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F) Packing

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G) Markings

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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".

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

PURCHASE ORDER

04/03/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190077553
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : LIFE ACADEMY HIGH SCHOOL FOR FILM A
Attention :	Phone : (212) 999-4910
Street :	221 RIVER STREET OFFICE 9003
City :	State : NJ Zip Code : 07030
Vendor # : ELE447398 01	Contract # : MICRO BIDS/NO BIDS-S
Fax # :	Toll Free # :
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SOOCKA, SALOME
Attention :	OFFICE OF PAYABLE OPERATIONS-R
Phone :	(718) 935-2380
Address :	65 COURT STREET, ROOM 1502
City :	State : NY Zip Code : 11201
Email :	SSOOCKA@SCHOOLS.NYC.GOV

Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.

Additional Comments

COHORT 2 AP FOR ALL

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.

KFI CH FUGENIA

4/3/2019

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

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 # - 1	AP FOR ALL BOOT CAMP COHORT 2			EACH	1.00	\$2,600.00	\$2,600.00
							<u>Total Amount</u> \$2,600.00

PURCHASE ORDER

04/03/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190077553

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

04/03/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190078924
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : DISTRICT 12 HS#1
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : EDWIN HERNANDEZ
City : HOBOKEN	Phone : (718) 589-1590
Vendor # : ELE447398 01	Address : 1619 BOSTON ROAD, ROOM 419
	City : BRONX,
Fax # :	State : NY Zip Code : 10460 LDA : X5110001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : HERNANDEZ,EDWIN
Attention :	Phone : (718) 589-1590
Phone :	Email : EHERNANDEZ31@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
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

CATO,AISHA

4/3/2019

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

Item Detail Information

Line	Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price	
							Per Unit	Amount
1)	N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2)	N/A	AP FOR ALL FACULTY PD			WORKSHOP	1.00	\$150.00	\$150.00
3)	N/A	AP FOR ALL 3 DAY INSTITUTE STUDENTS			WORKSHOP	2.00	\$2,600.00	\$5,200.00
							Total Amount	\$5,350.00

PURCHASE ORDER

04/03/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190078924

PURCHASE ORDER NUMBER

01

SUFFIX

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".

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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.

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.

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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.

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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

04/03/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190079775
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC		Deliver To : PUBLIC SCHOOL 257	
Attention :		Phone : (212) 999-4910	Attention : MONICA TEJADA
Street : 221 RIVER STREET OFFICE 9003		Phone : (718) 384-7128	
City : HOBOKEN	State : NJ Zip Code : 07030	Address : 60 COOK STREET, ROOM 330	
Vendor # : ELE447398 01	Contract # : NEGOTIATED SERVICES-	City : BROOKLYN,	
Fax # :	Toll Free # :	State : NY Zip Code : 11206 LDA : K2570001	
Send Invoice To : NYC DEPARTMENT OF EDUCATION		PO Initiator : TEJADA,MONICA	
Attention : OFFICE OF PAYABLE OPERATIONS-K		Phone : (718) 384-7128	
Phone : (718) 935-2379		Email : MTEJADA3@SCHOOLS.NYC.GOV	
Address : 65 COURT STREET, ROOM 1502			
City : BROOKLYN, State : NY Zip Code : 11201			
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.			
Additional Comments NEEDED TO PROVIDE TEST PREPARATION SUPPORT FOR ALL STUDENTS IN GRADE 5			
***** 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			
SANTOS, ALEXANDRA		4/3/2019	
Signature of Principal or authorized Department of Education official		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) 14	091675	0685	N/A	K257	F0BP	//	//	\$6,725.00
								Total Amount \$6,725.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
1) Item # - 005	MEMORY AND MNEMONICS			EACH	5.00	\$275.00	\$1,375.00
2) Item # - 006	LICENSING FEE			EACH	5.00	\$25.00	\$125.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - 004	TIME MANAGEMENT			EACH	5.00	\$275.00	\$1,375.00

PURCHASE ORDER

04/03/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190079775**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -001

ACE YOUR EXAMS

TRACKING NUMBER
EACH 4.00 \$275.00 \$1,100.00

6) Item # -002

CLOSE READING

EACH 5.00 \$275.00 \$1,375.00

7) Item # -003

NOTE TAKING

EACH 5.00 \$275.00 \$1,375.00

Total Amount

\$6,725.00

PURCHASE ORDER

04/03/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190079775**

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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C) Delivery Hours

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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

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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.
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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

04/04/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190080662
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PAULA HEDBAVNY SCHOOL
Attention :	Attention : TANIA SANCHEZ, ASSISTANT PRINCIPAL
Street : 221 RIVER STREET OFFICE 9003	Phone : (917) 521-2060
City : HOBOKEN	Address : 421 W 219TH ST, ROOM 201
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10034 LDA : M2780001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CANO,VILMA
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (917) 521-2060
Phone : (718) 935-2378	Email : VCANO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
REYES,LILLIAN	
4/4/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

	District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	06	014218	0685	N/A	M278	E8DP	//	//	\$4,725.00
Total Amount									\$4,725.00

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	LICENSING FEE GRADE 7			EACH	3.00	\$25.00	\$75.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

04/04/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190080662**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

TIME MANAGEMENT GRADE 7

TRACKING NUMBER

EACH

7.00

\$290.00

\$2,030.00

6) Item # - N/A

STUDENT ELEVATION GRADE 7

EACH

4.00

\$290.00

\$1,160.00

7) Item # - N/A

ACE YOUR EXAMS

EACH

4.00

\$290.00

Total Amount

\$4,725.00

PURCHASE ORDER

04/04/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190080662

PURCHASE ORDER NUMBER

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SUFFIX

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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

04/05/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190080651
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : LIFE ACADEMY HIGH SCHOOL FOR FILM A
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 21
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 333-7750
City : HOBOKEN	Address : 2630 BENSON AVENUE, ROOM 341
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11214 LDA : K5590001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SOOCKA, SALOME
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 333-7750
Phone : (718) 935-2380	Email : SSOOCKA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments AP FOR ALL BOOT CAMP COHORT 3	
***** 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	
KELCH,EUGENIA	
4/5/2019	
<hr/> Signature of Principal or authorized Department of Education official	
<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	034609	0685	N/A	K559	EA0Y	//	\$2,600.00
								<u>Total Amount</u> \$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 # -1	COHORT 3 BOOTCAMP			EACH	1.00	\$2,600.00	\$2,600.00
							<u>Total Amount</u> \$2,600.00

PURCHASE ORDER

04/05/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190080651

PURCHASE ORDER NUMBER

01

SUFFIX

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

04/08/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190071416
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : COLUMBIA SECONDARY SCHOOL
Attention :	Attention : M.NIGHTENGALE
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 666-1278
City : HOBOKEN	Address : 425 WEST 123 STREET, ROOM 507
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10027 LDA : M3620001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : JACKSON, TIMOTHY
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (212) 690-5915
Phone : (718) 935-2378	Email : TJACKSON2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
DELGADO,YIRLIN	
4/8/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information
Fiscal Year: 2019

	District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	05	014556	0685	WJ1904042	01	M362	FFAA	//	\$12,630.00
<u>Total Amount</u>									\$12,630.00

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # -SEMINARS	FACULTY SEMINAR			WORKSH OP	2.00	\$150.00	\$300.00
2) Item # -EXAMS	ACE YOUR EXAMS 8TH AND 9TH			WORKSH OP	7.00	\$290.00	\$2,030.00
3) Item # -NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # -FEES	LICENSING FEES			EACH	6.00	\$25.00	\$150.00

PURCHASE ORDER

04/08/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190071416**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER		
5) Item # - STUDENT	STUDENT ELEVATION 8TH AND 9TH	WORKSH OP	7.00	\$290.00	\$2,030.00
6) Item # - NOTES	NOTE TAKING 8TH AND 9TH	WORKSH OP	7.00	\$290.00	\$2,030.00
7) Item # - CLOSE	CLOSE READING 8TH AND 9TH	WORKSH OP	7.00	\$290.00	\$2,030.00
8) Item # - MEMORY	MEMORY AND MNEMONICS 8TH AND 9TH	WORKSH OP	7.00	\$290.00	\$2,030.00
9) Item # - TIME	TIME MANAGEMENT 7TH	WORKSH OP	7.00	\$290.00	\$2,030.00

Total Amount

\$12,630.00

PURCHASE ORDER

04/08/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190071416

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

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B) Delivery

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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.

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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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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

04/08/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190080039
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : MS 74
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : KR/TL E&E MS COLACES NONCONPAR18-9#
City : HOBOKEN	Phone : (718) 631-6840
Vendor # : ELE447398 01	Address : 61-15 OCEANIA STREET, ROOM 319B
	City : BAYSIDE,
Fax # :	State : NY Zip Code : 11364 LDA : Q0740001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RUBIN, KAREN
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 631-6840
Phone : (718) 935-2377	Email : KRUBIN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : CONTACT ISMS. PERLSTEIN. DELIVERY MUST BE COMPLETED WITHIN	
<p>Additional Comments</p> <p>1 HOUR PARENT WORKSHOP/SEMINAR FOR STUDY SKILLS. ELEVATE REP IS TABLE REYES 201 721-8567. CONTACT HERE IS MS. LISA PERLSTEIN, A.P. 718 631-68630 IF ANY PURCHASE ORDER INQUIRIES PLEASE CONTACT KAREN RUBIN 718 631-6840 PLEASE EMAIL YOUR INVOICE TO ME AS SOON AS WORKSHOP IS IN PROGRESS KRUBIN@SCHOOLS.NYC.GOV</p> <hr/> <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>	

Accounting Information

Fiscal Year: 2019

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 # -SEMINAR	STUDY SKILLS WORKSHOP FOR PARENTS BILINGUAL			WORKSHOP	1.00	\$150.00	\$150.00

Total Amount
\$150.00

PURCHASE ORDER

04/08/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190080039

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

04/08/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190082022

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : MS 74
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : KR/TLE&E MS COL AC CUR&ST DEV18-9#4
City : HOBOKEN	Phone : (718) 631-6840
Vendor # : ELE447398 01	Address : 61-15 OCEANIA STREET, ROOM 319B
Fax # :	City : BAYSIDE,
	State : NY Zip Code : 11364 LDA : Q0740001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RUBIN, KAREN
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 631-6840
Phone : (718) 935-2377	Email : KRUBIN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	

Special Delivery Instructions (If Any) : CONTACT MS PERLSTEIN FOR SET UP 718 631 6830. DELIVERY MUST BE COMPLETED WITHIN

Additional Comments

FACULTY CERTIFIED CTLE PD STUDY SKILLS WORKSHOP FOR TEACHERS GRADE LEVELS 6 TO 8. IF ANY PROGRAM INQUIRIES PLEASE CONTACT LISA PERLTEIN 718 631 6830. CONTACT KAREN RUBIN 718 631 6840 WITH ANY PURCHASE ORDER QUESTIONS. KINDLY EMAIL AN INVOICE TO KRUBIN@SCHOOLS.NYC.GOV AS SOON AS SERVICES ARE RENDERED THAT REFLECT THE P.O. LINE FOR LINE. THANK YOU

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

ARMSTRONG,ANTHONY

4/8/2019

Signature of Principal or authorized Department of Education official

Date

Accounting Information
Fiscal Year: 2019

	District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	26	014218	689A	N/A	Q074	E8OU	//	//	\$150.00
Total Amount									\$150.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	Price			Amount
				U/M	Qty	Per Unit	
1) Item # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - SEMINAR	APRIL 15 FACULTY SEMINAR STUDY SKILLS WORKSHOP			EACH	1.00	\$150.00	\$150.00
Total Amount							\$150.00

Total Amount
\$150.00

PURCHASE ORDER

04/08/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190082022

PURCHASE ORDER NUMBER

01

SUFFIX

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

04/10/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190073663

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : NEW EXPLORATION INTO SCIENCE
Attention :	Attention : STEVE HERNON
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 677-5190
City : HOBOKEN	Address : 111 COLUMBIA STREET
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10002 LDA : M5390001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : LONGMUIR,JULIE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 677-5190
Phone : (718) 935-2850	Email : JLONGMUIR@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">IFILL,MICHELE</p> <hr/> <p style="text-align: right;">4/10/2019</p> <hr/> <p style="text-align: left;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">Date</p>	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 01	014218	0685	WJ1907403	01	M539	E5T5	//	\$11,574.90
								Total Amount \$11,574.90

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	PER WORK ORDER SIGNED			EACH	1.00	\$11,574.90	\$11,574.90
							Total Amount \$11,574.90

PURCHASE ORDER

04/10/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190073663

PURCHASE ORDER NUMBER

01

SUFFIX

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

04/10/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190083971

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : WASHINGTON HEIGHTS EXPEDITIONARY LE
Attention :	Attention : THOMAS ROCHOWICZ
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 781-0524
City : HOBOKEN	Address : 511 WEST 182 STREET, ROOM 419
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10033 LDA : M3480001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : JIMENEZ,LUZ
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 781-0524
Phone : (718) 935-2850	Email : LJIMENEZ@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">ROCHOWICZ,THOMAS</p> <hr/> <p style="text-align: right;">4/10/2019</p> <hr/> <p style="text-align: left;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">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) 06	084602	0685	N/A	M348	EE6L	//	//	\$4,540.00
								<u>Total Amount</u> \$4,540.00

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 GRADE 9 STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS			WORKSH OP	4.00	\$1,135.00	\$4,540.00
						<u>Total Amount</u> \$4,540.00

PURCHASE ORDER

04/10/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190083971**

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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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.

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H) Delivery Packing Slip

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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**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

04/10/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190084460

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : SPRING CREEK NEW SECONDARY SCHOOL
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 19
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 688-7200
City : HOBOKEN	Address : 1065 ELTON STREET, ROOM 334, ROOM 3
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11239 LDA : K4220001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : BAEZ,GERMANIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 688-7200
Phone : (718) 935-2850	Email : GBAEZ2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments AS PER WORK ORDER DATED MARCH 20, 2019	
**** 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	
KOZA,CHRISTINA	
4/10/2019	
Signature of Principal or authorized Department of Education official	
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)	19	014556	0685	N/A	K422	EBCC	//	\$4,980.00
								Total Amount \$4,980.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	STUDENT ELEVATION			EACH	2.00	\$290.00	\$580.00
2) Item # - N/A	MEMORY AND MNEMONICS			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	LICENSING FEE GRADE 6			EACH	2.00	\$25.00	\$50.00

PURCHASE ORDER04/10/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190084460**

PURCHASE ORDER NUMBER

01

SUFFIX

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

Total Amount

\$4,980.00

PURCHASE ORDER

04/10/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190084460

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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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.

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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

04/11/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190085600
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : EAST BRONX ACADEMY FOR THE FUT
Attention :	Attention : SARAH SCROGIN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 861-8641
City : HOBOKEN	Address : 1716 SOUTHERN BOULEVARD, ROOM 102
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10460 LDA : X2710001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SANCHEZ,SHEREEN
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 861-8641
Phone : (718) 935-2376	Email : SSANCHEZ@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
SCROGIN, SARAH	
4/11/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	12	014556	0685	N/A	X271	EEDH	//	\$2,750.00
								Total Amount \$2,750.00

Item Detail Information

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

PURCHASE ORDER

04/11/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190085600

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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.

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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

04/15/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190085153

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : QUEENS PREPARATORY ACADEMY
Attention :	Attention : MS. HAYWOOD
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 712-2304
City : HOBOKEN	Address : 143-10 SPRINGFIELD BOULEVARD
Vendor # : ELE447398 01	City : QUEENS,
Fax # :	State : NY Zip Code : 11413 LDA : Q2480001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RODRIGUEZ,CRYSTAL
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 712-2304
Phone : (718) 935-2377	Email : CRODRIGUEZ128@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
LOPEZ,MIGDALIA	
4/15/2019	
Signature of Principal or authorized Department of Education official	
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) 29	034609	0685	N/A	Q248	FUW3	//	//	\$5,350.00
								<u>Total Amount</u> \$5,350.00

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 # - NVA SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - AP SUDENTS 3 DAY INSTITUTE AND FACULTY PD WORKSHOP			EACH	1.00	\$5,350.00	\$5,350.00
						<u>Total Amount</u> \$5,350.00

PURCHASE ORDER

04/15/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190085153**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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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.

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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.

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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

04/15/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190085467

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BRONX AEROSPACE ACADEMY
Attention :	Attention : ERIKA HURTADO
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 696-6010
City : HOBOKEN	Address : 800 E GUN HILL ROAD, ROOM 144
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10467 LDA : X5450001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : BROWN,SANITA
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 696-6010
Phone : (718) 935-2376	Email : SBROWN20@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<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>	
ESPINELL, ANN ETTE	
4/15/2019	
<hr/> Signature of Principal or authorized Department of Education official	
<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)	11	034609	689A	N/A	X545	E6QZ	//	\$150.00
2)	11	034609	0685	N/A	X545	E6R6	//	\$7,800.00
<u>Total Amount</u>								\$7,950.00

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	STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS			EACH	3.00	\$2,600.00	\$7,800.00
3) Item # - N/A	STUDY SKILLS WORKSHOP FOR TEACHERS			EACH	1.00	\$150.00	\$150.00
<u>Total Amount</u>							\$7,950.00

PURCHASE ORDER

04/15/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190085467

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

04/15/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190085864

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : MS 74
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : KR/TLE&E COL ACC EDUC CONS 18-19#4
City : HOBOKEN	Phone : (718) 631-6840
Vendor # : ELE447398 01	Address : 61-15 OCEANIA STREET, ROOM 319B
Fax # :	City : BAYSIDE,
	State : NY Zip Code : 11364 LDA : Q0740001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RUBIN, KAREN
Attention :	Phone : (718) 631-6840
Phone : (718) 935-2377	Email : KRUBIN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	

Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.

Additional Comments

OUR REP IS TABLE REYES. CONSULTANT MET WITH LIS PERLSTEIN AND A WORKSHOP PROGRAM WAS SET UP AS PER THIS CONTRACT WORKORDER. THESE WILL BE 90 MINUTE SESSIONS 3 DAYS STUDENTS APRIL 17, MAY 8 AND MAY 15TH. IF DATES MUST BE RESCHEDULED THEY WILL BE APPROVED BY MS. PERLSTEIN. ANY INQUIRIES CONTACT LISA PERLSTEIN 718 631 6830 OR ANY BILLING OR P.O. INQUIRIES PLEASE CONTACT KAREN RUBIN 718 631 6840

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

ARGUELLO,MARCIE

4/15/2019

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	26	014218	0685	WJ1908057	01	Q074	E8P0	// // \$15,486.80
								Total Amount \$15,486.80

Item Detail Information

Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - GR 6 TIME MANAGEMENT STUDY SKILLS WORKSHOP			WORKSH OP	13.00	\$290.00	\$3,770.00
2) Item # - GR 6 AND 7 LICENSING AND WORKBOOKS			EACH	1,520.00	\$0.84	\$1,276.80
3) Item # - N/A SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER04/15/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190085864**

PURCHASE ORDER NUMBER

01

SUFFIX

4) Item # - GR 7

NOTE TAKING STUDY SKILLS
WORKSHOPSTRACKING NUMBER
WORKSH 12.00 \$290.00 \$3,480.00
OP

5) Item # - GR 7

MEMORY AND MNEMONICS STUDY
SKILLS WORKSHOPWORKSH 12.00 \$290.00 \$3,480.00
OP

6) Item # - GR 7

TIME MANAGEMENT GROWTH
MINDSETWORKSH 12.00 \$290.00 \$3,480.00
OP**Total Amount**

\$15,486.80

PURCHASE ORDER

04/15/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190085864**

PURCHASE ORDER NUMBER

01

SUFFIX

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

04/15/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190086078

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : EXCELSIOR PREPARATORY HIGH SCHOOL
Attention :	Attention : MRS. LILLY N. LUCAS, PRINCIPAL
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 525-6507
City : HOBOKEN	Address : 143-10 SPRINGFIELD BOULEVARD, ROOM
Vendor # : ELE447398 01	City : QUEENS,
Fax # :	State : NY Zip Code : 11413 LDA : Q2650001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GORDON,JENIEL
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 525-6507
Phone : (718) 935-2377	Email : JGORDON3@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">LOPEZ,MIGDALIA</p> <hr/> <p style="text-align: right;">4/15/2019</p> <hr/> <p style="text-align: left;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">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) 29	034609	0685	N/A	Q265	E16K	//	//	\$7,950.00
								<u>Total Amount</u> \$7,950.00

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 # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - AP FOR ALL	AP FOR ALL 3 DAY INSTITUTE			EACH	1.00	\$7,950.00	\$7,950.00
							<u>Total Amount</u> \$7,950.00

PURCHASE ORDER

04/15/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190086078**

PURCHASE ORDER NUMBER

01

SUFFIX

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:**

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

PURCHASE ORDER

04/16/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190072177
 PURCHASE ORDER NUMBER
01
 SUFFIX
T1235407
 TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BANNEKER ACEDEMY FOR COMM.DEV.
Attention :	Attention : DR. KWATENG\COLLICA
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 797-3702
City : HOBOKEN	Address : 77 CLINTON AVENUE, ROOM 106, ROOM 1
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11205 LDA : K6700001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : COLLICA,TEDRA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 797-3702
Phone : (718) 935-2850	Email : TCOLLICA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM, R	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> <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>	
DUNDAS,MICHERIE	
4/16/2019	
Signature of Principal or authorized Department of Education official	
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)	13	091675	0685	N/A	K670	G0PD	//	\$8,000.00
								Total Amount \$8,000.00

Item Detail Information

1) Item # - N/A	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	
2) Item # - N/A	STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS						
							Total Amount \$8,000.00

PURCHASE ORDER

04/16/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190072177**

PURCHASE ORDER NUMBER

01

SUFFIX

T1235407

TRACKING NUMBER

INSTRUCTIONS PART I**THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS****PLEASE BE ADVISED**

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

PURCHASE ORDER

04/16/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190074100

PURCHASE ORDER NUMBER

01

SUFFIX

T1237593

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Street : 221 RIVER STREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : 3 BIDS-SERVICES-1217 Fax # : Toll Free # :				Deliver To : BROOKLYN LAB SCHOOL Attention : COMMUNITY SCHOOL DISTRICT 19 Phone : (718) 235-3592 Address : 999 JAMAICA AVENUE, ROOM 110 City : BROOKLYN, State : NY Zip Code : 11208 LDA : K6390001				
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 : SALERNO,MARISA Phone : (718) 235-3592 Email : MSALERNO4@SCHOOLS.NYC.GOV				
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.								
Additional Comments SYLVAN LEARNING DOES NOT OFFER STUDY SKILL WORKSHOP FOR TEACHERS. EACH SESSION IS ONE HOUR AS ELEVATE EDUCATION OFFERS 3 WORKSHOPS THAT ARE 6 HOURS EACH. SOAR LEARNING DOES NOT OFFER ANY IN CLASS WORKSHOPS.								
***** 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								
DUNDAS,MICHERIE				4/16/2019				
Signature of Principal or authorized Department of Education official				Date				

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	19	034609	0685	N/A	K639	E1GV	//	\$2,950.00
2)	19	034609	0685	N/A	K639	FP31	//	\$5,000.00
Total Amount								
\$7,950.00								

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	Price		
				U/M	Qty	Amount
1) Item # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00
2) Item # - 01	STUDY SKILLS WORKSHOP FOR AP STUDENTS IMPROVE STUDY SKILLS FOR TESTTAKING			EACH	3.00	\$2,600.00
3) Item # - 02	FACULTY WORKSHOP TO HELP STUDENTS FOCUS ON STUDY SKILLS			EACH	1.00	\$150.00
						\$150.00

PURCHASE ORDER

04/16/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190074100

PURCHASE ORDER NUMBER

01

SUFFIX

T1237593

TRACKING NUMBER

Total Amount

\$7,950.00

PURCHASE ORDER

04/16/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190074100**

PURCHASE ORDER NUMBER

01

SUFFIX

T1237593

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

04/16/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190090047
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BROOKLYN COLLEGIATE: A COLLEGE BOAR
Attention :	Attention : HEATHER NEWMAN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 922-1145
City : HOBOKEN	Address : 2021 BERGEN STREET, ROOM 111
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11233 LDA : K4930001
Contract # : MICRO BIDS/NO BIDS-S	Toll Free # :
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	
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	
NEWMAN,HEATHER	
4/16/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

	District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	23	024605	689C	N/A	K493	FMNZ	//	//	\$4,998.00
<u>Total Amount</u>									\$4,998.00

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - NVA	STUDENT EVALUATION			EACH	3.00	\$216.00	\$648.00
2) Item # - NVA	CLOSE READING			EACH	3.00	\$290.00	\$870.00
3) Item # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - NVA	ACE YOUR EXAM			EACH	3.00	\$290.00	\$870.00

PURCHASE ORDER

04/16/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190090047**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

NOTE TAKING

TRACKING NUMBER
EACH 3.00 \$290.00 \$870.00

6) Item # - N/A

TIME MANAGEMENT

EACH 3.00 \$290.00 \$870.00

7) Item # - N/A

MEMORY AND MNEMONICS

EACH 3.00 \$290.00 \$870.00

Total Amount

\$4,998.00

PURCHASE ORDER

04/16/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190090047

PURCHASE ORDER NUMBER

01

SUFFIX

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

04/16/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190090060

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BROOKLYN COLLEGIATE: A COLLEGE BOAR
Attention :	Attention : HEATHER NEWMAN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 922-1145
City : HOBOKEN	Address : 2021 BERGEN STREET, ROOM 111
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11233 LDA : K4930001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MICHACA,SUSAN
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 922-1145
Phone : (718) 935-2379	Email : SRAMBHAJAN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">NEWMAN,HEATHER</p> <hr/> <p style="text-align: right;">4/16/2019</p> <hr/> <p style="text-align: left;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">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) 23	024605	689C	N/A	K493	FMNZ	//	//	\$4,000.00
								<u>Total Amount</u> \$4,000.00

Item Detail Information

1) Item # - N/A	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>				
				<u>U/M</u>	<u>Qty</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	AP STUDENTS BOOTCAMP			EACH	2.00	\$2,000.00	\$4,000.00	
							<u>Total Amount</u> \$4,000.00	

PURCHASE ORDER

04/16/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190090060

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

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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:**

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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

04/16/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190090751

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : URBAN ASSEMBLY SCHOOL FOR COLLABOR
Attention :	Attention : PRISCILLA UPSHAW
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 277-1572
City : HOBOKEN	Address : 999 JAMAICA AVENUE, ROOM 350
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11208 LDA : K7640003
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : UPSHAW,PRISCILLA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 277-1572
Phone : (718) 935-2850	Email : PUPSHAW@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	

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

OSTROM,LISA

4/16/2019

Signature of Principal or authorized Department of Education official

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)	19	046029	0685	N/A	K764	FM3F	//	\$1,610.00
2)	19	034609	0685	N/A	K764	ECKO	//	\$44.00
3)	19	004620	0685	N/A	K764	E7KH	//	\$1,100.00
4)	19	014556	0685	N/A	K764	ECLV	//	\$2,244.00
								Total Amount \$4,998.00

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 STUDY SKILLS WORKSHOP GRADES 9 AND 10			EACH	3.00	\$290.00	\$870.00
2) Item # - N/A STUDENT ELEVATION STUDY SKILLS WORKSHOP GRADES 9 AMD 10			EACH	3.00	\$216.00	\$648.00
3) Item # - N/A SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER04/16/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190090751**
PURCHASE ORDER NUMBER
01
SUFFIX

4) Item # - N/A	MEMORY AND MNEMONICS STUDY SKILLS WORKSHOP GRADES 9 AND 10	EACH	3.00	\$290.00	\$870.00
5) Item # - N/A	CLOSE READING STUDY SKILLS WORKSHOP GRADES 9 AND 10	EACH	3.00	\$290.00	\$870.00
6) Item # - N/A	NOTE TAKING STUDY SKILLS WORKSHOP GRADES 9 AND 10	EACH	3.00	\$290.00	\$870.00
7) Item # - N/A	TIME MANAGEMENT STUDY SKILLS WORKSHOP GRADES 9 AND 10	EACH	3.00	\$290.00	\$870.00

Total Amount
\$4,998.00

PURCHASE ORDER

04/16/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190090751**

PURCHASE ORDER NUMBER

01

SUFFIX

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

04/17/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190078505

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 121
Attention :	Attention : ANTHONY MUNGIOLI
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 377-8845
City : HOBOKEN	Address : 5301 20TH AVENUE, ROOM 255
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11204 LDA : K1210001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GIULIANO,LISA
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 377-8845
Phone : (718) 935-2380	Email : LGIULIANO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">CAMPBELL,VINCENT</p> <hr/> <p style="text-align: right;">4/17/2019</p> <hr/> <p style="text-align: left;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">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) 21	091675	0685	N/A	K121	E5OF	//	//	\$5,220.00
								<u>Total Amount</u> \$5,220.00

Item Detail Information

1) Item # - N/A	<u>Description</u> SHIPPING AND HANDLING	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>				
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>	
2) Item # - N/A	STUDENT STUDY SKILL WORKSHOPS			EACH	18.00	\$290.00	\$5,220.00	
							<u>Total Amount</u> \$5,220.00	

PURCHASE ORDER

04/17/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190078505**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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.

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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

04/17/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190082462
PURCHASE ORDER NUMBER
01
SUFFIX
T1251443
TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HIGH SCHOOL FOR SERVICE & LEARNING
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : DAWN SMOOT
City : HOBOKEN	Phone : (718) 564-2551
Vendor # : ELE447398 01	Address : 911 FLATBUSH AVENUE, ROOM 1S46, ROO
	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11226 LDA : K5390001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SMOOT,DAWN
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 564-2551
Phone : (718) 935-2380	Email : DSMOOT@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM	
City : BROOKLYN, State : NY Zip Code : 11201	
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	
WHITE,ANGELA	
4/17/2019	
<hr/> Signature of Principal or authorized Department of Education official	
<hr/> Date	

Accounting Information

Fiscal Year: 2019

Item Detail Information

Line Item	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - NA	STUDY SKILLS WORKSHOPS			EACH	2.00	\$2,600.00	\$5,200.00

PURCHASE ORDER

04/17/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190082462**

PURCHASE ORDER NUMBER

01

SUFFIX

T1251443

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.

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

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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

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

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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.

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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.
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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

04/17/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190089972

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : INTERMEDIATE SCHOOL 8
Attention :	Attention : MS. LOUSSIANT
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 739-6883
City : HOBOKEN	Address : 108-35 167TH STREET, ROOM 127
Vendor # : ELE447398 01	City : JAMAICA,
Fax # :	State : NY Zip Code : 11433 LDA : Q0080001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SHANNON,CATHLEEN
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 739-6883
Phone : (718) 935-2377	Email : CSHANNON4@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">LOUSSIANT,KATIANA</p> <hr/> <p style="text-align: right;">4/17/2019</p> <hr/> <p>Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">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) 28	091666	489A	N/A	Q008	HV3C	//	//	\$1,625.00
								<u>Total Amount</u> \$1,625.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	LICENSING FEE FOR MATERIALS			EACH	1.00	\$25.00	\$25.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	STUDY SKILLS WORKSHOP FOR 30 STUDENTS			EACH	5.00	\$290.00	\$1,450.00
4) Item # - N/A	STUDY SKILLS WORKSHOP FOR 150 PARENTS			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

04/17/2019

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190089972

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$1,625.00

PURCHASE ORDER

04/17/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190089972

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

04/17/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190091240

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 145
Attention :	Attention : MS. MALLOY
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 821-4823
City : HOBOKEN	Address : 100 NOLL STREET, ROOM 107
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11206 LDA : K1450001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MELO,AURORA
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 821-4823
Phone : (718) 935-2379	Email : AMELO4@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments THE ITEMS PURCHASED WILL AID STUDENTS IN THEIR STUDY SKILLS TO ENHANCE THEIR OVERALL EDUCATION EXPERIENCE.	
**** 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	
MALLOY,LINDA	
4/17/2019	
_____ Signature of Principal or authorized Department of Education official	
_____ Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 32	014344	0685	N/A	K145	EEKA	//	//	\$3,241.00
2) 32	095121	0685	N/A	K145	EEK9	//	//	\$1,591.00
Total Amount								\$4,832.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price		
				U/M	Qty	Per Unit
1) Item # - N/A	ACE YOUR EXAMS			EACH	4.00	\$290.00
2) Item # - N/A	LICENSING FEE			EACH	120.00	\$1.60
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00

PURCHASE ORDER

04/17/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190091240**

PURCHASE ORDER NUMBER

01

SUFFIX

4) Item # - N/A

TIME MANAGEMENT GRADE 5

EACH

4.00 \$290.00 \$1,160.00

5) Item # - N/A

MEMORY AND MNEMONICS

EACH

4.00 \$290.00 \$1,160.00

6) Item # - N/A

STUDENT EVALUATION

EACH

4.00 \$290.00 \$1,160.00

Total Amount

\$4,832.00

PURCHASE ORDER

04/17/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190091240

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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**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

04/17/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190091485
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Street : 221 RIVER STREET 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 160 Attention : CHERISSAE BROWN Phone : (929) 398-3140 Address : 109-59 INWOOD STREET City : JAMAICA, State : NY Zip Code : 11435 LDA : Q1600001				
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS-Q Phone : (718) 935-2377 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201				PO Initiator : FERRER,ALEXANDRA Phone : (929) 398-3140 Email : AFERRER7@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								
HICKS, TIFFANY				4/17/2019				
Signature of Principal or authorized Department of Education official				Date				

Accounting Information
Fiscal Year: 2019

	District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	28	014344	0685	N/A	Q160	E0F8	//	//	\$5,000.00
<u>Total Amount</u>									\$5,000.00

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$135.00	\$135.00
2) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	LICENSING FEE			EACH	1.00	\$75.00	\$75.00

PURCHASE ORDER

04/17/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190091485**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

TIME MANAGEMENT

EACH

4.00 \$290.00 \$1,160.00

6) Item # - N/A

NOTETAKING WORKSHOP

EACH

4.00 \$290.00 \$1,160.00

7) Item # - N/A

STUDENT ELEVATION

EACH

4.00 \$290.00 \$1,160.00

8) Item # - N/A

MEMORY AND MNEMONICS

EACH

4.00 \$290.00 \$1,160.00

Total Amount

\$5,000.00

PURCHASE ORDER

04/17/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190091485

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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B) Delivery

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C) Delivery Hours

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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".

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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.

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.

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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.
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PURCHASE ORDER

04/17/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190092391

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : SCIENCE, TECHNOLOGY AND RESEARCH EA
Attention :	Attention : ERIC L. BLAKE
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 564-2540
City : HOBOKEN	Address : 911 FLATBUSH AVENUE, ROOM 1N32
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11226 LDA : K5430001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CAMASTRO,ROSE
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (718) 564-2540
Phone : (718) 935-2378	Email : RCAMAST@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : PROFESSIONAL DEV WORKSHOP. DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments	
CONTACT ROBERT EDWARDS	
<p>*****</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>	
BLAKE, ERIC	
4/17/2019	
Signature of Principal or authorized Department of Education official	
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)	17	064559	689B	N/A	K543	GR6A	//	\$800.00
								<u>Total Amount</u> \$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 # - NA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - NA	PROFESSIONAL DEVELOPMENT WORKSHOP			EACH	1.00	\$800.00	\$800.00
							<u>Total Amount</u> \$800.00

PURCHASE ORDER

04/17/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190092391

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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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

04/17/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190092524

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : A.C.O.R.N.(ASSOC. OF COMMUNITY
Attention :	Attention : ORGANIZATIONS FOR RETURN NOW)
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 789-2258
City : HOBOKEN	Address : 561 GRAND AVENUE, ROOM 131
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11238 LDA : K4990001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SMITH,JUDITH
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 789-2258
Phone : (718) 935-2379	Email : JSMITH3@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">PIPER,ANDREA</p> <hr/> <p style="text-align: right;">4/17/2019</p> <hr/> <p style="text-align: left;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">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)	13	074556	0685	N/A	K499	EAQG	//	\$4,998.00
								<u>Total Amount</u> \$4,998.00

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 AP STUDY SKILLS CLASSES FOR STUDENTS 2 CLASSES EACH DAY			EACH	6.00	\$833.00	\$4,998.00
						<u>Total Amount</u> \$4,998.00

PURCHASE ORDER

04/17/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190092524**

PURCHASE ORDER NUMBER

01

SUFFIX

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

04/17/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190093167

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 111
Attention :	Attention : MS. GUTIERREZ, PRINCIPAL
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 881-2418
City : HOBOKEN	Address : 3740 BAYCHESTER AVENUE
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10466 LDA : X1110001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : WATSON,SYLVIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 881-2418
Phone : (718) 935-2850	Email : SWATSON@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : ELEVATE EDUCATION. DELIVERY MUST BE COMPLETED WITHIN	
Additional Comments GRADE 5 STUDY SKILLS WORKSHOP FOR TEACHERS.	
<p>*****</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>	
GUTIERREZ, CELINA	
4/17/2019	
Signature of Principal or authorized Department of Education official	
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	004325	689A	N/A	X111	EA2O	//	\$4,890.00
								Total Amount \$4,890.00

Item Detail Information

1) Item # - GRADE 5	Description	Manufacturer Part #	Brand/Model	<u>Price</u>	U/M	Qty	Per Unit	Amount
2) Item # - GRADE 5	FACULTY SEMINAR				EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	SHIPPING AND HANDLING				EACH	0.00	\$0.00	\$0.00
4) Item # - GRADE 5	MEMORY AND MNEMONICS				EACH	4.00	\$290.00	\$1,160.00

PURCHASE ORDER

04/17/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190093167**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - GRADE 5

CLOSE READING STUDY SKILLS

EACH

4.00 \$290.00 \$1,160.00

6) Item # - GRADE 5

NOTE TAKING STUDY SKILLS

EACH

4.00 \$290.00 \$1,160.00

7) Item # - GRADE 5

TIME MANAGEMENT STUDY SKILLS

EACH

4.00 \$290.00 \$1,160.00

Total Amount

\$4,890.00

PURCHASE ORDER

04/17/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190093167

PURCHASE ORDER NUMBER

01

SUFFIX

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

04/18/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190090995

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : WILLIAM H MAXWELL HIGH SCHOOL
Attention :	Attention : MR UWA/MS VALES/MR CARLSON/MS MARTE
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 345-9100
City : HOBOKEN	Address : 145 PENNSYLVANIA AVENUE, ROOM 101,
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11207 LDA : K6600001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MARTE,YASLIS
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 345-9100
Phone : (718) 935-2379	Email : YMARTE@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
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.	
**** 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	
UWA,ANDREW	
4/18/2019	
_____ Signature of Principal or authorized Department of Education official	
_____ 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)	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

04/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190090995**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - NIA

CLOSE READING 9 AND 10 GRADERS

TRACKING NUMBER
EACH 1.00 \$500.00 \$500.00

6) Item # - NIA

NOTE TAKING 9 AND 10 GRADERS

EACH 1.00 \$500.00 \$500.00

7) Item # - NIA

TIME MANAGEMENT 9 AND 10

EACH 1.00 \$500.00 \$500.00

Total Amount

\$3,000.00

PURCHASE ORDER

04/18/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190090995

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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.
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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

04/18/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190092995

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : P.S.375 @ I.S. 320
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : KIRK WILKINSON 1ST FL MAIN OFFICE
City : HOBOKEN	Phone : (718) 693-6655
Vendor # : ELE447398 01	Address : 46 MCKEEVER PLACE, ROOM 100
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11225 LDA : K3750001
Contract # : MICRO BIDS/NO BIDS-S	Toll Free # :
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	
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	
4/18/2019	
Signature of Principal or authorized Department of Education official	
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

1) Item # - N/A	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

5) Item # - N/A

NOTE TAKING

TRACKING NUMBER
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

04/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190092995**

PURCHASE ORDER NUMBER

01

SUFFIX

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

04/18/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190093874
 PURCHASE ORDER NUMBER
01
 SUFFIX
T1256554
 TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 89
Attention :	Attention : A. KATECHIS
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 653-0835
City : HOBOKEN	Address : 980 MACE AVENUE
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10469 LDA : X0890001
Contract # : MICRO BIDS/NO BIDS-S	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : LATIF, MOHAMED
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 653-0835
Phone : (718) 935-2850	Email : MLATIF@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> 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	
4/18/2019	
Signature of Principal or authorized Department of Education official	
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

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - NVA	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

04/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190093874**

PURCHASE ORDER NUMBER

01

SUFFIX

T1256554

TRACKING NUMBER

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B) Delivery

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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.

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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

04/18/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190093882
 PURCHASE ORDER NUMBER
01
 SUFFIX
T1256554
 TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 89
Attention :	Attention : A. KATECHIS
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 653-0835
City : HOBOKEN	Address : 980 MACE AVENUE
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10469 LDA : X0890001
Contract # : MICRO BIDS/NO BIDS-S	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : LATIF, MOHAMED
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 653-0835
Phone : (718) 935-2850	Email : MLATIF@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> <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>	
MARTINEZ, RALPH	
4/18/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information
Fiscal Year: 2019

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

Item Detail Information

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

PURCHASE ORDER

04/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****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**

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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

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I) Billing Procedure

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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.

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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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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

04/18/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190094426

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : NEW HS AT K455
Attention :	Attention : TABARI BOMANI
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 804-6805
City : HOBOKEN	Address : 1700 FULTON STREET, ROOM 337
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11213 LDA : K7650001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : DENG,YONG
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 804-6805
Phone : (718) 935-2850	Email : YDENG2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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	
4/18/2019	
Signature of Principal or authorized Department of Education official	
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
								<u>Total Amount</u> \$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 # - NVA 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
						<u>Total Amount</u> \$2,600.00

PURCHASE ORDER

04/18/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190094426

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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.

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

04/18/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190094437

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : NEW HS AT K455
Attention :	Attention : TABARI BOMANI
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 804-6805
City : HOBOKEN	Address : 1700 FULTON STREET, ROOM 337
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11213 LDA : K7650001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : DENG,YONG
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 804-6805
Phone : (718) 935-2850	Email : YDENG2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<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>	
BOMANI,TABARI	
4/18/2019	
<hr/> Signature of Principal or authorized Department of Education official	
<hr/> Date	

Accounting Information

Fiscal Year: 2019

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

Item Detail Information

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

PURCHASE ORDER

04/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190094437**

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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

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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

04/18/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190094466

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : NEW HS AT K455
Attention :	Attention : TABARI BOMANI
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 804-6805
City : HOBOKEN	Address : 1700 FULTON STREET, ROOM 337
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11213 LDA : K7650001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : DENG,YONG
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 804-6805
Phone : (718) 935-2850	Email : YDENG2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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	
4/18/2019	
Signature of Principal or authorized Department of Education official	
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
								<u>Total Amount</u> \$2,800.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - NVA	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
							<u>Total Amount</u> \$2,800.00

PURCHASE ORDER

04/18/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190094466

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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.

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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**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

04/18/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190094966
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC		Deliver To : PUBLIC SCHOOL 111	
Attention :		Phone : (212) 999-4910	Attention : MS. GUTIERREZ, PRINCIPAL
Street : 221 RIVER STREET OFFICE 9003		Phone : (718) 881-2418	
City : HOBOKEN	State : NJ	Zip Code : 07030	Address : 3740 BAYCHESTER AVENUE
Vendor # : ELE447398	01	Contract # : MICRO BIDS/NO BIDS-S	City : BRONX,
Fax # :		Toll Free # :	State : NY Zip Code : 10466 LDA : X1110001
Send Invoice To : NYC DEPARTMENT OF EDUCATION		PO Initiator : WATSON,SYLVIA	
Attention : OFFICE OF PAYABLE OPERATIONS		Phone : (718) 881-2418	
Phone : (718) 935-2850		Email : SWATSON@SCHOOLS.NYC.GOV	
Address : 65 COURT STREET, ROOM 1502			
City : BROOKLYN,		State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : TEACHERS STUDY SKILLS.. DELIVERY MUST BE COMPLETED WITHIN			
Additional Comments STUDY SKILLS WORKSHOP.			
<p>*****</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>			
GUTIERREZ, CELINA		4/18/2019	
Signature of Principal or authorized Department of Education official		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	024361	689A	N/A	X111	E4R2	//	//	\$2,520.00
									<u>Total Amount</u> \$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

04/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION**

5) Item # -NIA

ACE YOUR EXAMS

WO190094966

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

EACH 4.00 \$290.00 \$1,160.00

Total Amount

\$2,520.00

PURCHASE ORDER

04/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190094966**

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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

PURCHASE ORDER

04/18/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190095037

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PS/MS 498X VAN NEST ACADEMY
Attention :	Attention : ATT: CAROLE ANN GILLIGAN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 409-3600
City : HOBOKEN	Address : 1640 BRONXDALE AVENUE RM105
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10462 LDA : X4980001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SANTINI, YESENIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 409-3001
Phone : (718) 935-2850	Email : YSANTINI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">GILLIGAN, CAROL ANN</p> <p style="text-align: right;">4/18/2019</p> <hr/> <p>Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">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
								<u>Total Amount</u> \$4,090.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</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

04/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190095037**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -NIA

FACULTY SEMINAR

TRACKING NUMBER
EACH 1.00 \$150.00 \$150.00Total Amount

\$4,090.00

PURCHASE ORDER

04/18/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190095037

PURCHASE ORDER NUMBER

01

SUFFIX

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

04/18/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190095069

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PS/MS 498X VAN NEST ACADEMY
Attention :	Attention : ATT: CAROLE ANN GILLIGAN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 409-3001
City : HOBOKEN	Address : 1640 BRONXDALE AVENUE RM105
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10462 LDA : X4980001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SANTINI, YESENIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 409-3001
Phone : (718) 935-2850	Email : YSANTINI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">GILLIGAN, CAROL ANN</p> <hr/> <p style="text-align: right;">4/18/2019</p> <hr/> <p>Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">Date</p>	

Accounting Information

Fiscal Year: 2019

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

Item Detail Information

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

PURCHASE ORDER

04/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190095069**

PURCHASE ORDER NUMBER

01

SUFFIX

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

04/18/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190095084
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PS/MS 498X VAN NEST ACADEMY
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : ATT: CAROLE ANN GILLIGAN
City : HOBOKEN	Phone : (718) 409-3001
Vendor # : ELE447398 01	Address : 1640 BRONXDALE AVENUE RM105
	City : BRONX,
Fax # :	State : NY Zip Code : 10462 LDA : X4980001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SANTINI, YESENIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 409-3001
Phone : (718) 935-2850	Email : YSANTINI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	

Accounting Information

Fiscal Year: 2019

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price	
						Per Unit	Amount
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

04/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190095084**

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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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

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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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PURCHASE ORDER

04/18/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190095099

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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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

04/18/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190095120

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PS/MS 498X VAN NEST ACADEMY
Attention :	Attention : ATT: CAROLE ANN GILLIGAN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 409-3001
City : HOBOKEN	Address : 1640 BRONXDALE AVENUE RM105
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10462 LDA : X4980001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SANTINI, YESENIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 409-3001
Phone : (718) 935-2850	Email : YSANTINI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">GILLIGAN, CAROL ANN</p> <hr/> <p style="text-align: right;">4/18/2019</p> <hr/> <p>Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">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	//	\$3,480.00
								<u>Total Amount</u> \$3,480.00

Item Detail Information

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

PURCHASE ORDER

04/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190095120**

PURCHASE ORDER NUMBER

01

SUFFIX

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

04/18/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190096573

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : TEACHERS PREPARATORY SCHOOL
Attention :	Attention : C. SIMON
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 498-2605
City : HOBOKEN	Address : 226 BRISTOL STREET, ROOM 257
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11212 LDA : K6970001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : PALMER, ADASSA
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 498-2605
Phone : (718) 935-2379	Email : ACHRISTIEPALMER@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
SIMON,CARMEN	
4/18/2019	
Signature of Principal or authorized Department of Education official	
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) 23	095121	689A	N/A	K697	FDWX	//	//	\$2,800.00
<u>Total Amount</u>								\$2,800.00

Item Detail Information

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

PURCHASE ORDER

04/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190096573**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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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.

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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

04/18/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190096615
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : TEACHERS PREPARATORY SCHOOL
Attention :	Attention : A. CHRISTIE-PALMER
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 498-2605
City : HOBOKEN	Address : 226 BRISTOL STREET, ROOM 257
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11212 LDA : K6970001
Contract # : MICRO BIDS/NO BIDS-S	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : PALMER, ADASSA
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 498-2605
Phone : (718) 935-2379	Email : ACHRISTIEPALMER@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments STUDENTS REGENTS PREP	
**** 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	
SIMON,CARMEN	
4/18/2019	
Signature of Principal or authorized Department of Education official	
Date	

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	E BYZ	//	//	\$750.00
								Total Amount \$750.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	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

04/18/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****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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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

04/18/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190097483

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HIGH SCHOOL OF SPORTS MANAGEMENT
Attention :	Attention : ATTN: DEREK CRADLE
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 333-7650
City : HOBOKEN	Address : 2630 BENSON AVENUE, ROOM 473
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11214 LDA : K3480001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : WILLIAMS, IESHIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 333-7650
Phone : (718) 935-2850	Email : IWILLIAMS4@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
CRADLE, DEREK	
4/18/2019	
Signature of Principal or authorized Department of Education official	
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

1) Item # - N/A	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>				
				<u>U/M</u>	<u>Qty</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 1							<u>Total Amount</u> \$3,000.00

PURCHASE ORDER

04/18/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190097483

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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

04/18/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190097501

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HIGH SCHOOL OF SPORTS MANAGEMENT
Attention :	Attention : ATTN: DEREK CRADLE
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 333-7650
City : HOBOKEN	Address : 2630 BENSON AVENUE, ROOM 473
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11214 LDA : K3480001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : WILLIAMS, IESHIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 333-7650
Phone : (718) 935-2850	Email : IWILLIAMS4@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
CRADLE, DEREK	
4/18/2019	
Signature of Principal or authorized Department of Education official	
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

1) Item # - N/A	<u>Description</u> SHIPPING AND HANDLING	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>				
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>	
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

04/18/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190097501

PURCHASE ORDER NUMBER

01

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TRACKING NUMBER

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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.
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

04/18/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190097510

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HIGH SCHOOL OF SPORTS MANAGEMENT
Attention :	Attention : ATTN: DEREK CRADLE
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 333-7650
City : HOBOKEN	Address : 2630 BENSON AVENUE, ROOM 473
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11214 LDA : K3480001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : WILLIAMS, IESHIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 333-7650
Phone : (718) 935-2850	Email : IWILLIAMS4@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
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CRADLE, DEREK	
4/18/2019	
Signature of Principal or authorized Department of Education official	
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
<u>Total Amount</u>								\$3,000.00

Item Detail Information

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

PURCHASE ORDER

04/18/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190097510

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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

PURCHASE ORDER

04/19/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190087685
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BOYS & GIRLS HIGH SCHOOL NEW
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : GRECIAN HARRISON WALKER
City : HOBOKEN	Phone : (718) 467-1700
Vendor # : ELE447398 01	Address : 1700 FULTON STREET, ROOM 119
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11213 LDA : K4550001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : BORDEN, IEISHA
Attention :	Phone : (718) 467-1700
Phone :	Email : IBORDEN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
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SANTOS, ALEXANDRA	
4/19/2019	
<hr/> <p>Signature of Principal or authorized Department of Education official</p> <hr/> <p>Date</p>	

Accounting Information

Fiscal Year: 2019

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	AP 4 ALL 3 DAY INSTITUTE 2 CLASSES DAILY			EACH	6.00	\$866.67	\$5,200.02
						<u>Total Amount</u>	\$5,200.02

PURCHASE ORDER

04/19/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190087685

PURCHASE ORDER 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**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

04/19/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190090981
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : CYPRESS HILLS COLLEGIATE PREPARATOR
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : COMMUNITY SCHOOL DISTRICT 19
City : HOBOKEN	Phone : (718) 647-1672
Vendor # : ELE447398 01	Address : 999 JAMAICA AVENUE, ROOM 401
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11208 LDA : K6590001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : BUSA,CATHERINE
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 647-1672
Phone : (718) 935-2380	Email : CBUSA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
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

SANTOS, ALEXANDRA

4/19/2019

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	19	034609	0685	WJ1908798	01	K659	F29R	// // \$14,910.00
								Total Amount \$14,910.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	ACE YOUR EXAMS GRADE 9			EACH	4.00	\$290.00	\$1,160.00
2) Item # - N/A	MEMORY AND MNEMONICS GRADE 9			EACH	4.00	\$290.00	\$1,160.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	STUDENT ELEVATION			EACH	4.00	\$290.00	\$1,160.00

PURCHASE ORDER04/19/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190090981**
PURCHASE ORDER NUMBER
01
SUFFIX

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
5) Item # - N/A	TIME MANAGEMENT GRADE 9	EACH	4.00	\$290.00 \$1,160.00
6) Item # - N/A	FACULTY PD WORKSHOP	EACH	1.00	\$150.00 \$150.00
7) Item # - N/A	AP STUDENTS JAN 15 16 17 2019	EACH	3.00	\$2,600.00 \$7,800.00
8) Item # - N/A	NOTE TAKING GRADE 9	EACH	4.00	\$290.00 \$1,160.00
9) Item # - N/A	CLOSE READING GRADE 9	EACH	4.00	\$290.00 \$1,160.00

Total Amount
\$14,910.00

PURCHASE ORDER

04/19/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190090981

PURCHASE ORDER NUMBER

01

SUFFIX

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:**

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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

04/19/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190092914

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BRONX ENGINEERING AND TECHNOLOGY AC
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : DR GILES
City : HOBOKEN	Phone : (718) 563-6678
Vendor # : ELE447398 01	Address : 99 TERRACE VIEW AVENUE, ROOM 522
	City : BRONX,
	State : NY Zip Code : 10463 LDA : X2130001
Fax # :	Toll Free # :
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CARUANA,MARIKA
Attention :	Phone : (718) 329-2902
Phone : (718) 935-2850	Email : MCARUANA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
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

TEIXEIRA,LISA

4/19/2019

Signature of Principal or authorized Department of Education official

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)	10	095121	0685	X213	FC9M	//	//	\$6,000.00
2)	10	091675	0685	X213	FZK2	//	//	\$1,950.00
<u>Total Amount</u>								
\$7,950.00								

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 # - NA	INSTRUCTIONAL STAFF FEBRUARY 25 2019			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - NA	MARCH 11 2019 AP FOR ALL MEETING			EACH	1.00	\$2,600.00	\$2,600.00
4) Item # - NA	FEBRUARY 25 2019 AP FOR ALL MEETING			EACH	1.00	\$2,600.00	\$2,600.00

PURCHASE ORDER

04/19/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190092914**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -NA

MARCH 4 2019 AP FOR ALL MEETING

TRACKING NUMBER

EACH 1.00 \$2,600.00 \$2,600.00

Total Amount

\$7,950.00

PURCHASE ORDER

04/19/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190092914

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

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C) Delivery Hours

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D) Delivery Time

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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.

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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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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

04/19/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190094530
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : NEW SECONDARY SCHOOL AT M136
Attention :	Attention : MANHATTAN H.S. DISTRICT
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 694-6051
City : HOBOKEN	Address : 6 EDGEcombe AVENUE, ROOM 212
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10030 LDA : M1480001
Contract # : NEGOTIATED SERVICES-	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : DEVERTEUIL,NATHANIEL
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 694-6051
Phone : (718) 935-2850	Email : NDEVERTEUIL@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
MANNER, MATTHEW	
4/19/2019	
Signature of Principal or authorized Department of Education official	
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)	05	095120	0685	WJ1905944	01	M148	FUY4	//	\$10,590.00
<u>Total Amount</u>									\$10,590.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	ACE YOUR EXAMS			EACH	6.00	\$290.00	\$1,740.00
2) Item # - N/A	STUDENT ELEVATION			EACH	6.00	\$290.00	\$1,740.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

04/19/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190094530**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

NOTE TAKING

TRACKING NUMBER
EACH 6.00 \$290.00 \$1,740.00

6) Item # - N/A

CLOSE READING

EACH 6.00 \$290.00 \$1,740.00

7) Item # - N/A

MEMORY AND MNEMONICS

EACH 6.00 \$290.00 \$1,740.00

8) Item # - N/A

TIME MANAGEMENT

EACH 6.00 \$290.00 \$1,740.00

Total Amount

\$10,590.00

PURCHASE ORDER

04/19/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190094530

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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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

04/22/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190095915

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PORT RICHMOND HIGH SCHOOL
Attention :	Attention : MS. HOLTZMAN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 420-2100
City : HOBOKEN	Address : 85 SAINT JOSEPH AVENUE, ROOM 227
Vendor # : ELE447398 01	City : STATEN ISLAND,
Fax # :	State : NY Zip Code : 10302 LDA : R4450001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : DECORE, PATRICIA
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 420-2127
Phone : (718) 935-2380	Email : PDECORE@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<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>	
AMATO,SALLY	
4/22/2019	
_____ Signature of Principal or authorized Department of Education official	
_____ 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) 31	091665	689A	WJ1909044	01	R445	G98K	//	\$12,000.00
<u>Total Amount</u>								\$12,000.00

Item Detail Information

1) Item # - N/A	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	
						<u>Total Amount</u>	
						\$12,000.00	
2) Item # - N/A	STUDY SKILLS FOR CLASSES			EACH	4.00	\$3,000.00	\$12,000.00
						<u>Total Amount</u>	\$12,000.00

PURCHASE ORDER

04/22/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190095915**

PURCHASE ORDER NUMBER

01

SUFFIX

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

04/22/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190097621

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : NEW ES AT X292
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 11
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 794-4080
City : HOBOKEN	Address : 2126 BARNES AVENUE
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10462 LDA : X3570001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CRUZ,NADIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 794-4080
Phone : (718) 935-2850	Email : NCRUZ8@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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 style="text-align: center;">CABAN,JOANNA</p> <hr/> <p style="text-align: right;">4/22/2019</p> <hr/> <p style="text-align: left;">Signature of Principal or authorized Department of Education official</p> <p style="text-align: right;">Date</p>	

Accounting Information

Fiscal Year: 2019

	District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	11	091675	689A	N/A	X357	G9XW	//	//	\$4,999.80
Total Amount									\$4,999.80

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	STUDENT EVALUATION			EACH	3.00	\$290.00	\$870.00
2) Item # - N/A	EXAM PREP			EACH	3.00	\$216.60	\$649.80
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	MEMORY CLASSES			EACH	3.00	\$290.00	\$870.00

PURCHASE ORDER

04/22/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190097621**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

CLOSE READING CLASSES

TRACKING NUMBER
EACH 3.00 \$290.00 \$870.00

6) Item # - N/A

NOTETAKING CLASSES

EACH 3.00 \$290.00 \$870.00

7) Item # - N/A

JUNIOR TIME MANAGEMENT

EACH 3.00 \$290.00 \$870.00

Total Amount

\$4,999.80

PURCHASE ORDER

04/22/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190097621

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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

04/25/2019

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190092515

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : JUNIOR HIGH SCHOOL 167
Attention :	Attention : YLLKA IBISHAJ
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 535-8610
City : HOBOKEN	Address : 220 EAST 76TH STREET
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10021 LDA : M1670001
Contract # : 3 BIDS-SERVICES-1	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : DELEHANTY,EILEEN
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (212) 535-8610
Phone : (718) 935-2378	Email : EDELEHANTY@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<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>	
SANTORA,KELLY LANG	
4/25/2019	
Signature of Principal or authorized Department of Education official	
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) 02	014218	489A	N/A	M167	EAEK	//	//	\$7,500.00
<u>Total Amount</u>								\$7,500.00

Item Detail Information

1) Item # - NVA	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>		
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>
1) Item # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00
<u>Total Amount</u>						\$0.00
2) Item # - NA						COLLEGE ACCESS PACKAGE
						EACH 1.00 \$7,500.00 \$7,500.00
<u>Total Amount</u>						\$7,500.00

PURCHASE ORDER

04/25/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190092515**

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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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

04/29/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190094300
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : QUEENS H.S.FOR TEACHING
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : SABAA DALY
City : HOBOKE	Phone : (718) 736-7100
Vendor # : ELE447398 01	Address : 74-20 COMMONWEALTH BLVD
Fax # :	City : BELLROSE,
	State : NY Zip Code : 11426 LDA : Q5660001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : DALY,SABAA
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 736-7100
Phone : (718) 935-2377	Email : SDALY2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	

Accounting Information

Fiscal Year: 2019

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Price	
					Qty	Per Unit
1) N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
2) N/A	9TH SKILLS WORKSHOP			EACH	1.00	\$9,000.00
						Total Amount \$9,000.00

PURCHASE ORDER

04/29/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190094300**

PURCHASE ORDER NUMBER

01

SUFFIX

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 ORDER04/30/2019
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190082819**

PURCHASE ORDER NUMBER

01

SUFFIX

T1248067

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BUSHWICK LEADERS H.S. FOR
Attention :	Attention : ACADEMIC EXCELLENCE
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 919-4212
City : HOBOKEN	Address : 797 BUSHWICK AVENUE, ROOM 103, ROOM
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11221 LDA : K5560001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ROJAS,YVETTE
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 919-1032
Phone : (718) 935-2379	Email : YROJAS4@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM 10	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments 32K556- BUSHWICK LEADERS HS PLEASE NOTE THAT S4 OFFERED 3 WORKSHOPS FOR 2.5 HOURS WHICH IS NOT CONVENTENT TO STUDENTS AND STAFF SCHEDULES. FOLLOW US WHILE CHEAPER DOES NOT OFFER ALL THE WORKSHOPS.	
**** 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	
DUNDAS,MICHERIE	
4/30/2019	
_____ Signature of Principal or authorized Department of Education official	
_____ 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)	32	034609	0685	WJ1907880 01	K556	FZ3Z	//	//	\$10,720.00
Total Amount									\$10,720.00

Item Detail Information

1) Item # - N/A	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>		
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>
1) Item # - N/A	STUDENT SERVICES			EACH	2.00	\$150.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
3) Item # - N/A	STUDENT SESSIONS 6 WEEK			EACH	1.00	\$5,220.00
						\$5,220.00

PURCHASE ORDER

04/30/2019

PURCHASE ORDER DATE



**NEW YORK CITY
DEPARTMENT OF EDUCATION**

4) Item # -NIA

AP FOR ALL 3 DAY INSTUTITE

WO190082819

PURCHASE ORDER NUMBER

01

SUFFIX

T1248067

TRACKING NUMBER

EACH 1.00 \$5,200.00 \$5,200.00

Total Amount

\$10,720.00

PURCHASE ORDER

04/30/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190082819**

PURCHASE ORDER NUMBER

01

SUFFIX

T1248067

TRACKING NUMBER

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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.

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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:**

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

PURCHASE ORDER

05/01/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190081580
 PURCHASE ORDER NUMBER
01
 SUFFIX
T1245806
 TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : GEORGE WESTINGHOUSE VTHS
Attention :	Attention : THOWARD/CAPRIO
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 625-6130
City : HOBOKEN	Address : 105 JOHNSON STREET, ROOM 150
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11201 LDA : K6050001
Contract # : 3 BIDS-SERVICES	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : HOWARD,TRACEY
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 625-6130
Phone : (718) 935-2379	Email : THOWARD3@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> <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>	
DUNDAS,MICHERIE	
5/1/2019	
Signature of Principal or authorized Department of Education official	
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)	13	034609	0685	N/A	K605	E722	//	\$7,950.00
								<u>Total Amount</u> \$7,950.00

Item Detail Information

1) Item # - N/A	<u>Description</u> SHIPPING AND HANDLING	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
2) Item # - N/A	TEACHERS STUDY SKILL WORKSHOP			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	AP STUDENTS STUDY SKILL WORKSHOP			EACH	3.00	\$2,600.00	\$7,800.00
							<u>Total Amount</u> \$7,950.00

PURCHASE ORDER

05/01/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190081580

PURCHASE ORDER NUMBER

01

SUFFIX

T1245806

TRACKING NUMBER

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PURCHASE ORDER

05/01/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190093163

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 288
Attention :	Attention : QADIR B. DIXON
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 382-2100
City : HOBOKEN	Address : 2950 WEST 25TH STREET, ROOM 145
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11224 LDA : K2880001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CODRINGTON,NATALIE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 382-2100
Phone : (718) 935-2850	Email : NCODRINGTON@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
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CAMPBELL,VINCENT	
5/1/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 21	014218	489A	WJ1908940 01	K288	E5PE	//	//	\$10,890.00
								Total Amount \$10,890.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	PD			EACH	1.00	\$10,890.00	\$10,890.00
							Total Amount \$10,890.00

PURCHASE ORDER

05/01/2019

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190093163**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

05/03/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190089488
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HIGH SCHOOL FOR ENTERPRISE,
Attention :	Attention : AP YVETTE WHARTON
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 387-2800
City : HOBOKEN	Address : 850 GRAND STREET, ROOM 459
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11211 LDA : K4780001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: ROBINSON,VIVIENE
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 387-2800
Phone : (718) 935-2379	Email : VROBINSON8@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
DUNDAS,MICHERIE	
5/3/2019	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	14	014556	0685	N/A	K478	EBCI	//	\$7,950.00
								<u>Total Amount</u> \$7,950.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	STUDY SKILLS WORKSHOP FOR STUDENTS AND TEACHERS			EACH	3.00	\$2,650.00	\$7,950.00
							<u>Total Amount</u> \$7,950.00

PURCHASE ORDER

05/03/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190089488

PURCHASE ORDER NUMBER

01

SUFFIX

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

05/03/2019
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190089830
 PURCHASE ORDER NUMBER
01
 SUFFIX
T1253939
 TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PERFORMING ARTS AND TECHNOLOGY HIGH
Attention :	Attention : K. CHICAIZA
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 688-7900
City : HOBOKEN	Address : 400 PENNSYLVANIA AVENUE, ROOM 216
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11207 LDA : K5070001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CHICAIZA,KATIA
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 688-7900
Phone : (718) 935-2379	Email : KCHICAIZA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments THE PAIDEIA DIDN'T PROVIDE THE SPECIFIC SERVICES.	
**** 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	
HYMAN,LISA	
5/3/2019	
Signature of Principal or authorized Department of Education official _____ Date _____	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	19	014635	0685	N/A	K507	E72J	//	\$7,950.00
								Total Amount \$7,950.00

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	STUDY SKILLS WORKSHOP FOR TEACHERS AP FACULTY PD			WORKSH OP	1.00	\$150.00	\$150.00
3) Item # - N/A	STUDY SKILL WORKSHOP FOR AP FOR ALL 3 DAYS INT FOR AP STUDS 3 27 28 29			WORKSH OP	3.00	\$2,600.00	\$7,800.00
							Total Amount \$7,950.00

PURCHASE ORDER

05/03/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190089830

PURCHASE ORDER NUMBER

01

SUFFIX

T1253939

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

05/22/2019
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190100980
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : I.S. 051 EDWIN MARKHAM (31R051)
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : D. STOUPAKIS
City : HOBOKEN	Phone : (718) 981-0502
Vendor # : ELE447398 01	Address : 20 HOUSTON STREET, ROOM B9
	City : STATEN ISLAND,
Fax # :	State : NY Zip Code : 10302 LDA : 40XX1256
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MAZUR,NINA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 556-8379
Phone : (718) 935-2850	Email : NMAZUR@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>Additional Comments SKILLS WORKSHOPS. REFERENCE PO# WO190038471. THIS ORDER RESERVES PROPER FUNDING.</p> <hr/> <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>	

Accounting Information

Fiscal Year: 2019

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	INSTRUCTIONAL STAFF FACULTY PD			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	GRADE 7 SKILLS WORKSHOP			EACH	2.00	\$2,900.00	\$5,800.00
						Total Amount	\$5,950.00

PURCHASE ORDER

05/22/2019

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190100980

PURCHASE ORDER NUMBER

01

SUFFIX

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

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B) Delivery

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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

07/16/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190001150
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : ASTOR COLLEGIATE ACADEMY
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : SANDRA BURGOS
City : HOBOKEN	Phone : (718) 944-3419
Vendor # : ELE447398 01	Address : 925 ASTOR AVENUE, ROOM 277
	City : BRONX,
Fax # :	State : NY Zip Code : 10469 LDA : X2990001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ZALLO,MARIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 944-3419
Phone : (718) 935-2850	Email : MZALLO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	

Accounting Information

Fiscal Year: 2019

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 # -NA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # -NA	SUMMER BRIDGE TRAINING			EACH	1.00	\$3,150.00	\$3,150.00
						<u>Total Amount</u>	\$3,150.00

PURCHASE ORDER

07/16/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190001150**

PURCHASE ORDER NUMBER

01

SUFFIX

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

07/20/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190001663

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : NORTH BRONX SCHOOL OF EMPOWERMENT
Attention :	Attention : M. NEYRA
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 652-0519
City : HOBOKEN	Address : 3710 BARNES AVENUE
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10467 LDA : X2870001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CARR, ALEXIS
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 828-4570
Phone : (718) 935-2850	Email : ACARR4@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 7/20/2018 <hr/> Signature of Principal or authorized Department of Education official Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	11	014344	0685	WJ1901322 01	X287	GM0S	//	\$14,220.00
								<u>Total Amount</u> \$14,220.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	GRADE 6 ACE YOUR EXAMS			EACH	8.00	\$290.00	\$2,320.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

07/20/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190001663**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

GRADE 6 MEMORY MNEMONICS

EACH

TRACKING NUMBER
8.00 \$290.00 \$2,320.00

6) Item # - N/A

GRADE 6 NOTE TAKING

EACH

8.00 \$290.00 \$2,320.00

7) Item # - N/A

GRADE 6 CLOSE READING

EACH

8.00 \$290.00 \$2,320.00

8) Item # - N/A

GRADE 6 STUDENT EVALUATION

EACH

8.00 \$290.00 \$2,320.00

9) Item # - N/A

GRADE 6 TIME MANAGEMENT

EACH

8.00 \$290.00 \$2,320.00

Total Amount

\$14,220.00

PURCHASE ORDER

07/20/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190001663

PURCHASE ORDER NUMBER

01

SUFFIX

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

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B) Delivery

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E) Non-Delivery, Rejections or Delays

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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.

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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 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

07/23/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190001649

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HEALTH OPPORTUNITIES H.S.
Attention :	Attention : ANNIE MARTINS
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 401-1826
City : HOBOKEN	Address : 350 GERARD AVENUE
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10451 LDA : X6700001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MARTINS, ANNIE
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 401-1826
Phone : (718) 935-2376	Email : AMARTINS@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
7/23/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 07	064559	0685	WJ1901309	01	X670	GOKR	//	\$10,550.00
								Total Amount \$10,550.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	ELEVATE STUDY SKILLS 2 DAY BRIDGE						
							Total Amount \$10,550.00

PURCHASE ORDER

07/23/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190001649

PURCHASE ORDER NUMBER

01

SUFFIX

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

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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

07/26/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190001975

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PELHAM PREPARATORY ACADEMY
Attention :	Attention : NEW CENTURY H.S.
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 944-3405
City : HOBOKEN	Address : 925 ASTOR AVENUE, ROOM 403
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10469 LDA : X5420001
Contract # : MICRO BIDS/NO BIDS-S	Toll Free # :
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	
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	
 7/26/2018 <hr/> Signature of Principal or authorized Department of Education official 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	014556	0685	N/A	X542	GPK9	//	\$3,000.00
<u>Total Amount</u>								\$3,000.00

Item Detail Information

1) Item # -DAY4	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
2) Item # -N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # -DAY3	AUGUST 30 2018			EACH	1.00	\$750.00	\$750.00
4) Item # -DAY1	AUGUST 28 2018			EACH	1.00	\$750.00	\$750.00

PURCHASE ORDER

07/26/2018

PURCHASE ORDER DATE



**NEW YORK CITY
DEPARTMENT OF EDUCATION**

WO190001975

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -DAY2

AUGUST 29 2018

TRACKING NUMBER
EACH 1.00 \$750.00 \$750.00

Total Amount

\$3,000.00

PURCHASE ORDER

07/26/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190001975

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

07/26/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190002113

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : FRANK SINATRA SCHOOL OF THE ARTS HI
Attention :	Attention : GIDEON FRANKEL
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 361-9920
City : HOBOKEN	Address : 35-12 35TH AVENUE, ROOM 115D
Vendor # : ELE447398 01	City : QUEENS,
Fax # :	State : NY Zip Code : 11106 LDA : Q5010001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ATTILIO,IRENE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 392-5035
Phone : (718) 935-2850	Email : IATTILI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : INSIDE DELIVERY. DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
7/26/2018	
Signature of Principal or authorized Department of Education official	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) 30	064559	689A	N/A	Q501	G4RB	//	//	\$4,500.00
								<u>Total Amount</u> \$4,500.00

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 STUDY SKILLS WORKSHOP			EACH	1.00	\$4,500.00	\$4,500.00
						<u>Total Amount</u> \$4,500.00

PURCHASE ORDER

07/26/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190002113

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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

07/26/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190002117

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : DEWITT CLINTON HS
Attention :	Attention : DCLINTON/STEVE/LIZ
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 543-1000
City : HOBOKEN	Address : 100 WEST MOSHOLU PARKWAY SOUTH
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10468 LDA : X4400001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SANTIAGO, LIZBETH
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 543-1000
Phone : (718) 935-2376	Email : LSANTIAGO2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments ELEVATE TRAINING NY, INC; 7/30/2018, 7/31/2018, 8/1/2018, 8/2/2018	
**** 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	
 7/26/2018	
Signature of Principal or authorized Department of Education official _____ 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)	10	074556	0685	N/A	X440	GQP3	//	\$6,000.00
								<u>Total Amount</u> \$6,000.00

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	SUMMER BRIDGE PROGRAM			EACH	4.00	\$1,500.00	\$6,000.00
							<u>Total Amount</u> \$6,000.00

PURCHASE ORDER

07/26/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190002117**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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B) Delivery

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C) Delivery Hours

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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.

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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

07/26/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190002139

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 92
Attention :	Attention : JOHN SAMERSON
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 462-8449
City : HOBOKEN	Address : 601 PARKSIDE AVENUE, ROOM 108
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11226 LDA : K0920001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MICHAEL COLEMAN, SHERISE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (719) 462-8449
Phone : (718) 935-2850	Email : SMICHAEL@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
7/26/2018	
Signature of Principal or authorized Department of Education official	
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)	17	081691	689A	N/A	K092	GR0Q	//	\$1,045.00
								<u>Total Amount</u> \$1,045.00

Item Detail Information

1) Item #	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
3) Item # - 3	STAFF MATERIALS			EACH	1.00	\$25.00	\$25.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - 1	STUDY SKILLS CLOSE READING			EACH	3.00	\$290.00	\$870.00
4) Item # - 2	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

07/26/2018

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190002139

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$1,045.00

PURCHASE ORDER

07/26/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190002139**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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PURCHASE ORDER

07/30/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190001936

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : RENAISSANCE HIGH SCHOOL FOR MUSICAL
Attention :	Attention : MARIA HERRERA
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 430-6390
City : HOBOKEN	Address : 3000 EAST TREMONT AVENUE, ROOM 363
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10461 LDA : X2930001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CABEDA,WENDY
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 430-6390
Phone : (718) 935-2376	Email : WCABEDA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
7/30/2018	
Signature of Principal or authorized Department of Education official	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) 08	024325	0685	N/A	X293	GQCA	//	//	\$6,000.00
<u>Total Amount</u>								\$6,000.00

Item Detail Information

1) Item # - N/A	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>		
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
						<u>Total Amount</u>
						\$6,000.00
2) Item # - N/A	SUMMER BRIDGE PROGRAM 4 DAYS			EACH	4.00	\$1,500.00
						<u>Total Amount</u>
						\$6,000.00

PURCHASE ORDER

07/30/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190001936**

PURCHASE ORDER NUMBER

01

SUFFIX

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

08/13/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190003831

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : WEST BRONX ACADEMY FOR THE FUTURE
Attention :	Attention : JESSICA TORRES
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 563-7139
City : HOBOKEN	Address : 500 EAST FORDHAM ROAD, ROOM 6
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10458 LDA : X2430001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : TORRES,JESSICA
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 563-7139
Phone : (718) 935-2376	Email : JTORTURES39@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
8/13/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	10	098275	689A	N/A	X243	GU2Y	//	\$1,740.00
								Total Amount \$1,740.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - 02	TIME MANAGEMENT			EACH	3.00	\$290.00	\$870.00
3) Item # - 01	ELEVATE NOTE TAKING			EACH	3.00	\$290.00	\$870.00
							Total Amount \$1,740.00

PURCHASE ORDER

08/13/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190003831

PURCHASE ORDER NUMBER

01

SUFFIX

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

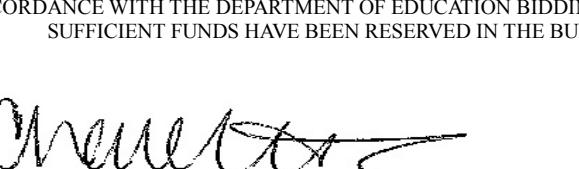
08/15/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190004009
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : GREEN SCHOOL: AN ACADEMY FOR ENVIRO
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : CARA TAIT
City : HOBOKEN	Phone : (718) 599-1207
Vendor # : ELE447398 01	Address : 223 GRAHAM AVENUE, ROOM 221
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11206 LDA : K4540001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ALCAIDE, EFRAIN
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 599-1207
Phone : (718) 935-2850	Email : EALCAIDE@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p><u>Additional Comments</u> PLEASE REFERENCE SYSTEMWIDE PROFESSIONAL SERVICES REQUIREMENTS CONTRACT WORK ORDER DATED AUGUST 15, 2018 FORWARDED BY MR. TABEL REYES.</p> <hr/> <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>*****</p> 	
8/15/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	<u>Price</u>	Amount
						Per Unit	
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	DAY 2 TIME MANAGEMENT STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS			EACH	3.00	\$750.00	\$2,250.00
3) Item # - N/A	DAY 1 READING AND NOTES STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS			EACH	3.00	\$750.00	\$2,250.00
						<u>Total Amount</u>	\$4,500.00

PURCHASE ORDER

08/15/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190004009

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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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

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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".

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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**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

08/15/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190004113

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PS & OTPS IN SCHOOLS - E & A
Attention :	Attention : SERITA LEE - AP FOR ALL
Street : 221 RIVER STREET OFFICE 9003	Phone : (347) 362-9527
City : HOBOKEN	Address : 52 CHAMBERS STREET
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10007 LDA : M11R0001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : BHAGWANDIN,DERAJ
Attention : CBFO//93M11R/93DOEA	Phone : (212) 274-0566
Phone : (718) 935-2850	Email : DBHAGWANDIN2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
8/15/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 93	024739	0685	N/A	M11R	GQSM	//	//	\$6,000.00
								Total Amount \$6,000.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	SUMMER BRIDGE DAY SESSIONS			EACH	4.00	\$1,500.00	\$6,000.00
							Total Amount \$6,000.00

PURCHASE ORDER

08/15/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190004113

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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C) Delivery Hours

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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

08/15/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190004118

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PS & OTPS IN SCHOOLS - E & A
Attention :	Attention : SERITA LEE - AP FOR ALL
Street : 221 RIVER STREET OFFICE 9003	Phone : (347) 362-9527
City : HOBOKEN	Address : 52 CHAMBERS STREET
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10007 LDA : M11R0001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : BHAGWANDIN,DERAJ
Attention : CBFO//93M11R/93DOEA	Phone : (212) 274-0566
Phone : (718) 935-2850	Email : DBHAGWANDIN2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<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></p>	
8/15/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 93	024739	0685	N/A	M11R	GQSM	//	//	\$8,320.00
								Total Amount \$8,320.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	STUDY SKILLS MEMORY			EACH	13.00	\$320.00	\$4,160.00
3) Item # - N/A	STUDY SKILLS NOTE TAKING			EACH	13.00	\$320.00	\$4,160.00
							Total Amount \$8,320.00

PURCHASE ORDER

08/15/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190004118

PURCHASE ORDER NUMBER

01

SUFFIX

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

08/20/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190004395

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : KINGSBOROUGH EARLY COLLEGE SCHOOL
Attention :	Attention : ROGOFF ELEVATE
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 333-7850
City : HOBOKEN	Address : 2630 BENSON AVENUE, ROOM 133
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11214 LDA : K4680001
Contract # : NEGOTIATED SERVICES-	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : HOFFMAN,KAREN
Attention :	Phone : (718) 333-7855
Phone : (718) 935-2380	Email : KHOFFMAN3@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments ASP PER WORK 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	
 8/20/2018	
Signature of Principal or authorized Department of Education official _____ 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	014556	0685	N/A	K468	GY9X	//	//	\$1,890.00
								Total Amount \$1,890.00

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	SEMINAR			EACH	1.00	\$290.00	\$290.00
2) Item # - N/A	ACE YOUR EXAMS			EACH	1.00	\$290.00	\$290.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	SEMINAR MANUAL COPYRIGHT			EACH	6.00	\$25.00	\$150.00

PURCHASE ORDER

08/20/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190004395**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER		
5)	Item # - N/A	STUDY SKILLS NOTE TAKING	EACH	1.00	\$290.00
6)	Item # - NA	STUDY SKILLS READING	EACH	1.00	\$290.00
7)	Item # - N/A	MEMORY MNEMONICS	EACH	1.00	\$290.00
8)	Item # - N/A	JUNIOR TIME MANAGEMET	EACH	1.00	\$290.00

Total Amount

\$1,890.00

PURCHASE ORDER

08/20/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190004395

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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

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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.

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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

08/28/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190004534

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : SOUTH BROOKLYN COMMUNITY HS
Attention :	Attention : LKITTRELL, PRINCIPAL
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 237-8902
City : HOBOKEN	Address : 173 CONOVER STREET, ROOM 2
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11231 LDA : K6980001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : JOHNSON, MICHELLE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 638-3062
Phone : (718) 935-2850	Email : MJOHNSON18@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
8/28/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	15	074556	0685	N/A	K698	GXHU	//	\$9,780.00
								Total Amount \$9,780.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	
1) Item # - N/A	FACULTY SEMINAR			WORKSH OP	1.00	\$150.00	\$150.00
2) Item # - N/A	ACE YOUR EXAMS			WORKSH OP	2.00	\$290.00	\$580.00
3) Item # - N/A	LICENSING FEE			EACH	6.00	\$25.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

08/28/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190004534**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - NVA

SUMMER BRIDGE PROGRAM

TRACKING NUMBER
EACH 2.00 \$3,000.00 \$6,000.00

6) Item # - NVA

NOTE TAKING

WORKSH
OP 2.00 \$290.00 \$580.00

7) Item # - NVA

CLOSE READING

WORKSH
OP 2.00 \$290.00 \$580.00

8) Item # - NVA

TIME MANAGEMENT

WORKSH
OP 2.00 \$290.00 \$580.00

9) Item # - NVA

MEMORY MNEMONICS

WORKSH
OP 2.00 \$290.00 \$580.00

10) Item # - NVA

STUDENT ELEVATION

WORKSH
OP 2.00 \$290.00 \$580.00**Total Amount**

\$9,780.00

PURCHASE ORDER

08/28/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190004534

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

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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

08/30/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190005235

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : THE BACCALAUREATE SCH. FOR
Attention :	Attention : GLOBAL ED. C/O ROB.F WAGNER
Street : 221 RIVER STREET OFFICE 9003	Phone : (917) 673-3586
City : HOBOKEN	Address : 34-12 36 TH AVENUE
Vendor # : ELE447398 01	City : ASTORIA,
Fax # :	State : NY Zip Code : 11106 LDA : Q5800001
Contract # : NEGOTIATED SERVICES-	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : JOHNSON, KELLY
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 361-5275
Phone : (718) 935-2850	Email : KJOHNSO2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
8/30/2018	
Signature of Principal or authorized Department of Education official	
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) 30	014556	0686	N/A	Q580	GUT7	//	//	\$5,395.00
<u>Total Amount</u>								\$5,395.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A							
STUDENT AND TEACHER SEINARS						LIST	1.00
							\$5,395.00
						<u>Total Amount</u>	\$5,395.00

PURCHASE ORDER

08/30/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190005235**

PURCHASE ORDER NUMBER

01

SUFFIX

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

09/04/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190005406

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : KINGSBOROUGH EARLY COLLEGE SCHOOL
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 21
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 333-7850
City : HOBOKEN	Address : 2630 BENSON AVENUE, ROOM 133
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11214 LDA : K4680001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RACCUGLIA,KIM
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 333-7850
Phone : (718) 935-2380	Email : KRACCUGLIA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
9/4/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	21	014556	0685	N/A	K468	GY9X	//	\$1,890.00
								Total Amount \$1,890.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	MEMORY MNEMONICS			EACH	1.00	\$290.00	\$290.00
2) Item # - N/A	STUDY SKILLS READING			EACH	1.00	\$290.00	\$290.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	JUNIOR TIME MANAGEMENT			EACH	1.00	\$290.00	\$290.00

PURCHASE ORDER

09/04/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190005406**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

ACE YOUR EXAMS

TRACKING NUMBER
EACH 1.00 \$290.00 \$290.00

6) Item # - N/A

SEMINAR

EACH 1.00 \$290.00 \$290.00

7) Item # - N/A

STUDY SKILLS NOTE TAKING

EACH 1.00 \$290.00 \$290.00

8) Item # - N/A

SEMINAR MANUAL COPYRIGHT

EACH 6.00 \$25.00 \$150.00

Total Amount

\$1,890.00

PURCHASE ORDER

09/04/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190005406

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

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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.

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.

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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

09/04/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190006029

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : MULTICULTURAL H.S. @ FRANKLIN K. LA
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : ATT: ALEXANDRA HERNANDEZ
City : HOBOKEN	Phone : (718) 827-2796
Vendor # : ELE447398 01	Address : 999 JAMAICA AVENUE 4TH FL, ROOM 464
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11208 LDA : K5830001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : QUIMIS,RONALD
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 827-2796
Phone : (718) 935-2850	Email : RQUIMIS@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS (MAX 30 PER CLASS)	
***** 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	
 9/4/2018	
<hr/> Signature of Principal or authorized Department of Education official 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)	19	004620	0685	N/A	K583	GPJS	//	\$3,180.00
								Total Amount \$3,180.00

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	TOPIC 5 MEMORY MNEMONICS AP STUDENTS AUGUST 14			EACH	1.00	\$530.00	\$530.00
2) Item # - N/A	TOPIC 6 PUTTING IT ALL TOGETHER AP STUDENTS AUGUST 15			EACH	1.00	\$530.00	\$530.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	TOPIC 4 TIME MANAGEMENT 2 AP STUDENTS AUGUST 13			EACH	1.00	\$530.00	\$530.00

PURCHASE ORDER

09/04/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190006029**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - NIA

TOPIC 6 PUTTING IT ALL TOGETHER
AP STUDENTS AUGUST 7TRACKING NUMBER
EACH 1.00 \$530.00 \$530.00

6) Item # - NIA

TOPIC 2 NOTE TAKING AP STUDENTS
AUGUST 8

EACH 1.00 \$530.00 \$530.00

7) Item # - NIA

TOPIC 3 TIME MANAGEMENT 1 AP
STUDENTS AUGUST 9

EACH 1.00 \$530.00 \$530.00

Total Amount

\$3,180.00

PURCHASE ORDER

09/04/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190006029

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

09/04/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190006497

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : DISTRICT 7 HS#1
Attention :	Attention : BRONX DESIGN & CONSTRUCTION ACADEM
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 402-7690
City : HOBOKEN	Address : 333 EAST 151 STREET, ROOM 211
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10451 LDA : X5220001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GURITY,KESIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 402-7690
Phone : (718) 935-2850	Email : KGUIITY@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
9/4/2018	
Signature of Principal or authorized Department of Education official	
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) 07	091675	0685	N/A	X522	GLWO	//	//	\$3,750.00
<u>Total Amount</u>								\$3,750.00

Item Detail Information

1) Item # - N/A	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
				<u>U/M</u>			
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	MEMORY SKILLS			EACH	1.00	\$750.00	\$750.00
4) Item # - N/A	READING AND CORNELL NOTES WORKSHOP			EACH	1.00	\$750.00	\$750.00

PURCHASE ORDER

09/04/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190006497**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -NIA

READING AND CORCORNELL NOTES
WORKSHOP

TRACKING NUMBER

EACH 2.00 \$750.00 \$1,500.00

Total Amount

\$3,750.00

PURCHASE ORDER

09/04/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190006497**

PURCHASE ORDER NUMBER

01

SUFFIX

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

09/05/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190006578

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 129
Attention :	Attention : AJ PAEZ-ESTRADA
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 933-5976
City : HOBOKEN	Address : 2055 MAPES AVENUE
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10460 LDA : X1290002
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : PAEZ, AGNES
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 933-5976
Phone : (718) 935-2376	Email : APAEZ@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
9/5/2018	
Signature of Principal or authorized Department of Education official	
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)	12	091675	0685	N/A	X129	G0TC	//	\$4,236.00
								<u>Total Amount</u> \$4,236.00

Item Detail Information

1) Item # - N/A	<u>Description</u> STUDENT ELEVATION WORKSHOP GRADE 8	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
				<u>U/M</u>			
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	TIME MANAGEMENT WORKSHOP GRADE 7			EACH	2.00	\$290.00	\$580.00
4) Item # - N/A	CLOSE READING WORKSHOP GRADE 6			EACH	6.00	\$290.00	\$1,740.00

PURCHASE ORDER

09/05/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190006578**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -NIA

NOTE TAKING WORKSHOP GRADE 6

TRACKING NUMBER
EACH 6.00 \$290.00 \$1,740.00**Total Amount**

\$4,236.00

PURCHASE ORDER

09/05/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190006578**

PURCHASE ORDER NUMBER

01

SUFFIX

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

09/07/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190006893
 PURCHASE ORDER NUMBER
01
 SUFFIX
T9614749
 TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : THE BRONX SCHOOL OF YOUNG LEADERS
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 10
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 583-4146
City : HOBOKEN	Address : 40 WEST TREMONT AVENUE
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10453 LDA : X3310001
Contract # : NEGOTIATED SERVICES-	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GONZALEZ,JENNIFER
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 583-4146
Phone : (718) 935-2850	Email : JGONZALEZ77@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM, R	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments STUDY SKILLS WORKSHOPS FOR STUDENTS AND TEACHERS, REQUESTED BY MS. CRUZ	
**** 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	
 9/7/2018	
Signature of Principal or authorized Department of Education official _____ 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)	10	091675	689A	N/A	X331	HV8S	//	\$9,150.00
Total Amount								\$9,150.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	MEMORY MNEMONICS			EACH	5.00	\$290.00	\$1,450.00
2) Item # - N/A	ACE YOUR EXAMS			EACH	5.00	\$290.00	\$1,450.00
3) Item # - N/A	STUDY SKILLS NOTE TAKING			EACH	5.00	\$290.00	\$1,450.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER09/07/2018
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190006893**

PURCHASE ORDER NUMBER

01

SUFFIX

T9614749

TRACKING NUMBER

5) Item # - N/A	STUDY SKILLS CLOSE READING	EACH	5.00	\$290.00	\$1,450.00
6) Item # - N/A	TIME MANAGEMENT	EACH	5.00	\$290.00	\$1,450.00
7) Item # - N/A	CLOSE READING	EACH	5.00	\$290.00	\$1,450.00
8) Item # - N/A	PARENT SEMINAR	EACH	1.00	\$150.00	\$150.00
9) Item # - N/A	LICENSING FEE	EACH	6.00	\$25.00	\$150.00
10) Item # - N/A	FACULTY SEMINAR	EACH	1.00	\$150.00	\$150.00

Total Amount

\$9,150.00

PURCHASE ORDER

09/07/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190006893

PURCHASE ORDER NUMBER

01

SUFFIX

T9614749

TRACKING NUMBER

INSTRUCTIONS PART I**THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS****PLEASE BE ADVISED**

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I) Billing Procedure

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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**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

09/12/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190007277

PURCHASE ORDER NUMBER

01

SUFFIX

T1138748

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HUMANITIES & THE ARTS MAGNET
Attention :	Attention : MR.MOUSSA/MRS.ELIAS
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 978-2135
City : HOBOKEN	Address : 207-01 116TH AVENUE, ROOM 121
Vendor # : ELE447398 01	City : CAMBRIA HEIGHTS,
Fax # :	State : NY Zip Code : 11411 LDA : Q4980001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : AWUKU ELIAS, AKUA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 978-2135
Phone : (718) 935-2850	Email : AAWUKUELIAS@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
9/13/2018	
Signature of Principal or authorized Department of Education official	
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) 29	024689	0685	N/A	Q498	F0X3	//	//	\$9,000.00
2) 29	064559	689A	N/A	Q498	F0C5	//	//	\$150.00
<u>Total Amount</u>								
\$9,150.00								

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 # -2	GRADE 10 SEPTEMBER13 STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS			EACH	3.00	\$1,000.00	\$3,000.00
2) Item # -N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # -1	GRADE 9 SEPTEMBER12 STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS			EACH	3.00	\$1,000.00	\$3,000.00
4) Item # -N/A	FACULTY PD			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

09/12/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190007277**

PURCHASE ORDER NUMBER

01

SUFFIX

T1138748

TRACKING NUMBER

5) Item # -3

GRADE 10 SEPTEMBER 14 STUDY
SKILLS WORKSHOP FOR CLASSES OF
STUDENTS

EACH

3.00 \$1,000.00 \$3,000.00

Total Amount

\$9,150.00

PURCHASE ORDER

09/12/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190007277**

PURCHASE ORDER NUMBER

01

SUFFIX

T1138748

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

09/12/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190008293

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : DISTRICT 8 - 2012 HS #1
Attention :	Attention : R. DEFARCO
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 904-5050
City : HOBOKEN	Address : 3000 EAST TREMONT AVENUE, ROOM 405
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10461 LDA : X5580001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : DEFARCO, ROSEANN
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 328-1972
Phone : (718) 935-2850	Email : RDEFARCO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
9/13/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 08	014635	0685	WJ1902295 01	X558	F1IE	//	//	\$20,520.00
								Total Amount \$20,520.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			Amount
				U/M	Qty	Per Unit	
1) Item # - N/A	SUMMER BRIDGE DAY 2			WORKSH OP	5.00	\$750.00	\$3,750.00
2) Item # - N/A	SUMMER BRIDGE DAY 1			WORKSH OP	5.00	\$750.00	\$3,750.00
3) Item # - N/A	PARENT SEMINAR			WORKSH OP	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER09/12/2018
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190008293**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER
5)	Item # - NVA	SUMMER BRIDGE DAY 4	WORKSH OP 5.00 \$750.00 \$3,750.00
6)	Item # - NVA	SUMMER BRIDGE DAY 3	WORKSH OP 5.00 \$750.00 \$3,750.00
7)	Item # - NVA	FACULTY SEMINAR	WORKSH OP 1.00 \$150.00 \$150.00
8)	Item # - NVA	TIME MANAGEMENT	WORKSH OP 3.00 \$290.00 \$870.00
9)	Item # - NVA	NOTE TAKING	WORKSH OP 3.00 \$290.00 \$870.00
10)	Item # - NVA	CLOSE READING	WORKSH OP 3.00 \$290.00 \$870.00
11)	Item # - NVA	ACE YOUR EXAMS	WORKSH OP 3.00 \$290.00 \$870.00
12)	Item # - NVA	MEMORY AND MNEMONICS	WORKSH OP 3.00 \$290.00 \$870.00
13)	Item # - NVA	STUDENT ELEVATION	WORKSH OP 3.00 \$290.00 \$870.00

Total Amount

\$20,520.00

PURCHASE ORDER

09/12/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190008293

PURCHASE ORDER NUMBER

01

SUFFIX

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

09/12/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190008378

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC		Deliver To : I.S. 224M	
Attention : Phone : (212) 999-4910		Attention : LUIS GENAO	
Street : 221 RIVER STREET OFFICE 9003		Phone : (212) 860-6047	
City	State : NJ Zip Code : 07030	Address : 410 EAST 100TH STREET, ROOM 551	
Vendor # : ELE447398 01	Contract # : MICRO BIDS/NO BIDS-S	City : NEW YORK,	
Fax # :	Toll Free # :	State : NY Zip Code : 10029 LDA : M2240001	
Send Invoice To : NYC DEPARTMENT OF EDUCATION		PO Initiator : PEREZ, LILLIAN	
Attention : OFFICE OF PAYABLE OPERATIONS-M		Phone : (212) 860-5976	
Phone : (718) 935-2378		Email : LPEREZ52@SCHOOLS.NYC.GOV	
Address : 65 COURT STREET, ROOM 1502			
City : BROOKLYN, State : NY Zip Code : 11201			
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.			
Additional Comments WE GOT A CREDIT FOR 550.00 DEDUCTED FROM ACE YOUR EXAM			
**** 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			
		9/13/2018	
Signature of Principal or authorized Department of Education official		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) 04	014218	0685	N/A	M224	F1FL	//	//	\$3,760.00
								Total Amount \$3,760.00

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	LICENSING FEE			EACH	4.00	\$25.00	\$100.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	ACE YOUR EXAM EIGTH GRADE CREDIT			EACH	1.00	\$30.00	\$30.00

PURCHASE ORDER

09/12/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190008378**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

STUDENT EVALUATION SIX TO EIGHT
GRADE

TRACKING NUMBER

EACH 7.00 \$290.00 \$2,030.00

6) Item # - N/A

TIME MANAGEMENT SIX GRADE

EACH 3.00 \$290.00 \$870.00

7) Item # - N/A

MEMORY AND MNEMONICS SEVENTH
GRADE

EACH 2.00 \$290.00 \$580.00

Total Amount

\$3,760.00

PURCHASE ORDER

09/12/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190008378

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

09/13/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190008686

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : GREEN SCHOOL: AN ACADEMY FOR ENVIRO
Attention :	Attention : CARA TAIT
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 599-1207
City : HOBOKEN	Address : 223 GRAHAM AVENUE, ROOM 221
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11206 LDA : K4540001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ALCAIDE, EFRAIN
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 599-1207
Phone : (718) 935-2850	Email : EALCAIDE@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments PLEASE REFERENCE SYSTEMWIDE PROFESSIONAL SERVICES REQUIREMENTS CONTRACT WORK ORDER DATED 9/12/2018.	
**** 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	
 Signature of Principal or authorized Department of Education official	
9/13/2018	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	14	091675	0685	N/A	K454	GY4Z	//	\$4,500.00
								Total Amount \$4,500.00

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	DAY 4 EXAM PREPARATION GRADE 9			EACH	3.00	\$750.00	\$2,250.00
3) Item # - N/A	DAY 3 MEMORY AND MNEMONICS GRADE 9			EACH	3.00	\$750.00	\$2,250.00
							Total Amount \$4,500.00

PURCHASE ORDER

09/13/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190008686**

PURCHASE ORDER NUMBER

01

SUFFIX

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

09/13/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190008690

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 18
Attention :	Attention : CONNIE MEJIA
Street : 221 RIVER STREET OFFICE 9003	Phone : (917) 521-2220
City : HOBOKEN	Address : 4124 9TH AVENUE, ROOM 205
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10034 LDA : M0180001
Contract # : MICRO BIDS/NO BIDS-S	Toll Free # :
Send Invoice To : NYC DEPARTMENT OF EDUCATION	
Attention : OFFICE OF PAYABLE OPERATIONS-M	
Phone : (718) 935-2378	
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
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	
 9/13/2018 <hr/> Signature of Principal or authorized Department of Education official Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	06	014218	0685	N/A	M018	F2P3	//	\$3,930.00
								Total Amount \$3,930.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	ACE YOUR EXAMS			EACH	2.00	\$290.00	\$580.00
3) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER09/13/2018
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190008690**
PURCHASE ORDER NUMBER
01
SUFFIX

				TRACKING NUMBER			
5)	Item # - N/A	LICENSING FEE		EACH	6.00	\$25.00	\$150.00
6)	Item # - N/A	NOTE TAKING		EACH	2.00	\$290.00	\$580.00
7)	Item # - N/A	CLOSE READING		EACH	2.00	\$290.00	\$580.00
8)	Item # - N/A	TIME MANAGEMENT		EACH	2.00	\$290.00	\$580.00
9)	Item # - N/A	MEMORY AND MNEMONICS		EACH	2.00	\$290.00	\$580.00
10)	Item # - N/A	STUDENT ELEVATION		EACH	2.00	\$290.00	\$580.00

Total Amount
\$3,930.00

PURCHASE ORDER

09/13/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190008690

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

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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.

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

09/17/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190008136

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : CIS 313
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : SCHOOL OF LEADERSHIP DEVELOP.
City : HOBOKEN	Phone : (718) 583-1736
Vendor # : ELE447398 01	Address : 1600 WESTER AVENUE
Fax # :	City : BRONX,
	State : NY Zip Code : 10457 LDA : X3130001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : HILL, AILENA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 583-1736
Phone : (718) 935-2850	Email : AHILL3@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
9/17/2018	
Signature of Principal or authorized Department of Education official	Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	09	091675	0685	N/A	X313	GZ2V	//	\$7,260.00
								Total Amount \$7,260.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price		
				U/M	Qty	Per Unit
1) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00
2) Item # - N/A	ACE YOUR EXAM			EACH	4.00	\$290.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
4) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00

PURCHASE ORDER

09/17/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190008136**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

MEMORY MNEMONICS

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

6) Item # - N/A

NOTE TAKING

EACH 4.00 \$290.00 \$1,160.00

7) Item # - N/A

CLOSE READING

EACH 4.00 \$290.00 \$1,160.00

8) Item # - N/A

STUDENT ELEVATION

EACH 4.00 \$290.00 \$1,160.00

9) Item # - N/A

TIME MANAGEMENT

EACH 4.00 \$290.00 \$1,160.00

Total Amount

\$7,260.00

PURCHASE ORDER

09/17/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190008136**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

09/18/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190007474

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : INTERMEDIATE SCHOOL 151
Attention :	Attention : JASON REYES
Street : 221 RIVER STREET OFFICE 9003	Phone : (711) 829-2026
City : HOBOKEN	Address : 250 EAST 156TH STREET, ROOM 238
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10451 LDA : X1510002
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GLOBERMAN, NORMAN
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 292-0260
Phone : (718) 935-2850	Email : NGLOBERMAN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
9/18/2018	
Signature of Principal or authorized Department of Education official	
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) 07	091675	0685	N/A	X151	F0PE	//	//	\$7,410.00
<u>Total Amount</u>								\$7,410.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	LICENSING FEE FOR MATERIALS			EACH	6.00	\$25.00	\$150.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	STUDY SKILL WORKSHOPS FOR PARENTS			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	STUDY SKILLS WORKSHOPS FOR STUDENTS			EACH	6.00	\$1,160.00	\$6,960.00

PURCHASE ORDER

09/18/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190007474**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -NIA

STUDY SKILL WORKSHOP FOR
TEACHERS

TRACKING NUMBER

EACH 1.00 \$150.00 \$150.00

Total Amount

\$7,410.00

PURCHASE ORDER

09/18/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190007474

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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C) Delivery Hours

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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

09/18/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190010752

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : D.73 @554 H S
Attention :	Attention : ALL CITY LEADERSHIP SECONDARY
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 246-6500
City : HOBOKEN	Address : 321 PALMETTO STREET, ROOM MAIN
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11237 LDA : K5540001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SALAZAR, DELIA
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 246-6500
Phone : (718) 935-2379	Email : DSALAZA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments STUDY SKILLS STUDENT WORKSHOPS GRADES 6 & 9 - 10/15, 10/22, 10/29 2018.	
***** 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	
 9/18/2018	
<hr/> Signature of Principal or authorized Department of Education official Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 32	091675	0685	N/A	K554	G10X	//	//	\$4,475.00
								Total Amount \$4,475.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	LICENSING FEE			EACH	5.00	\$25.00	\$125.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	GRADE 6 AND 9 TIME MANAGEMENT			EACH	5.00	\$290.00	\$1,450.00
4) Item # - N/A	GRADE 6 AND 9 CLOSE READING			EACH	5.00	\$290.00	\$1,450.00

PURCHASE ORDER

09/18/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190010752**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -NIA

GRADE 6 AND 9 NOTE TAKING

TRACKING NUMBER
EACH 5.00 \$290.00 \$1,450.00Total Amount

\$4,475.00

PURCHASE ORDER

09/18/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190010752**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

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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.

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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.
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PURCHASE ORDER

09/20/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190010653

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BRONX LATIN
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : ANNETTE FIORENTINO
City : HOBOKEN	Phone : (718) 991-6349
Vendor # : ELE447398 01	Address : 800 HOME STREET, ROOM 426
Fax # :	City : BRONX,
	State : NY Zip Code : 10456 LDA : X2670001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ROSARIO,MARIA
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 991-6349
Phone : (718) 935-2376	Email : MROSARIO3@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments SYSTEMWIDE PROFESSIONAL SERVICES REQUIREMENTS CONTRACT WORK ORDER (ATTACHED TO P.O)	
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 Signature of Principal or authorized Department of Education official	
9/20/2018	
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)	12	091675	0685	N/A	X267	F15U	//	\$8,520.00
								Total Amount \$8,520.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	ACE YOUR EXAMS			EACH	3.00	\$290.00	\$870.00
3) Item # - N/A	AP E DAY INSTITUTE			EACH	1.00	\$3,000.00	\$3,000.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

09/20/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190010653**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

6.00 \$25.00 \$150.00

5) Item # - N/A	LICENSING FEE	EACH	6.00	\$25.00	\$150.00
6) Item # - N/A	NOTE TAKING	EACH	3.00	\$290.00	\$870.00
7) Item # - N/A	CLOSE READING	EACH	3.00	\$290.00	\$870.00
8) Item # - N/A	TIME MANAGEMENT	EACH	3.00	\$290.00	\$870.00
9) Item # - N/A	MEMORY AND MNEMONICS	EACH	3.00	\$290.00	\$870.00
10) Item # - N/A	STUDENT ELEVATION	EACH	3.00	\$290.00	\$870.00

Total Amount

\$8,520.00

PURCHASE ORDER

09/20/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190010653**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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PURCHASE ORDER

09/20/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190010690

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : CIVIC LEADERSHIP ACADEMY
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 24
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 271-1487
City : HOBOKEN	Address : 45-10 94TH STREET, ROOM 425
Vendor # : ELE447398 01	City : QUEENS,
Fax # :	State : NY Zip Code : 11373 LDA : Q2930001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RUIZ,JORGE
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 271-1487
Phone : (718) 935-2377	Email : JRUIZ@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
9/20/2018	
Signature of Principal or authorized Department of Education official	
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)	24	091675	0685	WJ1902538	01	Q293	//	//	\$17,700.00
<u>Total Amount</u>									\$17,700.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
1) Item # - NA	WORKSHOP MEMORY AND MNEMONICS			EACH	10.00	\$290.00	\$2,900.00
2) Item # - NA	WORKSHOP TIME MANAGEMENT			EACH	10.00	\$290.00	\$2,900.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - NA	WORKSHOP STUDENT ELEVATION			EACH	10.00	\$290.00	\$2,900.00

PURCHASE ORDER

09/20/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190010690**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - NA

WORKSHOPNOTE TAKING

TRACKING NUMBER

EACH

10.00

\$290.00

\$2,900.00

6) Item # - NA

WORKSHOP FACULTY SEMINAR

EACH

1.00

\$150.00

\$150.00

7) Item # - NA

WORKSHOP ACE YOUR EXAMS

EACH

10.00

\$290.00

\$2,900.00

8) Item # - NA

WORKSHOP CLOSE READING

EACH

10.00

\$290.00

\$2,900.00

9) Item # - NA

WORKSHOP PARENT SEMINAR

EACH

1.00

\$150.00

Total Amount

\$17,700.00

PURCHASE ORDER

09/20/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190010690

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

09/20/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190011062

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 5
Attention :	Attention : DANIELLE KEANE
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 292-2683
City : HOBOKEN	Address : 564 JACKSON AVENUE, ROOM 124
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10455 LDA : X0050001
Contract # : MICRO BIDS/NO BIDS-S	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : VALENTIN, JACQUELINE
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 292-2683
Phone : (718) 935-2376	Email : JVALENT5@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments COLLEGE READINESS	
<p>*****</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></p>	
9/20/2018	
Signature of Principal or authorized Department of Education official	
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) 07	014218	0685	N/A	X005	F1KW	//	//	\$4,500.00
								Total Amount \$4,500.00

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	7TH GARDE TIME MANAGEMENT			EACH	3.00	\$290.00	\$870.00
2) Item # - N/A	PD			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	7TH GRADE ACE YOUR EXAM			EACH	3.00	\$290.00	\$870.00

PURCHASE ORDER

09/20/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190011062**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

7TH GRADE NOTE TAKING

TRACKING NUMBER
EACH 3.00 \$290.00 \$870.00

6) Item # - N/A

7TH GRADE TIME MANAGEMENT

EACH 3.00 \$290.00 \$870.00

7) Item # - N/A

7TH GRADE MEMORY AND MNEMINICS

EACH 3.00 \$290.00 \$870.00

Total Amount

\$4,500.00

PURCHASE ORDER

09/20/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190011062

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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.

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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

09/21/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190011290
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 115
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : BORIS CONSUEGRA
City : HOBOKEN	Phone : (212) 927-9233
Vendor # : ELE447398 01	Address : 586 WEST 177TH STREET
Fax # :	City : NEW YORK,
	State : NY Zip Code : 10033 LDA : M1150001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : JONES,SONJA
Attention :	Phone : (212) 928-0739
Phone :	Email : SJONES69@SCHOOLS.NYC.GOV
Address :	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	

Accounting Information

Fiscal Year: 2019

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	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # -N/A	5TH GRADE ACE YOUR EXAMS			EACH	3.00	\$290.00	\$870.00
3) Item # -N/A	SEMINAR MANUAL COPYRIGHT			EACH	6.00	\$25.00	\$150.00
4) Item # -N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

09/21/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190011290**

PURCHASE ORDER NUMBER

01

SUFFIX

				TRACKING NUMBER		
5)	Item # - N/A	PARENT SEMINAR	EACH	1.00	\$150.00	\$150.00
6)	Item # - N/A	5TH GRADE STUDY SKILLS NOTE TAKING	EACH	3.00	\$290.00	\$870.00
7)	Item # - N/A	STUDY SKILLS CLOSE READING	EACH	3.00	\$290.00	\$870.00
8)	Item # - N/A	5TH GRADE JUNIOR TIME MANAGEMENT	EACH	3.00	\$290.00	\$870.00
9)	Item # - N/A	5TH GRADE STUDENT ELEVATION	EACH	3.00	\$290.00	\$870.00
10)	Item # - N/A	5TH GRADE MEMORY MNEMONICS	EACH	3.00	\$290.00	\$870.00

Total Amount

\$5,670.00

PURCHASE ORDER

09/21/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190011290**

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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.

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

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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.

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

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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.
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

09/21/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190012090

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : NEW DORP HIGH SCHOOL
Attention :	Attention : LISA MURPHY
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 667-8686
City : HOBOKEN	Address : 465 NEW DORP LANE
Vendor # : ELE447398 01	City : STATEN ISLAND,
Fax # :	State : NY Zip Code : 10306 LDA : R4400003
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : COLLICA, BARBARA
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 667-8686
Phone : (718) 935-2380	Email : BCOLLICA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
9/21/2018	
Signature of Principal or authorized Department of Education official	
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) 31	091675	0686	N/A	R440	GJKW	//	//	\$6,750.00
<u>Total Amount</u>								\$6,750.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
1) Item # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - NA							
STUDY SKILLS WORKSHOP GRADE 9							
							<u>Total Amount</u>
							\$6,750.00

PURCHASE ORDER

09/21/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190012090**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

09/25/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190013043

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : NEW ES AT X292
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : YOUNG VOICES ACADEMY OF THE BRONX
City : HOBOKEN	Phone : (718) 794-4080
Vendor # : ELE447398 01	Address : 2126 BARNES AVENUE
Fax # :	City : NEW YORK,
	State : NY Zip Code : 10462 LDA : X3570001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GUSEK,ARLENE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 794-4080
Phone : (718) 935-2850	Email : AGUSEK@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENT	
***** 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	
 9/25/2018	
Signature of Principal or authorized Department of Education official _____ 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	689A	N/A	X357	GX0B	//	\$3,930.00
								<u>Total Amount</u> \$3,930.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	LICENSING FEE			EACH	6.00	\$25.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

09/25/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190013043**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER		
Item #	Description	Quantity	2.00	\$290.00	\$580.00
5) Item # - N/A	ACE YOUR EXAMS	EACH			
6) Item # - N/A	NOTE TAKING	EACH	2.00	\$290.00	\$580.00
7) Item # - N/A	CLOSE READING	EACH	2.00	\$290.00	\$580.00
8) Item # - N/A	TIME MANAGEMENT	EACH	2.00	\$290.00	\$580.00
9) Item # - N/A	MEMORY AND MNEMONICS	EACH	2.00	\$290.00	\$580.00
10) Item # - N/A	STUDENT ELEVATION	EACH	2.00	\$290.00	\$580.00

Total Amount

\$3,930.00

PURCHASE ORDER

09/25/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190013043

PURCHASE ORDER NUMBER

01

SUFFIX

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

09/26/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190013522

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 243
Attention :	Attention : KAREN HAMBRIGHT
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 604-6909
City : HOBOKEN	Address : 1580 DEAN STREET, ROOM MAIN
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11213 LDA : K2430001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MASON,ALAN
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 604-6909
Phone : (718) 935-2379	Email : AMASON4@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : INSIDE DELIVERY. DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
9/26/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	16	004865	0198	N/A	K243	F6H4	//	\$2,190.00
								Total Amount \$2,190.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	SEMINAR MANUAL COPYRIGHT			EACH	6.00	\$25.00	\$150.00
2) Item # - N/A	FACULTY SEMIANR			EACH	1.00	\$290.00	\$290.00
3) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

09/26/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190013522**

PURCHASE ORDER NUMBER

01

SUFFIX

				TRACKING NUMBER			
5)	Item # - NVA	SEPTEMBER 18 2018	EACH	1.00	\$150.00	\$150.00	
6)	Item # - NVA	NOTE TAKING	EACH	1.00	\$290.00	\$290.00	
7)	Item # - NVA	STUDY SKILLS CLOSE READING	EACH	1.00	\$290.00	\$290.00	
8)	Item # - NVA	JUNIOR TIME MANAGEMENT	EACH	1.00	\$290.00	\$290.00	
9)	Item # - NVA	ACE YOUR EXAMS	EACH	1.00	\$290.00	\$290.00	
10)	Item # - NVA	MEMORY MNEMONICS	EACH	1.00	\$290.00	\$290.00	

Total Amount

\$2,190.00

PURCHASE ORDER

09/26/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190013522

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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

09/26/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190013709

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 89
Attention :	Attention : TANYA REID
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 653-0835
City : HOBOKEN	Address : 980 MACE AVENUE
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10469 LDA : X0890001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : LATIF,MOHAMED
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 653-0835
Phone : (718) 935-2850	Email : MLATIF@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments PS89	
<p>*****</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></p>	
9/26/2018	
Signature of Principal or authorized Department of Education official	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	064305	689A	N/A	X089	HVBJ	//	\$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	SUMMER BRIDGE PROGRAM GRADE 6 JULY 16 TO 19 2018			EACH	4.00	\$750.00	\$3,000.00
						<u>Total Amount</u> \$3,000.00	

PURCHASE ORDER

09/26/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190013709**

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

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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.
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

09/27/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190011281

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : INTERNATIONAL SCHOOL FOR LIBERAL AR
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 10
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 329-8570
City : HOBOKEN	Address : 2780 RESERVOIR AVENUE, ROOM 138
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10468 LDA : X3420001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : TOLANY,REBECA
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 329-8570
Phone : (718) 935-2376	Email : RTOLANY@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments STUDY SKILLS WORKSHOPS FOR GRADE 9 AS PER WORK ORDER WITH ROBERT EDWARDS	
***** 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	
 9/27/2018	
Signature of Principal or authorized Department of Education official _____ 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) 10	014635	0685	N/A	X342	F4PO	//	//	\$7,410.00
<u>Total Amount</u>								\$7,410.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	SEMINAR 1			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	ACE YOUR EXAMS			EACH	4.00	\$290.00	\$1,160.00
3) Item # - N/A	SEMINAR 2			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

09/27/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190011281**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

6.00 \$25.00 \$150.00

5) Item # - N/A	LICENSING FEE	EACH	6.00	\$25.00	\$150.00
6) Item # - N/A	NOTE TAKING	EACH	4.00	\$290.00	\$1,160.00
7) Item # - N/A	CLOSE READING	EACH	4.00	\$290.00	\$1,160.00
8) Item # - N/A	TIME MANAGEMENT	EACH	4.00	\$290.00	\$1,160.00
9) Item # - N/A	STUDENT ELEVATION	EACH	4.00	\$290.00	\$1,160.00
10) Item # - N/A	MEMORY AND MNEMONICS	EACH	4.00	\$290.00	\$1,160.00

Total Amount

\$7,410.00

PURCHASE ORDER

09/27/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190011281

PURCHASE ORDER NUMBER

01

SUFFIX

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

09/27/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190012904

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : MILLENNIUM ART ACADEMY
Attention :	Attention : DENISE WILLIAMS
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 824-0978
City : HOBOKEN	Address : 1980 LAFAYETTE AVENUE, ROOM 112
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10473 LDA : X3120001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SEDAD'AMORE,YOLANDA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 824-0978
Phone : (718) 935-2850	Email : YDAMORE@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
9/27/2018	
Signature of Principal or authorized Department of Education official	Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	08	014556	0685	N/A	X312	GNR7	//	\$6,075.00
								Total Amount \$6,075.00

Item Detail Information

Item # - NIA	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - NIA	PARENT SEMINAR GRADE 9 SEPTEMBER 26 2018			EACH	1.00	\$150.00	\$150.00
2) Item # - NIA	ACE YOUR EXAMS GRADE 9 OCTOBER 26, 2018			EACH	4.00	\$290.00	\$1,160.00
3) Item # - NIA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - NIA	LICENSING FEE GRADE 9			EACH	5.00	\$25.00	\$125.00

PURCHASE ORDER

09/27/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190012904**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

NOTE TAKING GRADE 9 OCTOBER 5
2018TRACKING NUMBER
EACH 4.00 \$290.00 \$1,160.00

6) Item # - N/A

CLOSE READING GRADE 9
SEPTEMBER 28 2018

EACH 4.00 \$290.00 \$1,160.00

7) Item # - N/A

MEMORY AND MNEMONICS GRADE 9
OCTOBER 19 2018

EACH 4.00 \$290.00 \$1,160.00

8) Item # - N/A

TIME MANAGEMENT GRADE 9
OCTOBER 12 2018

EACH 4.00 \$290.00 \$1,160.00

Total Amount

\$6,075.00

PURCHASE ORDER

09/27/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190012904

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

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B) Delivery

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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

09/28/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190011381

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HARBOR HEIGHTS
Attention :	Attention : MONICA KLEHR
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 568-6052
City : HOBOKEN	Address : 306 FORT WASHINGTON AVENUE, ROOM 41
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10033 LDA : M3490002
Contract # : NEGOTIATED SERVICES-	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : BOURDIER,RAMONA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 568-6052
Phone : (718) 935-2850	Email : RBOURDI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
9/28/2018	
Signature of Principal or authorized Department of Education official	Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	06	014218	0685	N/A	M349	F1EG	//	\$7,660.00
								Total Amount \$7,660.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	ACE YOUR EXAMS	GRADES 6 7 8		EACH	4.00	\$290.00	\$1,160.00
3) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

09/28/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190011381**

PURCHASE ORDER NUMBER

01

SUFFIX

				TRACKING NUMBER			
5)	Item # - NVA	PRINTING DELIVERY AND LICENSING		EACH	1.00	\$400.00	\$400.00
6)	Item # - NVA	NOTE TAKING GRADES 6 7 8		EACH	4.00	\$290.00	\$1,160.00
7)	Item # - NVA	CLOSE READING GRADES 6 7 8		EACH	4.00	\$290.00	\$1,160.00
8)	Item # - NVA	TIME MANAGEMENT GRADES 6 7 8		EACH	4.00	\$290.00	\$1,160.00
9)	Item # - NVA	STUDENT ELEVATION GRADES 6 7 8		EACH	4.00	\$290.00	\$1,160.00
10)	Item # - NVA	MEMORY AND MNEMONICS GRADES 6 7 8		EACH	4.00	\$290.00	\$1,160.00

Total Amount

\$7,660.00

PURCHASE ORDER

09/28/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190011381**

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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I) Billing Procedure

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J) Assignment

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K) Sales or Excise Taxes

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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**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

09/28/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190013077

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 124
Attention :	Attention : TEKESHA BABB
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 529-2580
City : HOBOKEN	Address : 129-15 150TH AVENUE
Vendor # : ELE447398 01	City : SOUTH OZONE PARK,
Fax # :	State : NY Zip Code : 11420 LDA : Q1240001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RODRIGUEZ,KATHRYN
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 529-2580
Phone : (718) 935-2377	Email : KRODRIGUEZ12@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments 2018-2019 SCHOOL YEAR SEVICES	
**** 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	
 Signature of Principal or authorized Department of Education official	
9/28/2018	
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) 27	091675	0685	N/A	Q124	G185	//	//	\$9,150.00
<u>Total Amount</u>								\$9,150.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price		Amount
				U/M	Qty	
1) Item # - N/A	GRADE 6 TEACHERS FACULTY SEMINAR			EACH	1.00	\$150.00
2) Item # - N/A	GRADE 6 ACE YOUR EXAMS			EACH	5.00	\$290.00
3) Item # - N/A	GRADE 6 PARENT SEMINAR			EACH	1.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00

PURCHASE ORDER

09/28/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190013077**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

6.00 \$25.00 \$150.00

5) Item # - N/A	GRADE 6 LICENSING FEE	EACH	6.00	\$25.00	\$150.00
6) Item # - N/A	GRADE 6 NOTE TAKING	EACH	5.00	\$290.00	\$1,450.00
7) Item # - N/A	GRADE 6 CLOSE READING	EACH	5.00	\$290.00	\$1,450.00
8) Item # - N/A	GRADE 6 TIME MANAGEMENT	EACH	5.00	\$290.00	\$1,450.00
9) Item # - N/A	GRADE 6 MEMORY AND MNEMONICS	EACH	5.00	\$290.00	\$1,450.00
10) Item # - N/A	GRADE 6 STUDENT ELEVATION	EACH	5.00	\$290.00	\$1,450.00

Total Amount

\$9,150.00

PURCHASE ORDER

09/28/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190013077

PURCHASE ORDER NUMBER

01

SUFFIX

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

09/28/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190014505

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 226
Attention :	Attention : KLEIN/MONTANES
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 234-4940
City : HOBOKEN	Address : 6006 23RD AVENUE, ROOM NONE
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11204 LDA : K2260001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MARZULLO,FRANCES
Attention :	Phone : (718) 234-4940
Phone : (718) 935-2380	Email : FMARZULLO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments MIDDLE SCHOOL COLLEGE ACCESS	
***** 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	
 9/28/2018	
Signature of Principal or authorized Department of Education official _____ 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	014218	0685	N/A	K226	F3XZ	//	//	\$7,410.00
<u>Total Amount</u>								\$7,410.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price		Amount
				U/M	Qty	
1) Item # - N/A	NOVEMBER 5, 2018 FACULTY SEMINAR			EACH	1.00	\$150.00
2) Item # - N/A	MARCH 19 GRADE 7 ACE YOUR EXAMS			EACH	4.00	\$290.00
3) Item # - N/A	OCTOBER 18, 2018 PARENT SEMINAR			EACH	1.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00

PURCHASE ORDER

09/28/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190014505**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

6.00 \$25.00 \$150.00

5) Item # - N/A	LICENSING FEE	EACH	6.00	\$25.00	\$150.00
6) Item # - N/A	NOVEMBER 27 GRADE 7 NOTE TAKING	EACH	4.00	\$290.00	\$1,160.00
7) Item # - N/A	OCTOBER 9 GRADE 7 CLOSE READING	EACH	4.00	\$290.00	\$1,160.00
8) Item # - N/A	DECEMBER 11 GRADE 7 TIME MANAGEMENT	EACH	4.00	\$290.00	\$1,160.00
9) Item # - N/A	FEBRUARY 26 GRADE 7 MEMORY AND MNEMONICS	EACH	4.00	\$290.00	\$1,160.00
10) Item # - N/A	JANUARY 8 GRADE 7 STUDENT ELEVATION	EACH	4.00	\$290.00	\$1,160.00

Total Amount

\$7,410.00

PURCHASE ORDER

09/28/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190014505

PURCHASE ORDER NUMBER

01

SUFFIX

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

10/01/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190015160

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : JUNIOR HIGH SCHOOL 96
Attention :	Attention : R. FLIEGELMAN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 236-1344
City : HOBOKEN	Address : 99 AVENUE P, ROOM 204
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11204 LDA : K0960001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : FLIEGELMAN, RANDY
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 236-1344
Phone : (718) 935-2380	Email : RFLIEGE2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
10/1/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	21	014218	0685	WJ1902850	01	K096	F39R	// // \$13,580.00
								Total Amount \$13,580.00

Item Detail Information

1) Item # - NA	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			
				U/M	Qty	Per Unit	Amount
1) Item # - NA	SEMINAR MANUAL			EACH	1.00	\$1,100.00	\$1,100.00
2) Item # - NA	CLASSROOM SUPPORT TRAINING FOR FACULTY OCTOBER 22 2018			EACH	1.00	\$150.00	\$150.00
3) Item # - NA	FACULTY SEMINAR 7 GRADE MARCH 7 2029			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

10/01/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190015160**

PURCHASE ORDER NUMBER

01

SUFFIX

				TRACKING NUMBER			
5)	Item # - NA	STUDENT ELEVATION	EACH	1.00	\$2,130.00	\$2,130.00	
6)	Item # - NA	PARENT SEMINAR	EACH	1.00	\$150.00	\$150.00	
7)	Item # - NA	TIME MANAGEMENT NOVEMBER 18 2018	EACH	1.00	\$1,650.00	\$1,650.00	
8)	Item # - NA	STUDY SKILLS NOTE TAKING OCTOBER 18 2018	EACH	1.00	\$1,650.00	\$1,650.00	
9)	Item # - NA	STUDY SKILLS CLOSE READING 7TH GRADE	EACH	1.00	\$1,650.00	\$1,650.00	
10)	Item # - NA	ACE THE EXAMS JANUARY 24 2019 GRADE 7	EACH	1.00	\$1,650.00	\$1,650.00	
11)	Item # - NA	STUDENT ELVATIONGRADE 7 FEBRUARY 14 2019	EACH	1.00	\$1,650.00	\$1,650.00	
12)	Item # - NA	MEMORY MNEMONICS DECEMBER 6 2018	EACH	1.00	\$1,650.00	\$1,650.00	

Total Amount

\$13,580.00

PURCHASE ORDER

10/01/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190015160

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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I) Billing Procedure

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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

10/01/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190015217

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : I.S. 190
Attention :	Attention : CASTELLA MCKENZIE
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 620-9423
City : HOBOKEN	Address : 1550 CROTONA PARK EAST, ROOM 504
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10460 LDA : X1900001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : REYES, ELIZABETH
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 620-9423
Phone : (718) 935-2376	Email : EREYES9@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
10/1/2018	
Signature of Principal or authorized Department of Education official	
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)	12	014218	0685	N/A	X190	F6T1	//	\$300.00
<u>Total Amount</u>								\$300.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - 0001	INTRODUCTORY PRESENTATION FOR ALL 6, 7, AND 8TH GRADERS			EACH	1.00	\$300.00	\$300.00
<u>Total Amount</u>							\$300.00

PURCHASE ORDER

10/01/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190015217

PURCHASE ORDER NUMBER

01

SUFFIX

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

10/01/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190015287**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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B) Delivery

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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

10/02/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190014003

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : P.S./M.S. 031 THE WILLIAM LLOYD GAR
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 07
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 292-4397
City : HOBOKEN	Address : 250 EAST 156 STREET, ROOM 313
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10451 LDA : X0310002
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : BLACKMAN, JOHN
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 292-4397
Phone : (718) 935-2376	Email : JBLACKMAN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
10/2/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	07	014218	0685	N/A	X031	F1KH	//	\$5,670.00
								Total Amount \$5,670.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	GRADE 7 FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	GRADE 7 ACE YOUR EXAMS			EACH	3.00	\$290.00	\$870.00
3) Item # - N/A	GRADE 7 PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

10/02/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190014003**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

6.00 \$25.00 \$150.00

5) Item # - N/A	LICENSING FEE	EACH	6.00	\$25.00	\$150.00
6) Item # - N/A	GRADE 7 NOTE TAKING	EACH	3.00	\$290.00	\$870.00
7) Item # - N/A	CURRICULUM DEVELOPMENT GRADE 7 NOTE TAKING	EACH	3.00	\$290.00	\$870.00
8) Item # - N/A	GRADEE 7 TIME MANAGEMENT	EACH	3.00	\$290.00	\$870.00
9) Item # - N/A	GRADE 7 MEMORY AND MNEMONICS	EACH	3.00	\$290.00	\$870.00
10) Item # - N/A	GRADE 7 STUDENT ELEVATION	EACH	3.00	\$290.00	\$870.00

Total Amount

\$5,670.00

PURCHASE ORDER

10/02/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190014003

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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.

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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

10/02/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190015285

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : ONE WORDLD MIDDLE SCHOOL
Attention :	Attention : ATT:PATRICIA WYNE
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 515-6780
City : HOBOKEN	Address : 3750 BAYCHESTER AVENUE RM 231, ROO
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10466 LDA : X5290001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ARIAS,JOANNE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 515-6780
Phone : (718) 935-2850	Email : JARIAS9@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 10/2/2018	
Signature of Principal or authorized Department of Education official 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	0685	WJ1902937	01	X529	F71A	//	\$19,440.00
									<u>Total Amount</u> \$19,440.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	ACE YOUR EXAMS 6 7 8 GRADES			EACH	12.00	\$145.00	\$1,740.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

10/02/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190015285**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER			
5)	Item # - N/A	MEMORY MNEMONICS 6 7 8 GRADES	EACH	12.00	\$290.00	\$3,480.00
6)	Item # - N/A	NOTE TAKING 6 7 8 TH GRADES	EACH	12.00	\$290.00	\$3,480.00
7)	Item # - N/A	CLOSE READING 6 7 8 TH GRADES	EACH	12.00	\$290.00	\$3,480.00
8)	Item # - N/A	STUDENT ELEVATION 6 7 8 GRADES	EACH	12.00	\$290.00	\$3,480.00
9)	Item # - N/A	TIME MANAGEMENT 6 7 8 GRADES	EACH	12.00	\$290.00	\$3,480.00

Total Amount

\$19,440.00

PURCHASE ORDER

10/02/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190015285

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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.

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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

10/02/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190015855

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : THE BROOKLYN STUDIO SCHOOL
Attention :	Attention : NORMA PENA
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 266-5032
City : HOBOKEN	Address : 8310 21ST AVENUE, ROOM 110A
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11214 LDA : K6900001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ANEMONE, CAROLE
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 333-8211
Phone : (718) 935-2380	Email : CANEMON@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments CLOSE READING IS FROM 9:05AM-10:25AM NOTE TAKING IS FROM 1:00PM-2:20PM TOME MANAGEMENT IS FROM 1:00PM-2:20PM MEMORY & MNEMONICS IS FROM 9:05AM - 10:25	
***** 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	
 10/2/2018	
<hr/> Signature of Principal or authorized Department of Education official 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	014218	0685	N/A	K690	F7HT	//	//	\$4,940.00
								<u>Total Amount</u> \$4,940.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	TEACHER PD			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

10/02/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190015855**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

4.00 \$290.00 \$1,160.00

4) Item # - N/A	MEMORY MNEMONICS GRADE 7 JANUARY 14TH 2018	EACH	4.00	\$290.00	\$1,160.00
5) Item # - N/A	CLOSE READING GRADE 7 OCTOBER 3RD 2018	EACH	4.00	\$290.00	\$1,160.00
6) Item # - N/A	NOTE TAKING GRADE 7 NOVEMBER 20TH 2018	EACH	4.00	\$290.00	\$1,160.00
7) Item # - N/A	TIME MANAGEMENT GRADE 7 DECEMBER 18 2018	EACH	4.00	\$290.00	\$1,160.00

Total Amount

\$4,940.00

PURCHASE ORDER

10/02/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190015855

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

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

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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.
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PURCHASE ORDER

10/02/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190016044

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 48
Attention :	Attention : BRIANNA VELAZQUEZ
Street : 221 RIVER STREET OFFICE 9003	Phone : (917) 521-3800
City : HOBOKEN	Address : 4360 BROADWAY, ROOM 113
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10033 LDA : M0480001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : TEJADAPEREZ,LEIRY
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (917) 521-3800
Phone : (718) 935-2378	Email : LTEJADA2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
10/2/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	06	091675	0685	N/A	M048	F7B3	//	\$4,980.00
								Total Amount \$4,980.00

Item Detail Information

Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	PARENT WORKSHOP			EACH	1.00	\$90.00	\$90.00
2) Item # - N/A	FALCUTY SEMINAR			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	SEMINAR MANUAL COPYRIGHT			EACH	4.00	\$25.00	\$100.00

PURCHASE ORDER

10/02/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190016044**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

5TH GRADE OCTOBER 2018 STUDENT
ELEVATIONTRACKING NUMBER
EACH 4.00 \$290.00 \$1,160.00

6) Item # - N/A

5TH GRADE STUDY SKILLS

EACH 4.00 \$290.00 \$1,160.00

7) Item # - N/A

5TH GRADE DECEMBER ACE YOUR
EXAM

EACH 4.00 \$290.00 \$1,160.00

8) Item # - N/A

5TH GRADE NOVEMBER 2018 MEMORY
MNEMONICS

EACH 4.00 \$290.00 \$1,160.00

Total Amount

\$4,980.00

PURCHASE ORDER

10/02/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190016044

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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PURCHASE ORDER

10/03/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190011067

PURCHASE ORDER NUMBER

01

SUFFIX

T1143954

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : FREDERICK DOUGLASS ACADEMY III SECO
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 09
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 538-9726
City : HOBOKEN	Address : 3630 THIRD AVENUE, ROOM 437
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10456 LDA : X5170001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : BARTLETT,DESHAWN
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (718) 538-9726
Phone : (718) 935-2378	Email : DBARTLETT2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<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> <p></p>	
10/3/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 09	014556	0686	N/A	X517	F4JH	//	//	\$7,260.00
Total Amount								\$7,260.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	WORKSHOP FOR 9TH GRADES						
							Total Amount
							\$7,260.00

PURCHASE ORDER

10/03/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190011067

PURCHASE ORDER NUMBER

01

SUFFIX

T1143954

TRACKING NUMBER

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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

10/03/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190015777

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : CIVIC LEADERSHIP ACADEMY
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 24
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 271-1487
City : HOBOKEN	Address : 45-10 94TH STREET, ROOM 425
Vendor # : ELE447398 01	City : QUEENS,
Fax # :	State : NY Zip Code : 11373 LDA : Q2930001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RUIZ,JORGE
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 271-1487
Phone : (718) 935-2377	Email : JRUIZ@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments EXTRA SESSIONS FOR WORKSHOPS	
***** 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	
 10/3/2018	
Signature of Principal or authorized Department of Education official _____ 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) 24	091675	0685	N/A	Q293	GU05	//	//	\$1,740.00
								Total Amount \$1,740.00

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 # - NA	STUDENT ELEVATION			EACH	1.00	\$290.00	\$290.00
2) Item # - NA	ACE YOUR EXAMS			EACH	1.00	\$290.00	\$290.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - NA	MEMORY AND MNEMONICS			EACH	1.00	\$290.00	\$290.00

PURCHASE ORDER

10/03/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190015777**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - NA

CLOSE READING

EACH

1.00

\$290.00

\$290.00

6) Item # - NA

NOTE TAKING

EACH

1.00

\$290.00

\$290.00

7) Item # - NA

TIME MANAGEMENT

EACH

1.00

\$290.00

\$290.00

Total Amount

\$1,740.00

PURCHASE ORDER

10/03/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190015777**

PURCHASE ORDER NUMBER

01

SUFFIX

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

10/03/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190016427

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 89
Attention :	Attention : T. REID
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 653-0835
City : HOBOKEN	Address : 980 MACE AVENUE
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10469 LDA : X0890001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : LATIF,MOHAMED
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 653-0835
Phone : (718) 935-2850	Email : MLATIF@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments PS 89	
<p>*****</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></p>	
10/3/2018	
Signature of Principal or authorized Department of Education official	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	091665	689A	N/A	X089	HVJ0	//	\$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	SUMMER BRIDGE PROGRAM FOR PARA JULY16 TO 19			EACH	4.00	\$750.00	\$3,000.00
						<u>Total Amount</u> \$3,000.00	

PURCHASE ORDER

10/03/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190016427**

PURCHASE ORDER NUMBER

01

SUFFIX

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

10/03/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190016612

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : JUNIOR HIGH SCHOOL 217
Attention :	Attention : A. TEUTSCHMAN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 657-1120
City : HOBOKEN	Address : 85-05 144TH STREET, ROOM 310
Vendor # : ELE447398 01	City : JAMAICA,
Fax # :	State : NY Zip Code : 11435 LDA : Q2170001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : FILINCIERI,MONIKA
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 557-1974
Phone : (718) 935-2377	Email : MFILINCIERI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
10/3/2018	
Signature of Principal or authorized Department of Education official	
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) 28	014218	0685	N/A	Q217	F1JU	//	//	\$3,100.00
<u>Total Amount</u>								\$3,100.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	LICENSING FEE FOR MATERIALS			EACH	2.00	\$25.00	\$50.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	STUDY SKILLS WORKSHOP			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	NOTE TAKING WORKSHOP			EACH	5.00	\$290.00	\$1,450.00

PURCHASE ORDER

10/03/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190016612**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -NIA

TIME MANAGEMENT WORKSHOP

TRACKING NUMBER

EACH 5.00 \$290.00 \$1,450.00

Total Amount

\$3,100.00

PURCHASE ORDER

10/03/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190016612

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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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.

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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

10/04/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190011092

PURCHASE ORDER NUMBER

01

SUFFIX

T1144034

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : DISTICT 28 HS #1
Attention :	Attention : S. MC LAUGHLIN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 480-2689
City : HOBOKEN	Address : 167-01 GOTHIC DRIVE, ROOM 126
Vendor # : ELE447398 01	City : JAMAICA,
Fax # :	State : NY Zip Code : 11432 LDA : Q3500001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MC LAUGHLIN,SATANYA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 480-2689
Phone : (718) 935-2850	Email : SMCLAUG3@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments RESEARCH BASE TECHNIQUE AND SKILLS WILL BE IMPARTED TO IMPROVE STUDENTS' ACADEMIC SKILLS.	
***** 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	
 10/4/2018	
<hr/> Signature of Principal or authorized Department of Education official 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) 28	091675	0685	N/A	Q350	F47R	//	//	\$6,960.00
								Total Amount \$6,960.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
1) Item # - N/A	STUDENT ELEVATION			EACH	4.00	\$290.00	\$1,160.00
2) Item # - N/A	ACE YOUR EXAMS			EACH	4.00	\$290.00	\$1,160.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	MEMORY MNEMONICS			EACH	4.00	\$290.00	\$1,160.00

PURCHASE ORDER

10/04/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190011092**

PURCHASE ORDER NUMBER

01

SUFFIX

T1144034

TRACKING NUMBER

5) Item # - N/A

CLOSE READING

EACH

4.00 \$290.00

\$1,160.00

6) Item # - N/A

NOTE TAKING

EACH

4.00 \$290.00

\$1,160.00

7) Item # - N/A

TIME MANAGEMENT

EACH

4.00 \$290.00

\$1,160.00

Total Amount

\$6,960.00

PURCHASE ORDER

10/04/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190011092**

PURCHASE ORDER NUMBER

01

SUFFIX

T1144034

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

10/04/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190016659

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : JOHN BOWNE HIGH SCHOOL
Attention :	Attention : SENCER
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 263-1919
City : HOBOKEN	Address : 63-25 MAIN STREET, ROOM 102
Vendor # : ELE447398 01	City : FLUSHING,
Fax # :	State : NY Zip Code : 11367 LDA : Q4250001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : WIEBELT,IRENE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 263-1919
Phone : (718) 935-2850	Email : IWIEBEL@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments JULY 16, 17, 18, 19 2018 CLASS 750 STUDY SKILLS WORKSHOP FOR STUDENTS	
**** 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	
 Signature of Principal or authorized Department of Education official	
10/4/2018	
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) 25	082934	0695	N/A	Q425	F2KH	//	//	\$6,000.00
								<u>Total Amount</u> \$6,000.00

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	SUMMER BRIDGE DAY 1 DAY 2 DAY 3 DAY 4			EACH	1.00	\$6,000.00	\$6,000.00
							<u>Total Amount</u> \$6,000.00

PURCHASE ORDER

10/04/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190016659

PURCHASE ORDER NUMBER

01

SUFFIX

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

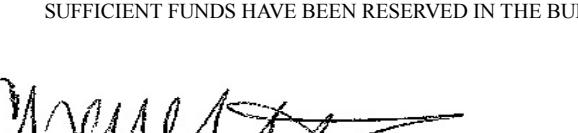
10/09/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190017762
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 89
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : TANYA REID
City : HOBOKEN	Phone : (718) 653-0835
Vendor # : ELE447398 01	Address : 980 MACE AVENUE
Fax # :	City : BRONX,
	State : NY Zip Code : 10469 LDA : X0890001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : LATIF,MOHAMED
Attention :	Phone : (718) 653-0835
Phone :	Email : MLATIF@SCHOOLS.NYC.GOV
Address :	65 COURT STREET, ROOM 1502
City :	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> <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> 	
10/9/2018	
Signature of Principal or authorized Department of Education official	
Date	

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Charles

10/9/2018

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

Item Detail Information

Line	Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price	
							Per Unit	Amount
1)	Item # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2)	Item # - PS89	FALL BRIDGE PROGRAM FOR PARA			EACH	4.00	\$750.00	\$3,000.00
							<u>Total Amount</u>	\$3,000.00

PURCHASE ORDER

10/09/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190017762

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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G) Markings

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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**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

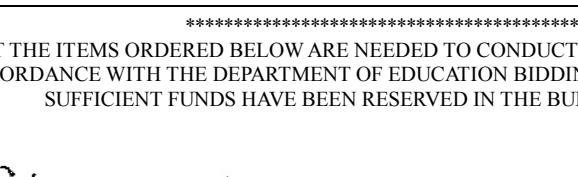
10/09/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190017764
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 89
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : TANYA REID
City : HOBOKEN	Phone : (718) 653-0835
Vendor # : ELE447398 01	Address : 980 MACE AVENUE
Fax # :	City : BRONX,
	State : NY Zip Code : 10469 LDA : X0890001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : LATIF,MOHAMED
Attention :	Phone : (718) 653-0835
Phone :	Email : MLATIF@SCHOOLS.NYC.GOV
Address :	
City :	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> <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> <hr/>	
	
10/9/2018	
Signature of Principal or authorized Department of Education official	
Date	

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Charles

10/9/2018

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price	
						Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	FALL BRIDGE PROGRAM FOR GRADE 6 STUDENTS			EACH	4.00	\$750.00	\$3,000.00
						Total Amount	
						\$3,000.00	

PURCHASE ORDER

10/09/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190017764**

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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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

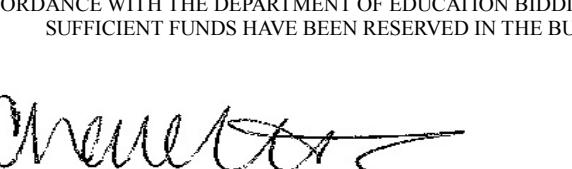
10/09/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190017895
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : GREEN SCHOOL: AN ACADEMY FOR ENVIRO
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : CARA TAIT
City : HOBOKEN	Phone : (718) 599-1207
Vendor # : ELE447398 01	Address : 223 GRAHAM AVENUE, ROOM 221
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11206 LDA : K4540001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: ALCAIDE, EFRAIN
Attention :	Phone : (718) 599-1207
Phone :	Email : EALCAIDE@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>Additional Comments PLEASE REFERENCE SYSTEMWIDE PROFESSIONAL SERVICES REQUIREMENTS CONTRACT WORK ORDER DATED 10/1/2018 PROVIDED BY ROB.</p> <hr/> <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>*****</p>	
	
10/9/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

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	DAY 4 EXAM AND TEXT PREP GRADE 9			EACH	1.00	\$750.00	\$750.00
2) Item # -N/A	PRINTING AND SHIPPING OF STUDENT WORKBOOKS			EACH	110.00	\$4.00	\$440.00
3) Item # -N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

10/09/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190017895**

PURCHASE ORDER NUMBER

01

SUFFIX

4) Item # -NIA

DAY 1 READING AND NOTES GRADE 9

EACH

1.00

\$750.00

\$750.00

5) Item # -NIA

DAY 2 TIME MANAGEMENT GRADE 9

EACH

1.00

\$750.00

\$750.00

6) Item # -NIA

DAY 3 MEMORY SKILLS GRADE 9

EACH

1.00

\$750.00

\$750.00

Total Amount

\$3,440.00

PURCHASE ORDER

10/09/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190017895**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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.

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.

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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.

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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

10/10/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190014976

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PELHAM ACADEMY OF ACADEMICS AND COM
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : A. RIVERA - ELEVATE-CAFA 2019
City : HOBOKEN	Phone : (718) 881-3136
Vendor # : ELE447398 01	Address : 2441 WALLACE AVENUE, ROOM 118
Fax # :	City : BRONX,
	State : NY Zip Code : 10467 LDA : X4680001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ARROYO,MARIA
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 881-3136
Phone : (718) 935-2376	Email : MARROYO7@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments REFERENCE WORK ORDER FY2018/18 FOR ELE447398	
**** 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	
 10/10/2018	
Signature of Principal or authorized Department of Education official _____ 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	014218	0685	WJ1902873 01	X468 F6UG	//	//	\$17,010.00
2)	11	091675	0685	WJ1902873 02	X468 F6UI	//	//	\$5,910.00
								Total Amount \$22,920.00

Item Detail Information

1) Item # -ELEVATE19	Description	Manufacturer Part #	Brand/Model	Price			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # -ELEVATE19	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # -ELEVATE19	ACE YOUR EXAMS			EACH	13.00	\$290.00	\$3,770.00
3) Item # -NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER10/10/2018
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190014976**
PURCHASE ORDER NUMBER
01
SUFFIX

4) Item # -ELEVATE19	PARENT SEMINAR	EACH	1.00	\$150.00	\$150.00
5) Item # - ELEVATE19	MEMORYMNEMONICS GRADES 6,7,8	EACH	13.00	\$290.00	\$3,770.00
6) Item # - ELVATE19	NOTETAKING GRADES 6,7,8	EACH	13.00	\$290.00	\$3,770.00
7) Item # - ELEVATE19	CLOSE READING GRADES 6,7,8	EACH	13.00	\$290.00	\$3,770.00
8) Item # - ELEVATE19	STUDENT ELEVATION GRADES 6,7,8,	EACH	13.00	\$290.00	\$3,770.00
9) Item # - ELVATE19	TIME MANAGEMENT GRADES 6,7,8	EACH	13.00	\$290.00	\$3,770.00

Total Amount
\$22,920.00

PURCHASE ORDER

10/10/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190014976

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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PURCHASE ORDER

10/10/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190017938

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : KINGSBRIDGE INTERNATIONAL HIGH SCHO
Attention :	Attention : WILLIAM GAGSTETTER
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 329-8580
City : HOBOKEN	Address : 2780 RESERVOIR AVENUE, ROOM 224
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10468 LDA : X2680001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ALFARO,KAROL
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 329-8580
Phone : (718) 935-2376	Email : KALFARO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments AS NEGOTIATED BETWEEN VENDOR AND WILLIAM GAGSTETTER	
**** 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	
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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)	10	093610	689A	N/A	X268	HZ9D	//	\$5,500.00
								Total Amount \$5,500.00

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 # - NA STUDY WORKSHOP FOR PARENTS			EACH	1.00	\$150.00	\$150.00
2) Item # - NVA SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - NA STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS			EACH	2.00	\$2,600.00	\$5,200.00
4) Item # - NA STUDY SKILLS WORSHOP FOR TEACHERS			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

10/10/2018

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190017938

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$5,500.00

PURCHASE ORDER

10/10/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190017938

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

10/10/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190018350
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : DISTRICT 28 ES#1
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : COMMUNITY SCHOOL DISTRICT 28
City : HOBOKEN	Phone : (718) 276-1348
Vendor # : ELE447398 01	Address : 126-10 BEDELL STREET
	City : QUEENS,
Fax # :	State : NY Zip Code : 11434 LDA : Q3540001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : FERRANTE,JENNA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 276-1348
Phone : (718) 935-2850	Email : JFERRANTE4@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
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

Charles

10/10/2018

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

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 # - NA	WORK ORDER ON FILE			EACH	1.00	\$2,520.00	\$2,520.00
						<u>Total Amount</u>	\$2,520.00

PURCHASE ORDER

10/10/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190018350

PURCHASE ORDER NUMBER

01

SUFFIX

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

10/11/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190018156
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : THE HUMANITIES PREPARATORY
Attention :	Attention : JEANNIE FERRARI
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 929-4433
City : HOBOKEN	Address : 351 WEST 18TH STREET, ROOM 338
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10011 LDA : M6050001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : OQUENDO,HILDA
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (212) 929-4433
Phone : (718) 935-2378	Email : HOQUENDO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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></p>	
10/11/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 02	034609	0685	N/A	M605	F8QY	//	//	\$5,350.00
								Total Amount \$5,350.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - ELE447399	SYSTEMWIDE PROFESSIONAL SERVICES			EACH	1.00	\$150.00	\$150.00
3) Item # - ELE447398	SYSTEMWIDE PROFESSIONAL SERVICES			EACH	2.00	\$2,600.00	\$5,200.00
							Total Amount \$5,350.00

PURCHASE ORDER

10/11/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190018156**

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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

10/11/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190018294

PURCHASE ORDER NUMBER

01

SUFFIX

T1153135

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 42
Attention :	Attention : PATRICIA FINN/POWELL
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 634-7914
City : HOBOKEN	Address : 488 BEACH 66TH STREET, ROOM 245
Vendor # : ELE447398 01	City : ARVERNE,
Fax # :	State : NY Zip Code : 11692 LDA : Q0420001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : POWELL, JANET
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 634-7914
Phone : (718) 935-2377	Email : JPOWELL2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments CLOSE READING, NOTE TAKING, TIME MANAGEMENT, STUDENT EVALUATION, LICENSING, MEMORY AND MNEMONICS, ACE YOUR EXAMS	
***** 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	
 10/11/2018	
<hr/> Signature of Principal or authorized Department of Education official 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) 27	014218	0685	N/A	Q042	F8R8	//	//	\$6,530.00
								Total Amount \$6,530.00

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	MEMORYAND MNEMONICS			EACH	3.00	\$290.00	\$870.00
2) Item # - N/A	LICENSING			EACH	6.00	\$25.00	\$150.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	ACE YOUR EXAMS			EACH	3.00	\$290.00	\$870.00

PURCHASE ORDER

10/11/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190018294**

PURCHASE ORDER NUMBER

01

SUFFIX

T1153135

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	STUDENT ELEVATION	EACH	7.00	\$290.00	\$2,030.00
8) Item # - N/A	TIME MANAGEMENT	EACH	3.00	\$290.00	\$870.00

Total Amount

\$6,530.00

PURCHASE ORDER

10/11/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190018294**

PURCHASE ORDER NUMBER

01

SUFFIX

T1153135

TRACKING NUMBER

INSTRUCTIONS PART I**THIS ORDER IS SUBJECT TO THE FOLLOWING INSTRUCTIONS, TERMS AND CONDITIONS****PLEASE BE ADVISED**

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H) Delivery Packing Slip

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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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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.

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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

10/11/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190019139
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 340
Attention :	Attention : TAMARA JOHNSON
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 857-5516
City : HOBOKEN	Address : 227 STERLING PLACE
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11238 LDA : K3400001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ELLIOTT,CANDACE
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 857-5516
Phone : (718) 935-2380	Email : CELLIOTT4@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 10/11/2018 <hr/> Signature of Principal or authorized Department of Education official 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)	17	014218	0685	N/A	K340	F8QH	//	\$3,930.00
								<u>Total Amount</u> \$3,930.00

Item Detail Information

1) Item # -4	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
				<u>U/M</u>			
1) Item # -4	LICENSING FEE			EACH	6.00	\$25.00	\$150.00
2) Item # -N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # -3	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
4) Item # -1	STUDENT WORKSHOPS			EACH	12.00	\$290.00	\$3,480.00

PURCHASE ORDER

10/11/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190019139**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -2

FACULTY SEMINAR

TRACKING NUMBER
EACH 1.00 \$150.00 \$150.00Total Amount

\$3,930.00

PURCHASE ORDER

10/11/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190019139**

PURCHASE ORDER NUMBER

01

SUFFIX

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

10/12/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190018797
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PIONEER ACADEMY PS 307
Attention :	Attention : CECILIA JACKSON
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 779-5068
City : HOBOKEN	Address : 40-20 100TH STREET, ROOM 109
Vendor # : ELE447398 01	City : CORONA,
Fax # :	State : NY Zip Code : 11368 LDA : Q3070001
Contract # : NEGOTIATED SERVICES-	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CONNELL,KRYSTLE
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 779-5068
Phone : (718) 935-2377	Email : KCONNELL@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 10/12/2018 <hr/> Signature of Principal or authorized Department of Education official Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	24	091675	0685	WJ1903127	01	Q307	F3JZ	//
								Total Amount \$17,850.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			Amount
				U/M	Qty	Per Unit	
1) Item # - N/A	FACULTY SEMINAR			EACH	2.00	\$150.00	\$300.00
2) Item # - N/A	ACE YOUR EXAMS			EACH	10.00	\$290.00	\$2,900.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	LICENSING FEE			EACH	6.00	\$25.00	\$150.00

PURCHASE ORDER

10/12/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190018797**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

MEMORY AND MNEMONICS

TRACKING NUMBER
EACH 10.00 \$290.00 \$2,900.00

6) Item # - N/A

NOTE TAKING

EACH 10.00 \$290.00 \$2,900.00

7) Item # - N/A

CLOSE READING

EACH 10.00 \$290.00 \$2,900.00

8) Item # - N/A

STUDENT ELEVATION

EACH 10.00 \$290.00 \$2,900.00

9) Item # - N/A

TIME MANAGEMENT

EACH 10.00 \$290.00 \$2,900.00

Total Amount

\$17,850.00

PURCHASE ORDER

10/12/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190018797**

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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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.

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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.

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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

10/12/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190019636

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : ACADEMY FOR HEALTH CAREERS
Attention :	Attention : CHANEL BUNCH
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 773-0128
City : HOBOKEN	Address : 150 ALBANY AVENUE, ROOM 114
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11213 LDA : K7510001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MOORE,CHANEL
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 773-0128
Phone : (718) 935-2850	Email : CBUNCH@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
10/12/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	17	034609	0685	N/A	K751	F9YL	//	\$5,670.00
								Total Amount \$5,670.00

Item Detail Information

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

PURCHASE ORDER

10/12/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190019636**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

6.00 \$25.00 \$150.00

5) Item # - N/A	LICENSING FEE	EACH	6.00	\$25.00	\$150.00
6) Item # - N/A	NOTE TAKING	EACH	3.00	\$290.00	\$870.00
7) Item # - N/A	CLOSE READING	EACH	3.00	\$290.00	\$870.00
8) Item # - N/A	TIME MANAGEMENT	EACH	3.00	\$290.00	\$870.00
9) Item # - N/A	MEMORY MNEMONICS	EACH	3.00	\$290.00	\$870.00
10) Item # - N/A	STUDENT ELEVATION	EACH	3.00	\$290.00	\$870.00

Total Amount

\$5,670.00

PURCHASE ORDER

10/12/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190019636

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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

PURCHASE ORDER

10/12/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190019648

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BRONX HEALTH SCIENCES HIGH SCHOOL
Attention :	Attention : MS. MIRIAM RIVAS
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 904-5450
City : HOBOKEN	Address : 750 BAYCHESTER AVENUE, ROOM 330
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10475 LDA : X2490001
Contract # : NEGOTIATED SERVICES-	Toll Free # :

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**: ORTIZ, LUZ**Phone** : (718) 904-5450**Email** : LORTIZ@SCHOOLS.NYC.GOV**Special Delivery Instructions (If Any)** : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.**Additional Comments**

ELEVATE EDUCATION BOOKING DATES AND WORK ORDER. SUPPORT WORKSHOPS: MONDAY, NOVEMBER 26, 2018..1:40PM-3:00P.M. AP STUDENT WORKSHOPS: TUESDAY, NOVEMBER 27, 2018..9:00AM - 2:00PM WEDNESDAY, NOVEMBER 28, 2018..9:00AM - 2:00PM. THURSDAY, NOVEMBER 29, 2018..9:00AM - 2:00P.M.

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

10/12/2018

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	11	034609	0685	N/A	X249	F98V	//	\$7,950.00
								Total Amount \$7,950.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price		
				U/M	Qty	Per Unit
1) Item # - N/A	FACULTY PD WORKSHOP			EACH	1.00	\$150.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
3) Item # - N/A	ELEVATE EDUCATIONAL 2018 19 AP STUDY SKILLS PROGRAM			EACH	1.00	\$0.00

PURCHASE ORDER

10/12/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190019648**

PURCHASE ORDER NUMBER

01

SUFFIX

4) Item # -NIA

AP STUDENTS

TRACKING NUMBER
EACH 3.00 \$2,600.00 \$7,800.00**Total Amount**

\$7,950.00

PURCHASE ORDER

10/12/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190019648**

PURCHASE ORDER NUMBER

01

SUFFIX

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

10/15/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190018160

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HIGH SCHOOL OF SPORTS MANAGEMENT
Attention :	Attention : ATTN: DEREK CRADLE
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 333-7650
City : HOBOKEN	Address : 2630 BENSON AVENUE, ROOM 473
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11214 LDA : K3480001
Contract # : MICRO BIDS/NO BIDS-S	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : WILLIAMS, IESHIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 333-7650
Phone : (718) 935-2850	Email : IWILLIAMS4@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments HSSM SCHOOL YEAR 2018-2019	
<p>*****</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></p>	
10/15/2018	
Signature of Principal or authorized Department of Education official	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	091675	0685	N/A	K348	HZCR	//	//	\$3,930.00
<u>Total Amount</u>								\$3,930.00

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Price Per Unit</u>	<u>Amount</u>
1) Item # - N/A	FACULTY PD 9 25 2018			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	GRADE 9 ACE YOUR EXAMS WORKSHOP 3 1 2019			EACH	2.00	\$290.00	\$580.00
3) Item # - N/A	PARENT SEMINAR 9 26 2018			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

10/15/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190018160**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A	LICENSING	EACH	25.00	\$6.00	\$150.00
6) Item # - N/A	GRADE 9 NOTE TAKING WORKSHOP 10 19 2018	EACH	2.00	\$290.00	\$580.00
7) Item # - N/A	GRADE 9 CLOSE READING WORKSHOP 10 4 2018	EACH	2.00	\$290.00	\$580.00
8) Item # - N/A	GRADE 9 TIME MANAGEMENT WORKSHOP 11 15 2018	EACH	2.00	\$290.00	\$580.00
9) Item # - N/A	GRADE 9 MEMORY MNEMONICS WORKSHOP 1 17 2019	EACH	2.00	\$290.00	\$580.00
10) Item # - N/A	GRADE 9 STUDENT ELEVATION WORKSHOP 12 13 2018	EACH	2.00	\$290.00	\$580.00

Total Amount

\$3,930.00

PURCHASE ORDER

10/15/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190018160

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

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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.

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

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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.
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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

10/15/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190019188

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : RICHARD R. GREEN HIGH SCHOOL OF TEA
Attention :	Attention : JOAN WEAVER
Street : 221 RIVER STREET OFFICE 9003	Phone : (646) 826-8174
City : HOBOKEN	Address : 26 BROADWAY, ROOM G01
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10004 LDA : M5800001
Contract # : NEGOTIATED SERVICES-	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SCATLiffe, ADRIANA
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (646) 826-8174
Phone : (718) 935-2378	Email : ASCATLiffe@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
10/15/2018	
Signature of Principal or authorized Department of Education official	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) 02	014635	0685	N/A	M580	F93H	//	//	\$5,350.00
								<u>Total Amount</u> \$5,350.00

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 FACULTY PD WORKSHOP			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A AP FOR ALL 3 DAY INSTITUE			EACH	2.00	\$2,600.00	\$5,200.00
						<u>Total Amount</u> \$5,350.00

PURCHASE ORDER

10/15/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190019188**

PURCHASE ORDER NUMBER

01

SUFFIX

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**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.
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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

10/15/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190019244
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 128
Attention :	Attention : J DRZEWUCKI
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 373-5900
City : HOBOKEN	Address : 2075 84TH STREET, ROOM 215
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11214 LDA : K1280001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : WHITMAN, LAURA
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 373-5900
Phone : (718) 935-2380	Email : LWHITMAN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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> 	
10/15/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	21	091675	0685	N/A	K128	F6G3	//	\$3,640.00
								Total Amount \$3,640.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	
1) Item # - N/A	FACULTY SEMINAR			WORKSH OP	1.00	\$150.00	\$150.00
2) Item # - N/A	ACE YOUR EXAMS			WORKSH OP	2.00	\$290.00	\$580.00
3) Item # - N/A	PARENT SEMINAR			WORKSH OP	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

10/15/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190019244**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

5) Item # - NVA	SEMINAR MANUAL COPYRIGHT	EACH	6.00	\$25.00	\$150.00
6) Item # - NVA	STUDY SKILLS NOTE TAKING	WORKSH OP	2.00	\$290.00	\$580.00
7) Item # - NVA	STUDY SKILLS CLOSE READING	WORKSH OP	1.00	\$290.00	\$290.00
8) Item # - NVA	JUNIOR TIME MANAGEMENT	WORKSH OP	2.00	\$290.00	\$580.00
9) Item # - NVA	MEMORY AND MENMONICS	WORKSH OP	2.00	\$290.00	\$580.00
10) Item # - NVA	STUDENT ELEVATION	WORKSH OP	2.00	\$290.00	\$580.00

Total Amount

\$3,640.00

PURCHASE ORDER

10/15/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190019244**

PURCHASE ORDER NUMBER

01

SUFFIX

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

10/15/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190019421

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : FAR ROCKAWAY ACADEMY OF MEDICAL TEC
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : COMMUNITY SCHOOL DISTRICT 27
City : HOBOKEN	Phone : (718) 471-3571
Vendor # : ELE447398 01	Address : 8-21 BAY 25 STREET, ROOM 230
Fax # :	City : QUEENS,
	State : NY Zip Code : 11691 LDA : Q3090001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MENENDEZ, ANGELA
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 471-3571
Phone : (718) 935-2377	Email : AMENENDEZ@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
10/15/2018	
Signature of Principal or authorized Department of Education official	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) 27	034609	689A	N/A	Q309	F8W0	//	//	\$5,350.00
								<u>Total Amount</u> \$5,350.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	<u>Price</u>				
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>	
2) Item # - DATES TBD	STAFF			EACH	1.00	\$150.00	\$150.00	
3) Item # - DATES TBD	AP STUDENTS			EACH	2.00	\$2,600.00	\$5,200.00	
								<u>Total Amount</u> \$5,350.00

PURCHASE ORDER

10/15/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190019421**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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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

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D) Delivery Time

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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

10/15/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190019724

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : ASTOR COLLEGIATE ACADEMY
Attention :	Attention : SANDRA BURGOS
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 944-3419
City : HOBOKEN	Address : 925 ASTOR AVENUE, ROOM 277
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10469 LDA : X2990001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ZALLO,MARIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 944-3419
Phone : (718) 935-2850	Email : MZALLO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
10/15/2018	
Signature of Principal or authorized Department of Education official	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	0685	N/A	X299	F9WZ	//	\$9,860.00
								<u>Total Amount</u> \$9,860.00

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 # - NVA SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - NA EDUCATIONAL SERVICES FOR STUDENTS			EACH	1.00	\$9,860.00	\$9,860.00
						<u>Total Amount</u> \$9,860.00

PURCHASE ORDER

10/15/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190019724**

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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.

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J) Assignment

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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

10/15/2018
PURCHASE ORDER DATE

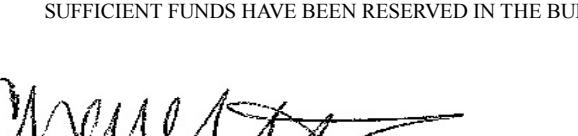


NEW YORK CITY DEPARTMENT OF EDUCATION

WO190020209
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : ARCHIMEDES ACADEMY FOR MATH , SCIENCE AND TECHNOLOGY
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : MIRIAM LAZAR
City : HOBOKEN	Phone : (718) 617-5046
Vendor # : ELE447398 01	Address : 456 WHITE PLAINS ROAD, ROOM 102
Fax # :	City : BRONX,
	State : NY Zip Code : 10473 LDA : X3670001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SANTIAGO,CYNTHIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 617-5046
Phone : (718) 935-2850	Email : CSANTIAGO11@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
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	
	
10/15/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price	
						Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	LICENSING FEE FOR MATERIALS			EACH	2.00	\$25.00	\$50.00
3) Item # - N/A	STUDY SKILLS WORKSHOP			EACH	17.00	\$290.00	\$4,930.00
						Total Amount	

PURCHASE ORDER

10/15/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190020209

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

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I) Billing Procedure

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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.

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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

10/16/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190020103

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : QUEENS H.S.FOR TEACHING
Attention :	Attention : SABAA DALY
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 736-7100
City : HOBOKEN	Address : 74-20 COMMONWEALTH BLVD
Vendor # : ELE447398 01	City : BELLROSE,
Fax # :	State : NY Zip Code : 11426 LDA : Q5660001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : DALY,SABAA
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 736-7100
Phone : (718) 935-2377	Email : SDALY2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
10/17/2018	
Signature of Principal or authorized Department of Education official	
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) 26	014556	0685	N/A	Q566	F7MB	//	//	\$6,945.00
<u>Total Amount</u>								\$6,945.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
1) Item # - N/A	SUMMER BRIDGE DAY4			EACH	1.00	\$1,736.25	\$1,736.25
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	SUMMER BRIDGE DAY3			EACH	1.00	\$1,736.25	\$1,736.25
4) Item # - N/A	SUMMER BRIDGE DAY1			EACH	1.00	\$1,736.25	\$1,736.25

PURCHASE ORDER

10/16/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190020103**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -NIA

SUMMER BRIDGE DAY2

TRACKING NUMBER
EACH 1.00 \$1,736.25 \$1,736.25Total Amount

\$6,945.00

PURCHASE ORDER

10/16/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190020103

PURCHASE ORDER NUMBER

01

SUFFIX

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

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

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

PURCHASE ORDER

10/17/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190019202

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC		Deliver To : JUNIOR HIGH SCHOOL 127	
Attention :		Phone : (212) 999-4910	Attention : SHERMAN/SEABROOKS
Street : 221 RIVER STREET OFFICE 9003		Phone : (718) 892-8600	Address : 1560 PURDY STREET, ROOM 107
City : HOBOKEN	State : NJ Zip Code : 07030	City : BRONX,	State : NY Zip Code : 10462 LDA : X1270001
Vendor # : ELE447398 01	Contract # : NEGOTIATED SERVICES-		
Fax # :	Toll Free # :		
Send Invoice To : NYC DEPARTMENT OF EDUCATION		PO Initiator : RYAN, CHERYL ANN	
Attention : OFFICE OF PAYABLE OPERATIONS-X		Phone : (718) 892-8600	Email : CRYAN3@SCHOOLS.NYC.GOV
Phone : (718) 935-2376			
Address : 65 COURT STREET, ROOM 1502			
City : BROOKLYN, State : NY Zip Code : 11201			
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.			
Additional Comments STUDENT DRIVEN FOR STUDENTS TO DEVELOP SKILLS WHICH CAN TRANSFER TO BETTER PERFORMANCE OVERALL BOTH ACADEMICALLY AND SOCIALLY. TO BE DONE FROM OCTOBER THRU FEBURARY. ADDITIONAL COMPONENT FOR STAFF AND PARENT			
***** 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			
		10/17/2018	
Signature of Principal or authorized Department of Education official		Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	11	091675	0685	WJ1902314 01	X127	F15Y	//	\$18,000.00
								Total Amount \$18,000.00

Item Detail Information

Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	FACULTY SEMINAR			EACH	2.00	\$150.00	\$300.00
2) Item # - N/A	ACE YOUR EXAMS			EACH	10.00	\$290.00	\$2,900.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

10/17/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190019202**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER			
4)	Item # - N/A	PARENT SEMINAR	EACH	2.00	\$150.00	\$300.00
5)	Item # - N/A	MEMORY MNEMONICS	EACH	10.00	\$290.00	\$2,900.00
6)	Item # - N/A	NOTE TAKING	EACH	10.00	\$290.00	\$2,900.00
7)	Item # - N/A	CLOSE READING	EACH	10.00	\$290.00	\$2,900.00
8)	Item # - N/A	STUDENT ELEVATION	EACH	10.00	\$290.00	\$2,900.00
9)	Item # - N/A	TIME MANGEMENT	EACH	10.00	\$290.00	\$2,900.00

Total Amount

\$18,000.00

PURCHASE ORDER

10/17/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190019202

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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PURCHASE ORDER

10/17/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190020227

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BRONX SCHOOL OF LAW AND FINANCE
Attention :	Attention : JESSICA GORING
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 561-0113
City : HOBOKEN	Address : 99 TERRACE VIEW AVENUE, ROOM 804
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10463 LDA : X2840001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : JONES, CHARLENE
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 561-0113
Phone : (718) 935-2376	Email : CJONES6@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
10/17/2018	
Signature of Principal or authorized Department of Education official	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)	10	014635	0685	N/A	X284	FA0D	//	\$5,350.00
								<u>Total Amount</u> \$5,350.00

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 # - NVA SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - 1 ELEVATE STUDY SKILLS PROGRAM FOR AP			EACH	1.00	\$5,350.00	\$5,350.00
						<u>Total Amount</u> \$5,350.00

PURCHASE ORDER

10/17/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190020227**

PURCHASE ORDER NUMBER

01

SUFFIX

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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

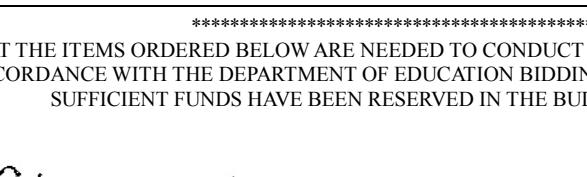
10/17/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190020867
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BRONX HIGH SCHOOL FOR WRITING AND C
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : TERRI GREY
City : HOBOKEN	Phone : (718) 944-5660
Vendor # : ELE447398 01	Address : 800 EAST GUN HILL ROAD, ROOM 228A
	City : BRONX,
Fax # :	State : NY Zip Code : 10467 LDA : X2530001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RODRIGUEZ, JASMINE
Attention :	Phone : (718) 944-5660
Phone :	Email : JCARRIONRODRIGU@SCHOOLS.NYC.GOV
Address :	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> <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> <p style="text-align: center;"></p> <p style="text-align: right;">10/17/2018</p> <hr/>	

Accounting Information

Fiscal Year: 2019

Item Detail Information

Line Item	Description	Manufacturer Part #	Brand/Model	U/M	Qty	<u>Price</u>	Amount
						Per Unit	
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	2 HOUR STUDY SKILLS WORKSHOP FOR AP TEACHER			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	5AND A HALF HOUR STUDY SKILLS WORKSHOPS FOR AP CLASSES OF 30 STUDENTS			EACH	2.00	\$2,600.00	\$5,200.00
						<u>Total Amount</u>	\$5,350.00

PURCHASE ORDER

10/17/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190020867**

PURCHASE ORDER NUMBER

01

SUFFIX

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

10/18/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190020951

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : JUNIOR HIGH SCHOOL 96
Attention :	Attention : R. FLIEGELMAN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 236-1344
City : HOBOKEN	Address : 99 AVENUE P, ROOM 204
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11204 LDA : K0960001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : FLIEGELMAN, RANDY
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 236-1344
Phone : (718) 935-2380	Email : RFLIEGE2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments PARENT SEMINAR AND LICENSING	
**** 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	
 10/18/2018	
Signature of Principal or authorized Department of Education official _____ 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	014218	0685	K096	F39R	//	//	\$1,700.00
2)	21	091675	0685	K096	FAYZ	//	//	\$40.00
<u>Total Amount</u>								\$1,740.00

Item Detail Information

1) Item # - NA	Description	Manufacturer Part #	Brand/Model	Price		
				U/M	Qty	Per Unit
1) Item # - NA	STUDENT ELEVATION			EACH	1.00	\$290.00
2) Item # - NA	ACE YOUR EXAMS			EACH	1.00	\$290.00
3) Item # - NA	SHIPPING AND HANDLING			EACH	0.00	\$0.00

PURCHASE ORDER

10/18/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190020951**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER		
4)	Item # - NA	MEMORY AND MNEMONICS GRADE 7	EACH	1.00	\$290.00
					\$290.00
5)	Item # - NA	CLOSE READING GRADE 7	EACH	1.00	\$290.00
					\$290.00
6)	Item # - NA	NOTE TAKNG GRADE7	EACH	1.00	\$290.00
					\$290.00
7)	Item # - NA	TIME MANAGEMENT GRADE 7	EACH	1.00	\$290.00
					\$290.00

Total Amount

\$1,740.00

PURCHASE ORDER

10/18/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190020951**

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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C) Delivery Hours

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D) Delivery Time

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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

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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

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

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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

10/19/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190019741

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 122
Attention :	Attention : MICHAEL PASCARELLI
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 721-6410
City : HOBOKEN	Address : 21-21 DITMARS BOULEVARD, ROOM 351
Vendor # : ELE447398 01	City : ASTORIA,
Fax # :	State : NY Zip Code : 11105 LDA : Q1220001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : DIAZ,YVONNE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 721-6410
Phone : (718) 935-2850	Email : YDIAZ5@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments STUDY SKILLS WORKSHOPS FOR FOUR SEVENTH GRADE CLASSES TO PREPARE STUDENTS FOR COLLEGE.	
***** 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	
 10/19/2018	
<hr/> Signature of Principal or authorized Department of Education official 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) 30	014218	0685	N/A	Q122	F4RI	//	//	\$6,225.00
								Total Amount \$6,225.00

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	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	1.00	\$0.00	\$0.00
4) Item # - N/A	LICENSING FEE			EACH	5.00	\$25.00	\$125.00

PURCHASE ORDER

10/19/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190019741**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

ACE YOUR EXAMS STUDY SKILLS
WORKSHOPTRACKING NUMBER
EACH 4.00 \$290.00 \$1,160.00

6) Item # - N/A

NOTE TAKING STUDY SKILLS
WORKSHOP

EACH 4.00 \$290.00 \$1,160.00

7) Item # - N/A

CLOSE READING STUDY SKILLS
WORKSHOP

EACH 4.00 \$290.00 \$1,160.00

8) Item # - N/A

MEMORY AND MNEMONICS STUDY
SKILLS WORKSHOP

EACH 4.00 \$290.00 \$1,160.00

9) Item # - N/A

TIME MANAGEMENT STUDY SKILLS
WORKSHOP

EACH 4.00 \$290.00 \$1,160.00

Total Amount

\$6,225.00

PURCHASE ORDER

10/19/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190019741**

PURCHASE ORDER NUMBER

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SUFFIX

TRACKING NUMBER

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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

10/19/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190020724

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : URBAN ASSEMBLY SCHOOL FOR MEDIA STU
Attention :	Attention : BALDWIN PENA
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 501-1118
City : HOBOKEN	Address : 122 AMSTERDAM AVENUE, ROOM 118
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10023 LDA : M3070001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : PENA,BALDWIN
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 501-1119
Phone : (718) 935-2850	Email : BPENA3@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments WORK ORDER ATTACHED HAS MORE DETAILS REGARDING EXPECTED SERVICES	
<p>*****</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></p>	
10/19/2018	
Signature of Principal or authorized Department of Education official	Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	03	034609	689A	WJ1903311	01	M307	FA4Z	// // \$150.00
2)	03	091675	489A	WJ1903311	02	M307	FA50	// // \$150.00
3)	03	034609	0685	WJ1903311	03	M307	F581	// // \$5,200.00
4)	03	014635	0685	WJ1903311	04	M307	F9BH	// // \$8,700.00
Total Amount								\$14,200.00

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	9TH GRADE PROGRAM 6 STUDY SKILL SESSIONS FOR 5 CLASSES			EACH	30.00	\$290.00	\$8,700.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	AP FOR ALL DAY PROGRAM DEC 10 11 12 FOR TWO CLASSES			EACH	2.00	\$2,600.00	\$5,200.00

PURCHASE ORDER

10/19/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190020724**

PURCHASE ORDER NUMBER

01

SUFFIX

4) Item # -NIA

FACULTY PD ON DEC 5TH

TRACKING NUMBER

EACH 1.00 \$150.00 \$150.00

5) Item # -NIA

PARENT WORKSHOP ON SEPT 27TH

EACH 1.00 \$150.00 \$150.00

Total Amount

\$14,200.00

PURCHASE ORDER

10/19/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190020724**

PURCHASE ORDER NUMBER

01

SUFFIX

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

10/22/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190020143
PURCHASE ORDER NUMBER
01
SUFFIX
T1155543
TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : EXCELSIOR PREPARATORY HIGH SCHOOL
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : MRS. LILLY N. LUCAS, PRINCIPAL
City : HOBOKEN	Phone : (718) 525-6507
Vendor # : ELE447398 01	Address : 143-10 SPRINGFIELD BOULEVARD, ROOM,
	City : QUEENS,
Fax # :	State : NY Zip Code : 11413 LDA : Q2650001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GORDON,JENIEL
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 525-6507
Phone : (718) 935-2377	Email : JGORDON3@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>Additional Comments</p> <p>FRIDAY, OCTOBER 5, 2018 - CLOSE READING PART A FRIDAY, NOVEMBER 2, 2018 - CLOSE READING PART B FRIDAY, JANUARY 4, 2019 - MEMORY AND MNEMONICS PART A FRIDAY, JANUARY 18, 2019 -MEMORY AND MNEMONICS PART B FRIDAY, FEBRUARY, 8, 2019 - STUDENT ELEVATION PART A FRIDAY, FEBRUARY 15, 2019 - STUDENT ELEVATION PART B</p> <hr/> <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>*****</p>	

Accounting Information

Fiscal Year: 2019

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 # - GRADE 9	STUDENT ELEVATION PART A AND B TOTAL OF 4 SESSIONS			EACH	4.00	\$290.00		\$1,160.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00		\$0.00
3) Item # - GRADE 9	PART A AND B TOTAL OF 8 SESSIONS CLOSE READING			EACH	8.00	\$290.00		\$2,320.00

PURCHASE ORDER

10/22/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190020143**

PURCHASE ORDER NUMBER

01

SUFFIX

T115543

TRACKING NUMBER

4) Item # - GRADE 9

MEMORY AND MNEMONICS PART A AND
B TOTAL OF 8 SESSIONS

EACH 8.00 \$290.00 \$2,320.00

Total Amount

\$5,800.00

PURCHASE ORDER

10/22/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190020143**

PURCHASE ORDER NUMBER

01

SUFFIX

T1155543

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.
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PURCHASE ORDER

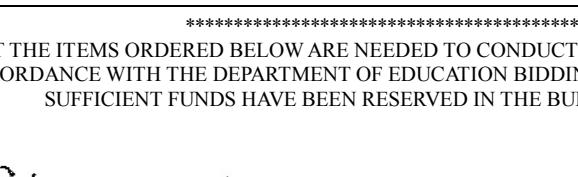
10/22/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190021617
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : SCIENCE SKILLS CENTER H.S.
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : GENERAL MAIN OFFICE/ MS. BRIGID T
City : HOBOKEN	Phone : (718) 243-9413
Vendor # : ELE447398 01	Address : 49 FLATBUSH AVENUE EXTENSION
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11201 LDA : K4190001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : TENNESEN, BRIGID
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 243-9413
Phone : (718) 935-2379	Email : BTENNESEN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> <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> <p style="text-align: center;"></p> <p style="text-align: right;">10/22/2018</p> <hr/>	

Accounting Information

Fiscal Year: 2019

Item Detail Information

PURCHASE ORDER

10/22/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190021617

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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

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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

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

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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

10/22/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190021993

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : GEORGE WASHINGTON CARVER HIGH SCH
Attention :	Attention : BELLAMY
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 525-6439
City : HOBOKEN	Address : 143-10 SPRINGFIELD BOULEVARD, ROOM
Vendor # : ELE447398 01	City : QUEENS,
Fax # :	State : NY Zip Code : 11413 LDA : Q2720001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : WALKER,CANDICE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 525-6439
Phone : (718) 935-2850	Email : CBEST-WALKER@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
10/22/2018	
Signature of Principal or authorized Department of Education official	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) 29	034609	0685	N/A	Q272	FBKB	//	//	\$5,350.00
								<u>Total Amount</u> \$5,350.00

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 FACULTY PD WORKSHOP			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A AP FOR ALL 3 DAY INSTITUTE			EACH	2.00	\$2,600.00	\$5,200.00
						<u>Total Amount</u> \$5,350.00

PURCHASE ORDER

10/22/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190021993

PURCHASE ORDER NUMBER

01

SUFFIX

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

10/22/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190022014

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HS FOR MEDIA AND COMMUNICATION
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : @ GEO. WASH. H.S.
City : HOBOKEN	Phone : (212) 927-1841
Vendor # : ELE447398 01	Address : 549 AUDUBON AVENUE, ROOM 124
Fax # :	City : NEW YORK,
	State : NY Zip Code : 10040 LDA : M4630001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : KELLY,AMY
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 927-1841
Phone : (718) 935-2850	Email : AKELLY@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
10/22/2018	
Signature of Principal or authorized Department of Education official	
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) 06	014556	0685	WJ1903385	01	M463	FAX5	//	\$12,000.00
<u>Total Amount</u>								\$12,000.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>	U/M	Qty	<u>Per Unit</u>	<u>Amount</u>
				EACH				
2) Item # - N/A	SHIPPING AND HANDLING				EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	DAY 3				EACH	4.00	\$750.00	\$3,000.00
4) Item # - N/A	SUMMER BRIDGE PROGRAM DAY 1				EACH	4.00	\$750.00	\$3,000.00

PURCHASE ORDER

10/22/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190022014**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -NIA

DAY 2

TRACKING NUMBER
EACH 4.00 \$750.00 \$3,000.00Total Amount

\$12,000.00

PURCHASE ORDER

10/22/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190022014**

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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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

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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:**

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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

10/23/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190023298
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Accounting Information

Fiscal Year: 2019

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 # - NA	WORKSHOP			EACH	8.00	\$389.40	\$3,115.20
						<u>Total Amount</u>	\$3,115.20

PURCHASE ORDER

10/23/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190023298**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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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

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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

10/25/2018
PURCHASE ORDER DATE

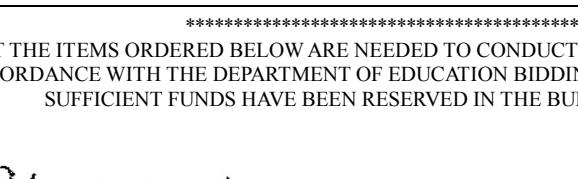


NEW YORK CITY DEPARTMENT OF EDUCATION

WO190024401
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : TYWLS BX
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : TYWLS BRONX
City : HOBOKEN	Phone : (718) 731-2590
Vendor # : ELE447398 01	Address : 1865 MORRIS AVENUE, ROOM 332
	City : BRONX,
Fax # :	State : NY Zip Code : 10453 LDA : X5680001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GORIS,CRYSTAL
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 731-2590
Phone : (718) 935-2850	Email : CGORIS2@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
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	
	
10/26/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

Item Detail Information

Line	Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price	
							Per Unit	Amount
1)	N/A	FACULTY SEMINAR CLASSROOM SUPPORT TRAINING FOR FACULTY			EACH	1.00	\$150.00	\$150.00
2)	N/A	STUDENT ELEVATION 9TH GRADE GROWTH MINDSET FOR 3 CLASSES			EACH	3.00	\$290.00	\$870.00
3)	N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4)	N/A	SEMINAR MANUAL COPY RIGHT			EACH	5.00	\$25.00	\$125.00

PURCHASE ORDER

10/25/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190024401**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER			
5)	Item # - NIA	JUNIOR TIME MANAGEMENT FOR 9TH GRADE FOR THREE CLASSES	EACH	3.00	\$290.00	\$870.00
6)	Item # - NIA	STUDY SKILLS CLOSE READING SKILLS ELA TRAINING FOR THREE CLASSES	EACH	3.00	\$290.00	\$870.00
7)	Item # - NIA	ACE YOUR EXAMS 9TH GRADE EXAM PREP TRAINING THREE CLASSES	EACH	3.00	\$290.00	\$870.00
8)	Item # - NIA	MEMORY MNEMONICS 9TH GRADE MEMORY TRIANINIG FOR 3 CLASSES	EACH	3.00	\$290.00	\$870.00

Total Amount

\$4,625.00

PURCHASE ORDER

10/25/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190024401**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

10/26/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190024083

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : CIS 339
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : SCHOOL OF COMMUNICATION TECH
City : HOBOKEN	Phone : (718) 583-6767
Vendor # : ELE447398 01	Address : 1600 WEBSTER AVENUE, ROOM 252
Fax # :	City : BRONX,
	State : NY Zip Code : 10457 LDA : X3390001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : PIERRE, PATRICK
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 583-6767
Phone : (718) 935-2850	Email : PPIERRE4@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
10/27/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	09	014344	0685	WJ1903563 01	X339	FBA9	//	\$8,220.00
2)	09	095121	0685	WJ1903563 02	X339	FAPO	//	\$6,000.00
Total Amount								\$14,220.00

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # -447398	FACULTY SEMINAR STUDY SKILLS WORKSHOP FOR CLASSES OF 30 MAX STUDENTS			EACH	1.00	\$150.00	\$150.00
2) Item # -447398	ACE YOUR EXAMS STUDY SKILLS WORKSHOP FOR CLASSES OF 30 MAX STUDENTS			EACH	8.00	\$290.00	\$2,320.00
3) Item # -N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # -447398	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

10/26/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190024083**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER			
5) Item # -447398	MEMORY AND MNEMONICS STUDY SKILLS WORKSHOP FOR CLASSES OF 30 MAX STUDENTS	EACH	8.00	\$290.00	\$2,320.00	
6) Item # -447398	NOTE TAKING STUDY SKILLS WORKSHOP FOR CLASSES OF 30 MAX STUDENTS	EACH	8.00	\$290.00	\$2,320.00	
7) Item # -447398	CLOSE READING STUDY SKILLS WORKSHOP FOR CLASSES OF 30 MAX STUDENTS	EACH	8.00	\$290.00	\$2,320.00	
8) Item # -447398	STUDENT ELEVATION STUDY SKILLS WORKSHOP FOR CLASSES OF 30 MAX STUDENTS	EACH	8.00	\$290.00	\$2,320.00	
9) Item # -447398	TIME MANAGEMENT STUDY SKILLS WORKSHOP FOR CLASSES OF 30 MAX STUDENTS	EACH	8.00	\$290.00	\$2,320.00	

Total Amount

\$14,220.00

PURCHASE ORDER

10/26/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190024083**

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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**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

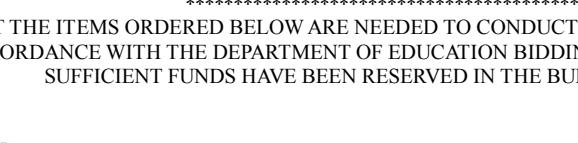
10/29/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190024810
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : SOUTH BRONX PREPARATORY: A COLLEGE
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : COMMUNITY SCHOOL DISTRICT 07
City : HOBOKEN	Phone : (718) 292-2211
Vendor # : ELE447398 01	Address : 360 EAST 145 STREET, ROOM 105
	City : BRONX,
Fax # :	State : NY Zip Code : 10454 LDA : X2210001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MELARA, INDHIRA
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 292-2211
Phone : (718) 935-2376	Email : IMELARA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : ATTENTION INDHIRA MELARA. DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p><u>Additional Comments</u> STUDENTS WILL WORK ON STUDY SKILLS WITH ELEVATE.</p> <hr/> <p>*****</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>	
	
10/29/2018	
Signature of Principal or authorized Department of Education official	
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) 07	014218	689A	WJ1903632 01	X221	FBI2	//	//	\$14,525.00
								Total Amount
								\$14,525.00

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	STUDY SKILLS FOR STUDENTS			EACH	1.00	\$14,525.00	\$14,525.00

PURCHASE ORDER

10/29/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190024810

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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B) Delivery

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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

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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.

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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.

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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

10/30/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190025387

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : JUNIOR HIGH SCHOOL 239
Attention :	Attention : KAREN DITOLLA
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 266-0814
City : HOBOKEN	Address : 2401 NEPTUNE AVENUE, ROOM 129
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11224 LDA : K2390001
Contract # : NEGOTIATED SERVICES-	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GULLO,DIANE
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 266-0814
Phone : (718) 935-2380	Email : DGULLO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
10/30/2018	
Signature of Principal or authorized Department of Education official	Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	21	014218	0685	WJ1903694 01	K239	FC7I	//	\$23,330.00
								Total Amount \$23,330.00

Item Detail Information

1) Item #	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
041119	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
041119	ACE YOUR EXAMS			EACH	12.00	\$290.00	\$3,480.00
N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
041119	LICENSING FEE			EACH	460.00	\$5.00	\$2,300.00

PURCHASE ORDER

10/30/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190025387**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER			
5)	Item # - 030719	STUDENT EVALUATION	EACH	12.00	\$290.00	\$3,480.00
6)	Item # - 011019	NOTE TAKING	EACH	12.00	\$290.00	\$3,480.00
7)	Item # - 121018	CLOSE READING	EACH	12.00	\$290.00	\$3,480.00
8)	Item # - 032619	MEMORY AND MNEMONICS	EACH	12.00	\$290.00	\$3,480.00
9)	Item # - 020619	TIME MANAGEMENT	EACH	12.00	\$290.00	\$3,480.00

Total Amount

\$23,330.00

PURCHASE ORDER

10/30/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190025387

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

10/31/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190023583

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : METROPOLITAN DIPLOMA PLUS HIGH SCHO
Attention :	Attention : SONIA STEWART
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 342-6249
City : HOBOKEN	Address : 985 ROCKAWAY AVENUE
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11212 LDA : K6470001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : STEWART,SONIA
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 342-6249
Phone : (718) 935-2379	Email : SSTEWAR@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments AP FOR ALL	
<p>*****</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></p>	
10/31/2018	
Signature of Principal or authorized Department of Education official	Date

Accounting Information
Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	23	034609	0685	N/A	K647	FCDZ	//	\$5,200.00
2)	23	034609	689A	N/A	K647	FCE0	//	\$150.00
3)	23	091654	489A	N/A	K647	G7V3	//	\$150.02
Total Amount								\$5,500.02

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	STUDY SKILLS WORKSHOP FOR PARENTS 11302018			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	STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS 12182018 TO 12202018			EACH	3.00	\$1,733.34	\$5,200.02

PURCHASE ORDER

10/31/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190023583**

PURCHASE ORDER NUMBER

01

SUFFIX

4) Item # -NIA

STUDY SKILLS WORKSHOP FOR
TEACHERS 11202018

TRACKING NUMBER

EACH 1.00 \$150.00 \$150.00

Total Amount

\$5,500.02

PURCHASE ORDER

10/31/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190023583**

PURCHASE ORDER NUMBER

01

SUFFIX

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

11/01/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190026097
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : MORRIS ACADEMY FOR COLLABORATIVE ST
Attention :	Attention : MATTHEW MAZZAROPPI
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 617-5312
City : HOBOKEN	Address : 1110 BOSTON ROAD, ROOM 236
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10456 LDA : X2970001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: FUQUA,TAMIKA
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 617-5312
Phone : (718) 935-2376	Email : TFUQUA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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></p>	
<p style="text-align: right;">11/1/2018</p> <hr/> <p>Signature of Principal or authorized Department of Education official</p>	
<p>Date</p>	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 09	034609	0685	N/A	X297	FEUK	//	//	\$7,950.00
								<u>Total Amount</u> \$7,950.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	AP FACULTY PD			WORKSH OP	1.00	\$150.00	\$150.00
3) Item # - N/A	AP STUDENT INSTITUTE			WORKSH OP	3.00	\$2,600.00	\$7,800.00
							<u>Total Amount</u> \$7,950.00

PURCHASE ORDER

11/01/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190026097**

PURCHASE ORDER NUMBER

01

SUFFIX

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

PURCHASE ORDER

11/02/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190026281

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : URBAN ASSEMBLY SCHOOL OF BUSINESS F
Attention :	Attention : ROSA RODRIGUEZ
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 668-0169
City : HOBOKEN	Address : 26 BROADWAY, ROOM 511
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10004 LDA : M3160001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RODRIGUEZ,ROSA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 668-0169
Phone : (718) 935-2850	Email : RRODRIGUEZ39@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
11/2/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 02	014635	0685	N/A	M316	F2EY	//	//	\$3,630.00
								Total Amount \$3,630.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	STUDY SKILLS WORSHOP			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	STUDY SKILLS WORKSHOP FOR STUDENT			EACH	12.00	\$290.00	\$3,480.00
							Total Amount \$3,630.00

PURCHASE ORDER

11/02/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190026281

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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M) Reps and Warranties

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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**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.
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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

11/02/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190026493

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HUDSON HIGH SCHOOL OF LEARNING TECH
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 02
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 488-3330
City : HOBOKEN	Address : 351 WEST 18 STREET, ROOM 105, ROOM
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10011 LDA : M4370001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MCHALE,NADIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 488-3330
Phone : (718) 935-2850	Email : NMCHALE@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM 10	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : ATTN: N.LOGOZZO/C.LAFERGOLA. 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	
 11/2/2018 <hr/> Signature of Principal or authorized Department of Education official 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) 02	034609	689A	N/A	M437	FFDU	//	//	\$150.00
<u>Total Amount</u>								\$150.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A							
FACULTY PD WORKSHOP							
							<u>Total Amount</u>
							\$150.00

PURCHASE ORDER

11/02/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190026493**

PURCHASE ORDER NUMBER

01

SUFFIX

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

11/02/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190027053
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Street : 221 RIVER STREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : 3 BIDS-SERVICES-1003 Fax # : Toll Free # :				Deliver To : JUNIOR HIGH SCHOOL 158 Attention : ROBERT LOCASTRO Phone : (718) 423-8100 Address : 46-35 OCEANIA STREET, ROOM 117 City : BAYSIDE, State : NY Zip Code : 11361 LDA : Q1580001	
Send Invoice To : NYC DEPARTMENT OF EDUCATION Attention : OFFICE OF PAYABLE OPERATIONS-Q Phone : (718) 935-2377 Address : 65 COURT STREET, ROOM 1502 City : BROOKLYN, State : NY Zip Code : 11201				PO Initiator : ALYN,MARGARET Phone : (718) 423-8100 Email : MALLYN@SCHOOLS.NYC.GOV	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.					
<hr/> 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					
				11/2/2018	
Signature of Principal or authorized Department of Education official				Date	

Accounting Information
Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	26	014218	0685	WJ1903810	01	Q158	FF4S	// // \$21,330.00
								Total Amount \$21,330.00

Item Detail Information

1) Item # - NA	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
2) Item # - NA	ACE YOUR EXAMS			EACH	12.00	\$290.00	\$3,480.00
3) Item # - NA	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

11/02/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190027053**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER			
5)	Item # - NA	LICENSING FEE	EACH	6.00	\$25.00	\$150.00
6)	Item # - NA	NOTE TAKING STUDENT WKSHP	EACH	12.00	\$290.00	\$3,480.00
7)	Item # - NA	CLOSE READING STUDENT WKSHP	EACH	12.00	\$290.00	\$3,480.00
8)	Item # - NA	TIME MANAGEMENT	EACH	12.00	\$290.00	\$3,480.00
9)	Item # - NA	MEMORY MNEMONICS	EACH	12.00	\$290.00	\$3,480.00
10)	Item # - NA	STUDENT EVALUATION	EACH	12.00	\$290.00	\$3,480.00

Total Amount

\$21,330.00

PURCHASE ORDER

11/02/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190027053

PURCHASE ORDER 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.

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

PURCHASE ORDER

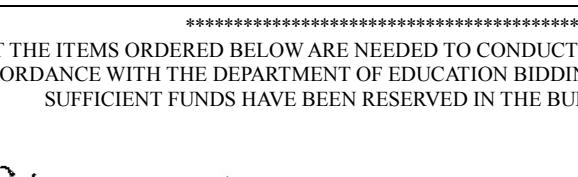
11/02/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190027122
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : THE SCHOOL FOR LEGAL STUDIES
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : MS. VEGA
City : HOBOKEN	Phone : (718) 387-2800
Vendor # : ELE447398 01	Address : 850 GRAND STREET, ROOM 362
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11211 LDA : K4770001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RODRIGUEZ,RAFAEL
Attention :	Phone : (718) 387-2800
Phone :	Email : RRODRIGUEZ72@SCHOOLS.NYC.GOV
Address :	
City :	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
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11/2/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

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	STUDY SKILLS WORKSHOP FOR TEACHERS			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	STUDY SKILL WORKSHOP FOR CLASSES OF STUDENTS			EACH	1.00	\$2,600.00	\$2,600.00
						<u>Total Amount</u>	\$2,750.00

PURCHASE ORDER

11/02/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190027122**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

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I) Billing Procedure

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PURCHASE ORDER

11/05/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190027207

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PS 30 AND PS 31
Attention :	Attention : GCHENG
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 876-1825
City : HOBOKEN	Address : 144-176 EAST 128TH STREET, ROOM MO
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10035 LDA : M0300001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CHENG,GLORIA
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (212) 876-1825
Phone : (718) 935-2379	Email : GCHENG@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : FEBRUARY 15, 2019 LAST DAY OF WORKSHOP. DELIVERY MUST BE COMPLETED WITHIN	
Additional Comments FOR 5TH GRADE STUDENTS, STAFF AND PARENTS	
**** 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	
 Signature of Principal or authorized Department of Education official	
11/5/2018	
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) 05	091675	689A	N/A	M030	F86A	//	//	\$2,190.00

Total Amount

\$2,190.00

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 # -ELEVATE ED READING WORKSHOPS			EACH	1.00	\$2,190.00	\$2,190.00
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Total Amount

\$2,190.00

PURCHASE ORDER

11/05/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190027207

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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

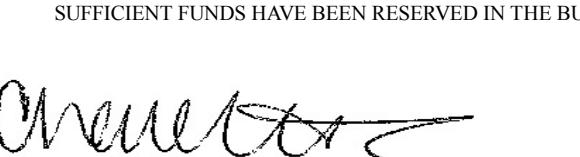
11/05/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190027270
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : JUNIOR HIGH SCHOOL 67
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : BRIAN ANNELLO
City : HOBOKEN	Phone : (718) 423-8138
Vendor # : ELE447398 01	Address : 51-60 MARATHON PARKWAY, ROOM 105
	City : LITTLE NECK,
Fax # :	State : NY Zip Code : 11362 LDA : Q0670001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : LOEFFLER, JANET
Attention :	Phone : (718) 423-8138
Phone :	Email : JLOEFFL@SCHOOLS.NYC.GOV
Address :	
City :	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> <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> 	
11/5/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price	
						Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	MATERIALS AND LICENSING			EACH	1.00	\$190.00	\$190.00
3) Item # - N/A	STUDENT WORKSHOPS			EACH	39.00	\$290.00	\$11,310.00
						Total Amount	
						\$11,500.00	

PURCHASE ORDER

11/05/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190027270

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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**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

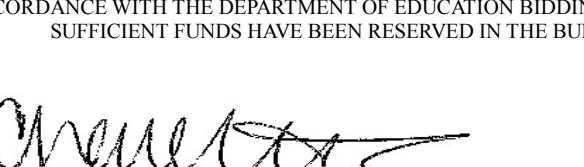
11/07/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190027454
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : I.S. 890 - BROOKLYN @ K338
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : NICHOLAS FRANGELLA
City : HOBOKEN	Phone : (929) 397-9200
Vendor # : ELE447398 01	Address : 510 CONEY ISLAND AVENUE, ROOM 413
	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11218 LDA : K8900001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MANZUETA, ZAHIRA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (929) 397-9200
Phone : (718) 935-2850	Email : ZMANZUETAVERAS@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p><u>Additional Comments</u> COLLEGE ACCESS FOR ALL PROGRAM- INCLUDES 6 WORKSHOPS FOR STUDENTS (EACH 4 SESSIONS WITH 30 STUDENTS MAX), 1 PARENT SEMINAR AND 1 FACULTY SEMINAR.</p> <hr/> <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>*****</p> 	

Accounting Information

Fiscal Year: 2019

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	COURSE MATERIALS LICENSING FEE			EACH	6.00	\$25.00		\$150.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00		\$0.00
3) Item # - N/A	STUDY SKILLS WORKSHOPS FOR STUDENTS			WORKSHOP	6.00	\$1,160.00		\$6,960.00

PURCHASE ORDER

11/07/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION**

4) Item # -NIA

PARENT AND FACULTY SEMINARS

WO190027454

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

WORKSH 2.00 \$150.00 \$300.00
OPTotal Amount

\$7,410.00

PURCHASE ORDER

11/07/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190027454**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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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

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D) Delivery Time

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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.

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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

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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.

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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

11/08/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190026841
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 146
Attention :	Attention : MARY KEEGAN
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 659-3140
City : HOBOKEN	Address : 98-01 159TH AVENUE, ROOM 151
Vendor # : ELE447398 01	City : HOWARD BEACH,
Fax # :	State : NY Zip Code : 11414 LDA : Q1460001
Contract # : NEGOTIATED SERVICES-	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : KUHLMANN,ELIZABETH
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 659-3140
Phone : (718) 935-2377	Email : EKUHLMANN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 11/8/2018 <hr/> Signature of Principal or authorized Department of Education official 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)	27	014218	0685	N/A	Q146	FCHT	//	\$6,540.00
								Total Amount \$6,540.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	ACE YOUR EXAMS 6TH AND 8TH GRADE			EACH	4.00	\$290.00	\$1,160.00
3) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

11/08/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190026841**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

5) Item # - N/A	MANUALS	EACH	6.00	\$25.00	\$150.00
6) Item # - N/A	6TH GRADE NOTE TAKING	EACH	2.00	\$290.00	\$580.00
7) Item # - N/A	6TH GRADE READING	EACH	2.00	\$290.00	\$580.00
8) Item # - N/A	6TH GRADE TIME MANAGEMENT	EACH	2.00	\$290.00	\$580.00
9) Item # - N/A	MEMORY MNEMONICS 6TH AND 8TH GRADE	EACH	4.00	\$290.00	\$1,160.00
10) Item # - N/A	STUDENT ELEVATION 6TH, 7TH, 8TH	EACH	7.00	\$290.00	\$2,030.00

Total Amount

\$6,540.00

PURCHASE ORDER

11/08/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190026841

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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PURCHASE ORDER

11/08/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190028147
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : LOWER EAST SIDE PREP SCHOOL
Attention :	Attention : S PATTERSON/ R ANAYA
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 505-6366
City : HOBOKEN	Address : 145 STANTON STREET, ROOM 407
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10002 LDA : M5150001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : PATTERSON, SHAKIRA
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (212) 505-6366
Phone : (718) 935-2378	Email : SPATTERSON5@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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> 	
11/8/2018	
Signature of Principal or authorized Department of Education official	Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	01	034889	0685	WJ1903911 01	M515	FAUP	//	\$18,000.00
								Total Amount \$18,000.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	FACULTY SEMINAR			EACH	2.00	\$150.00	\$300.00
2) Item # - N/A	ACE YOUR EXAMS			EACH	10.00	\$290.00	\$2,900.00
3) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

11/08/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190028147**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

6.00 \$25.00 \$150.00

5) Item # - N/A	LICENSING FEE	EACH	6.00	\$25.00	\$150.00
6) Item # - N/A	NOTE TAKING	EACH	10.00	\$290.00	\$2,900.00
7) Item # - N/A	CLOSE READING	EACH	10.00	\$290.00	\$2,900.00
8) Item # - N/A	TIME MANAGEMENT	EACH	10.00	\$290.00	\$2,900.00
9) Item # - N/A	MEMORY AND MNEMONICS	EACH	10.00	\$290.00	\$2,900.00
10) Item # - N/A	STUDENT EVALUATION	EACH	10.00	\$290.00	\$2,900.00

Total Amount

\$18,000.00

PURCHASE ORDER

11/08/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190028147

PURCHASE ORDER NUMBER

01

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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

11/09/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190027247

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : P.S. 109
Attention :	Attention : K. BERTRAND, ELEVATE
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 693-3426
City : HOBOKEN	Address : 1001 EAST 45 STREET, ROOM 213
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11203 LDA : K1090001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MATTHEW, LAURENTINA
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 693-3426
Phone : (718) 935-2380	Email : LMATTHEW@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
11/9/2018	
Signature of Principal or authorized Department of Education official	
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) 22	014218	0685	N/A	K109	F6ZY	//	//	\$5,670.00
								<u>Total Amount</u> \$5,670.00

Item Detail Information

1) Item # - N/A	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
2) Item # - N/A	LICENSING FEE			EACH	6.00	\$25.00	\$150.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	STUDENT STUDY SKILLS			EACH	18.00	\$290.00	\$5,220.00
	FACULTY AND PARENT SEMINAR			EACH	2.00	\$150.00	\$300.00

PURCHASE ORDER

11/09/2018

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190027247

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$5,670.00

PURCHASE ORDER

11/09/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190027247**

PURCHASE ORDER NUMBER

01

SUFFIX

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

11/09/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190027982
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 255
Attention :	Attention : INIKAS
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 376-8494
City : HOBOKEN	Address : 1866 EAST 17TH STREET, ROOM 129
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11229 LDA : K2550001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: NIKAS, IRIS
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 376-8494
Phone : (718) 935-2380	Email : INIKAS@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN	
<p>*****</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>	
	
11/9/2018	
Signature of Principal or authorized Department of Education official	Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	22	091675	689A	N/A	K255	FEK0	//	\$9,125.00
								Total Amount \$9,125.00

Item Detail Information

1) Item # - 255	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - 255	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - 255	ACE EXAMS			EACH	5.00	\$290.00	\$1,450.00
3) Item # - 255	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER11/09/2018
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190027982**
PURCHASE ORDER NUMBER
01
SUFFIX

			TRACKING NUMBER			
			EACH	5.00	\$25.00	\$125.00
5)	Item # - 255	LICENSING FEE				
6)	Item # - 255	5TH NOTE TAKING	EACH	5.00	\$290.00	\$1,450.00
7)	Item # - 22K255	5TH CLOZE READING	EACH	5.00	\$290.00	\$1,450.00
8)	Item # - 255	5TH TIME MANAGEMENT	EACH	5.00	\$290.00	\$1,450.00
9)	Item # - 255	5TH STUDENT EVALUATION	EACH	5.00	\$290.00	\$1,450.00
10)	Item # - 255	5TH MEMORIES MNUMONICS	EACH	5.00	\$290.00	\$1,450.00

Total Amount
\$9,125.00

PURCHASE ORDER

11/09/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190027982

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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PURCHASE ORDER

11/09/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190029012

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HS FOR LAW AND PUBLIC SERVICE
Attention :	Attention : POLITIS
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 342-6130
City : HOBOKEN	Address : 549 AUDUBON AVENUE, ROOM 414
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10040 LDA : M4670001
Contract # : MICRO BIDS/NO BIDS-S	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ALLIBALOGUN,CYNTHIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 342-6130
Phone : (718) 935-2850	Email : CALLIBA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
11/9/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 06	074556	0686	N/A	M467	GYVB	//	//	\$500.00
<u>Total Amount</u>								\$500.00

Item Detail Information

1) Item # - NVA	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - STUDY SKIL						<u>Total Amount</u>	
STUDY SKILLS WORKSHOP FOR PARENTS BILINGUAL MAX 150 PER CLASS						\$500.00	

PURCHASE ORDER

11/09/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190029012**

PURCHASE ORDER NUMBER

01

SUFFIX

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

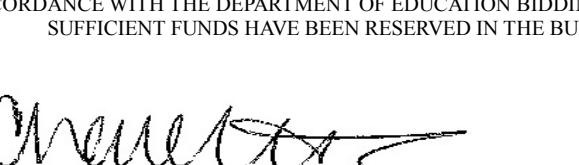
11/13/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190028610
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 206
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : ELLEN QUIGLEY
City : HOBOKEN	Phone : (718) 743-5598
Vendor # : ELE447398 01	Address : 2200 GRAVESEND NECK ROAD, ROOM 212
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11229 LDA : K2060001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CASANOVA,SUSAN
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 743-5598
Phone : (718) 935-2380	Email : SCASANOVA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p><u>Additional Comments</u></p> <p>VENDOR 3 REQUIRES A THREE YEAR CONTRACT</p> <hr/> <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>	
	
11/13/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
1) Item # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - NA	STUDY SKILLS WORKSHOPS AND COLLEGE READINESS PROGRAM			EACH	1.00	\$9,715.00	\$9,715.00

PURCHASE ORDER

11/13/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190028610**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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".

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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.

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.

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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.

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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

11/13/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190029633

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 119
Attention :	Attention : LISA FERNANDEZ
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 377-7696
City : HOBOKEN	Address : 3829 AVENUE K, ROOM 109
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11210 LDA : K1190001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SLACK,BERNADETTE
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 377-7696
Phone : (718) 935-2380	Email : BSLACK@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : INSIDE DELIVERY. DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments PARENT INVOLVEMENT WORKSHOPS WHICH WILL BE HELD ON SATURDAYS 12/8/18 THRU 3/23/19.	
**** 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	
 11/13/2018	
Signature of Principal or authorized Department of Education official _____ 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) 22	091654	489A	N/A	K119	HXHQ	//	//	\$2,340.00
<u>Total Amount</u>								\$2,340.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	STUDY SKILLS WORKSHOP FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	STUDY SKILLS WORKSHOP ACE YOUR EXAMS			EACH	1.00	\$290.00	\$290.00
3) Item # - N/A	STUDY SKILLS WORKSHOP PARENT SEMINAR			EACH	2.00	\$150.00	\$300.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER11/13/2018
PURCHASE ORDER DATE**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190029633**
PURCHASE ORDER NUMBER
01
SUFFIX

5) Item # - NIA	MATERIALS LICENSING FEE	EACH	6.00	\$25.00	\$150.00
6) Item # - NIA	STUDY SKILLS WORKSHOP NOTE TAKING	EACH	1.00	\$290.00	\$290.00
7) Item # - NIA	STUDY SKILLS WORKSHOP CLOSE READING	EACH	1.00	\$290.00	\$290.00
8) Item # - NIA	STUDY SKILLS WORKSHOP TIME MANAGEMENT	EACH	1.00	\$290.00	\$290.00
9) Item # - NIA	STUDY SKILLS WORKSHOP STUDENT EVALUATION	EACH	1.00	\$290.00	\$290.00
10) Item # - NIA	STUDY SKILLS WORKSHOP MEMORY AND MNEEMONICS	EACH	1.00	\$290.00	\$290.00

Total Amount
\$2,340.00

PURCHASE ORDER

11/13/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190029633**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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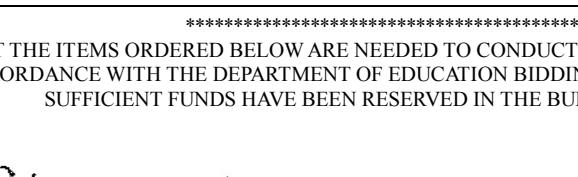
PURCHASE ORDER

11/14/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190024563
PURCHASE ORDER NUMBER
01
SUFFIX
T1160833
TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 78
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : MS. SKERRITT
City : HOBOKEN	Phone : (718) 652-1244
Vendor # : ELE447398 01	Address : 1400 NEEDHAM AVENUE, ROOM 211
Fax # :	City : BRONX,
	State : NY Zip Code : 10469 LDA : X0780001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ROBERSON, ROBIN
Attention :	Phone : (718) 652-1244
Phone :	Email : RROBERSON4@SCHOOLS.NYC.GOV
Address :	
City :	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> <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> <hr/>	
	
11/14/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

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 # - 4	STUDENT ELEVATION			EACH	5.00	\$290.00
2) Item # - 1	CLOSE READING			EACH	5.00	\$290.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
4) Item # - 3	TIME MANAGEMENT			EACH	5.00	\$290.00

PURCHASE ORDER

11/14/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190024563**

PURCHASE ORDER NUMBER

01

SUFFIX

T1160833

TRACKING NUMBER

5) Item # -2	NOTE TAKING	EACH	5.00	\$290.00	\$1,450.00
6) Item # -6	ACE YOUR EXAMS	EACH	5.00	\$290.00	\$1,450.00
7) Item # -7	FACULTY SEMINAR	EACH	1.00	\$150.00	\$150.00
8) Item # -5	MEMORY MNEMONICS	EACH	5.00	\$290.00	\$1,450.00
9) Item # -8	PARENT SEMINAR	EACH	1.00	\$150.00	\$150.00

Total Amount

\$9,000.00

PURCHASE ORDER

11/14/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190024563**

PURCHASE ORDER NUMBER

01

SUFFIX

T1160833

TRACKING NUMBER

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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

11/14/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190028864

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : CELIA CRUZ BRONX HIGH SCHOOL OF MUS
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : SAVITA/DAVID FINK
City : HOBOKEN	Phone : (718) 329-8550
Vendor # : ELE447398 01	Address : 2780 RESERVOIR AVENUE, ROOM 346
Fax # :	City : BRONX,
	State : NY Zip Code : 10468 LDA : X4420001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : HARRINARINE, SAVITA
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (718) 329-8550
Phone : (718) 935-2378	Email : SHARRINA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
11/14/2018	
Signature of Principal or authorized Department of Education official	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)	10	034609	0685	N/A	X442	FGXV	//	\$8,100.00
								<u>Total Amount</u> \$8,100.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	PARENT PD ON DECEMBER 3 2018			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	AP FOR ALL 3 DAY PROGRAM NOV 8 9 13			EACH	1.00	\$7,800.00	\$7,800.00
4) Item # - N/A	FACULTY PD ON NOVEMBER 6 2018			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

11/14/2018

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190028864

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$8,100.00

PURCHASE ORDER

11/14/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190028864**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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E) Non-Delivery, Rejections or Delays

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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".

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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.

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

11/14/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190029022

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : THE BRONX SCHOOL FOR LAW,
Attention :	Attention : GOVERNMENT AND JUSTICE
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 999-4910
City : HOBOKEN	State : NJ Zip Code : 07030
Vendor # : ELE447398 01	Contract # : NEGOTIATED SERVICES-
Fax # :	Toll Free # :
Address :	Address : 244 EAST 163 STREET, ROOM 136
City :	City : BRONX,
State :	State : NY Zip Code : 10458 LDA : X5050001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CUADRADO,DIANETTE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 410-3430
Phone : (718) 935-2850	Email : DCUADRADO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<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> <p></p>	
11/14/2018	
Signature of Principal or authorized Department of Education official	
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) 09	034609	0685	WJ1903947	01	X505	FDY3	//	\$12,180.00
<u>Total Amount</u>								\$12,180.00

Item Detail Information

1) Item # - N/A	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>		
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
						<u>Total Amount</u>
						\$12,180.00
						<u>Total Amount</u>
						\$12,180.00

PURCHASE ORDER

11/14/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190029022**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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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

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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

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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.

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

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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

11/14/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190030245

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BRONX SCHOOL OF LAW AND FINANCE
Attention :	Attention : J.GORING
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 561-0113
City : HOBOKEN	Address : 99 TERRACE VIEW AVENUE, ROOM 804
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10463 LDA : X2840001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : JONES, CHARLENE
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 561-0113
Phone : (718) 935-2376	Email : CJONES6@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
11/14/2018	
Signature of Principal or authorized Department of Education official	
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) 10	014635	0685	N/A	X284	FA0D	//	//	\$1,740.00
<u>Total Amount</u>								\$1,740.00

Item Detail Information

1) Item # - NVA	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>		
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>
1) Item # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00
						<u>Total Amount</u>
						\$1,740.00
2) Item # - 13	STUDENT ELEVATE SESSION 6			EACH	1.00	\$1,740.00
						<u>Total Amount</u>
						\$1,740.00

PURCHASE ORDER

11/14/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190030245

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

11/15/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATION

WO190029050

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : QUEENS PREPARATORY ACADEMY
Attention :	Attention : TASHON HAYWOOD
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 712-2304
City : HOBOKEN	Address : 143-10 SPRINGFIELD BOULEVARD
Vendor # : ELE447398 01	City : QUEENS,
Fax # :	State : NY Zip Code : 11413 LDA : Q2480001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RODRIGUEZ,CRYSTAL
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 712-2304
Phone : (718) 935-2377	Email : CRODRIGUEZ128@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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></p>	
11/15/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	29	014635	0685	WJ1903956	01	Q248	FD0Z	//
								Total Amount \$10,440.00

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - ELEVATION	STUDENT ELEVATION GRADE 9 AND 10 FEB 4 COST 290 FOR 6 UNITS			EACH	6.00	\$290.00	\$1,740.00
2) Item # - ACE	ACE YOUR EXAMS GRADE 9 AND 10 COST 290 FOR 6 UNITS			EACH	6.00	\$290.00	\$1,740.00
3) Item # - NIA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - MEMORY	MEMORY AND MNEMONIC GRADE 9 AND 10 JAN 3 COST 290 FOR 6 UNITS			EACH	6.00	\$290.00	\$1,740.00

PURCHASE ORDER

11/15/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190029050**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER			
5) Item # - READING	GRADE 9 AND 10 NOV 28 COST 290 FOR 6 UNITS		EACH	6.00	\$290.00	\$1,740.00
6) Item # - NOTES	NOTE TAKING GRADE 9 AND 10 DEC 6 COST 290 FOR 6 UNITS		EACH	6.00	\$290.00	\$1,740.00
7) Item # - MANAGEMENT	TIME MGN GRADE 9 AND 10 DEC 17 COST 290 FOR 6 UNITS		EACH	6.00	\$290.00	\$1,740.00

Total Amount

\$10,440.00

PURCHASE ORDER

11/15/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190029050**

PURCHASE ORDER NUMBER

01

SUFFIX

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

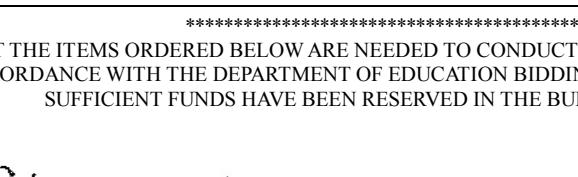
11/15/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190030239
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : BRONX SCHOOL OF LAW AND FINANCE
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : JGORING
City : HOBOKEN	Phone : (718) 561-0113
Vendor # : ELE447398 01	Address : 99 TERRACE VIEW AVENUE, ROOM 804
Fax # :	City : BRONX,
	State : NY Zip Code : 10463 LDA : X2840001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : JONES, CHARLENE
Attention :	Phone : (718) 561-0113
Phone :	Email : CJONES6@SCHOOLS.NYC.GOV
Address :	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> <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>	
	
11/15/2018	
Signature of Principal or authorized Department of Education official	
Date	

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

Charles

11/15/2018

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

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 # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - 12	STUDENT ELEVATE FIVE SESSIONS			EACH	5.00	\$1,740.00	\$8,700.00
						<u>Total Amount</u>	\$8,700.00

PURCHASE ORDER

11/15/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190030239**

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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

11/16/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190030017
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : WEST PREP ACADEMY
Attention :	Attention : C. WASHINGTON
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 280-8502
City : HOBOKEN	Address : 150 WEST 105TH STREET
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10025 LDA : M4210001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SPEIGHTS, SAMANTHA
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (212) 280-8502
Phone : (718) 935-2378	Email : SSPEIGHTS@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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></p>	
11/16/2018	
Signature of Principal or authorized Department of Education official	
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) 03	014218	0685	N/A	M421	FBPC	//	//	\$3,530.00
<u>Total Amount</u>								\$3,530.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	GRADE 7 CLASS LICENSING FEE			EACH	2.00	\$25.00	\$50.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	GRADE 7 NOTE TAKING SESSIONS PART A AND B			EACH	6.00	\$290.00	\$1,740.00
4) Item # - N/A	GRADE 7 TIME MANAGEMENT PART A AND B			EACH	6.00	\$290.00	\$1,740.00

PURCHASE ORDER

11/16/2018

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190030017

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$3,530.00

PURCHASE ORDER

11/16/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190030017**

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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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

11/16/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190030129
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : RICHARD R. GREEN HIGH SCHOOL OF TEA
Attention :	Attention : JOAN WEAVER
Street : 221 RIVER STREET OFFICE 9003	Phone : (646) 826-8174
City : HOBOKEN	Address : 7 BEAVER STREET, ROOM G01
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10004 LDA : M5800001
Contract # : MICRO BIDS/NO BIDS-S	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SCATLiffe, ADRIANA
Attention : OFFICE OF PAYABLE OPERATIONS-M	Phone : (646) 826-8174
Phone : (718) 935-2378	Email : ASCATLiffe@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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> 	
11/16/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 02	034609	0685	N/A	M580	FH8M	//	//	\$3,480.00
								Total Amount \$3,480.00

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - GRADE 9	STUDENT ELEVATION			EACH	2.00	\$290.00	\$580.00
2) Item # - GRADE 9	ACE YOUR EXAMS			EACH	2.00	\$290.00	\$580.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - GRADE 9	MEMORY AND MNEMONICS			EACH	2.00	\$290.00	\$580.00

PURCHASE ORDER

11/16/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190030129**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER			
5)	Item # - GRADE 9	CLOSE READING	EACH	2.00	\$290.00	\$580.00
6)	Item # - GRADE 9	NOTE TAKING	EACH	2.00	\$290.00	\$580.00
7)	Item # - GRADE 9	TIME MANAGEMENT	EACH	2.00	\$290.00	\$580.00

Total Amount

\$3,480.00

PURCHASE ORDER

11/16/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190030129

PURCHASE ORDER NUMBER

01

SUFFIX

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

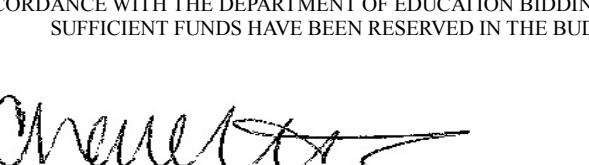
11/16/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190030212
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : URBAN ASSEMBLY SCHOOL FOR COLLABOR.
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : PRISCILLA UPSHAW
City : HOBOKEN	Phone : (718) 277-1572
Vendor # : ELE447398 01	Address : 999 JAMAICA AVENUE
	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11208 LDA : K7640003
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : UPSHAW,PRISCILLA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 277-1572
Phone : (718) 935-2850	Email : PUPSHAW@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>Additional Comments</p> <p>STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS (MAX. 30 PER CLASS) STUDY SKILLS WORKSHOP FOR TEACHERS (MAX 50 PER CLASS)</p> <hr/> <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> 	

Accounting Information

Fiscal Year: 2019

Item Detail Information

Line	Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price	
							Per Unit	Amount
1)	N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2)	N/A	FACULTY PD WORKSHOP			EACH	1.00	\$150.00	\$150.00
3)	N/A	AP FOR ALL 3 DAY INSTITUTE			EACH	1.00	\$2,600.00	\$2,600.00
							Total Amount	
							\$2,750.00	

PURCHASE ORDER

11/16/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190030212**

PURCHASE ORDER NUMBER

01

SUFFIX

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

11/16/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190030336
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : DISTRICT 11 2012 MS #1
Attention :	Attention : BRONX PARK MIDDLE SCHOOL
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 652-6090
City : HOBOKEN	Address : 2441 WALLACE AVENUE, ROOM 325
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10467 LDA : X5560001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GARCIA,JODIE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 652-6090
Phone : (718) 935-2850	Email : JGARCIA57@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
11/16/2018	
Signature of Principal or authorized Department of Education official	Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	11	091675	689A	N/A	X556	HWPE	//	\$9,000.00
								Total Amount \$9,000.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	ACE YOUR EXAMS			EACH	5.00	\$290.00	\$1,450.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

11/16/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190030336**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

MEMORY AND MNEMONICS

TRACKING NUMBER
EACH 5.00 \$290.00 \$1,450.00

6) Item # - N/A

NOTE TAKING

EACH 5.00 \$290.00 \$1,450.00

7) Item # - N/A

CLOSE READING

EACH 5.00 \$290.00 \$1,450.00

8) Item # - N/A

STUDENT ELEVATION

EACH 5.00 \$290.00 \$1,450.00

9) Item # - N/A

TIME MANAGMENT

EACH 5.00 \$290.00 \$1,450.00

Total Amount

\$9,000.00

PURCHASE ORDER

11/16/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190030336**

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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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

11/16/2018
PURCHASE ORDER DATE

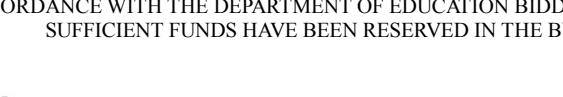


NEW YORK CITY DEPARTMENT OF EDUCATION

WO190031045
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 87
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : COLLEGE ACCESS FOR ALL
City : HOBOKEN	Phone : (718) 326-8243
State : NJ	Address : 67-54 80TH STREET, ROOM 113
Zip Code : 07030	
Vendor # : ELE447398 01	Contract # : MICRO BIDS/NO BIDS-S
Fax # :	Toll Free # :
City : MIDDLE VILLAGE,	State : NY Zip Code : 11379 LDA : Q0870001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CLEMENTE,LINDSAY
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 326-8243
Phone : (718) 935-2377	Email : LCLEMENTE3@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments	
CLOSE READING DECEMBER 18, 2018 \$590.00 NOTE-TAKING JANUARY 11, 2019 \$590.00 LICENSING FEES \$50.00 DATE OF CONTRACT 11/8/2018	

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	
	
11/16/2018	
<hr/> Signature of Principal or authorized Department of Education official <hr/> Date	

Accounting Information

Fiscal Year: 2019

Item Detail Information

	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
1) Item # - N/A	SHIPPING AND HANDLING			EACH	1.00	\$0.00	\$0.00
2) Item # - ACCESS	COLLEGE ACCESS FOR ALL CLOSE READING AND NOTE TAKING			EACH	1.00	\$1,210.00	\$1,210.00
						Total Amount	\$1,210.00

PURCHASE ORDER

11/16/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190031045

PURCHASE ORDER NUMBER

01

SUFFIX

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

11/19/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190031151
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : URBAN ASSEMBLY SCHOOL OF BUSINESS F
Attention :	Attention : ROSA RODRIGUEZ
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 668-0169
City : HOBOKEN	Address : 26 BROADWAY, ROOM 511
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10004 LDA : M3160001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: RODRIGUEZ,ROSA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 668-0169
Phone : (718) 935-2850	Email : RRODRIGUEZ39@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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></p>	
11/19/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 02	034609	0685	N/A	M316	FHXP	//	//	\$7,950.00
								<u>Total Amount</u> \$7,950.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	WORKSHOP			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	AP FOR ALL 3 DAY INSTITUTE			EACH	3.00	\$2,600.00	\$7,800.00
							<u>Total Amount</u> \$7,950.00

PURCHASE ORDER

11/19/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190031151

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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.

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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

11/21/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190032373
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 86
Attention :	Attention : T. MOSCHELLA
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 574-0252
City : HOBOKEN	Address : 220 IRVING AVENUE, ROOM 210
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11237 LDA : K0860001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: OVIEDO, DORIS
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 574-0252
Phone : (718) 935-2379	Email : DOVIEDO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<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></p>	
<p style="text-align: right;">11/21/2018</p> <hr/> <p>Signature of Principal or authorized Department of Education official</p>	
<p style="text-align: right;">Date</p>	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 32	095121	0685	N/A	K086	FE4Q	//	//	\$605.00
								<u>Total Amount</u> \$605.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	LICENSING FEE FOR MATERIALS			EACH	1.00	\$25.00	\$25.00
3) Item # - N/A	STUDY SKILLS WORKSHOP FOR CLASSES			EACH	2.00	\$290.00	\$580.00
							<u>Total Amount</u> \$605.00

PURCHASE ORDER

11/21/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190032373

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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.

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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.

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M) Reps and Warranties

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

PURCHASE ORDER

11/26/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190031273
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : JUNIOR HIGH SCHOOL 278
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : MS. DEGROTTA
City : HOBOKEN	Phone : (718) 375-3523
Vendor # : ELE447398 01	Address : 1925 STUART STREET, ROOM 210
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11229 LDA : K2780001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : LARDARO, JOANN
Attention :	Phone : (718) 375-3523
Phone :	Email : JLARDARO@SCHOOLS.NYC.GOV
Address :	
City : BROOKLYN, State : NY Zip Code : 11201	
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

Charles

11/26/2018

Signature of Principal or authorized Department of Education official

Date

Accounting Information

Fiscal Year: 2019

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	STUDY TEST TAKING SKILLS			EACH	1.00	\$24,135.00	\$24,135.00
						Total Amount	\$24,135.00

PURCHASE ORDER

11/26/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190031273

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

11/27/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190032947
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : QUEENS ACADEMY/FLUSHING
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : JAMES MEMOLA/CHANG
City : HOBOKEN	Phone : (718) 463-3111
Vendor # : ELE447398 01	Address : 138 11 35TH AVENUE, ROOM 250
Fax # :	City : FLUSHING,
	State : NY Zip Code : 11354 LDA : Q5400001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : CARDENAS,MARIA
Attention : OFFICE OF PAYABLE OPERATIONS-Q	Phone : (718) 463-3111
Phone : (718) 935-2377	Email : MCARDEN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p><u>Additional Comments</u></p> <p>STUDY SKILLS WORKSHOP FOR CLASSES OF STUDENTS (MAX 30 P/CLASS) FACULTY PD WORKSHOP STUDY SKILLS FOR TEACHERS (MAX 50 PER CLASS)</p> <hr/> <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>*****</p>	

Accounting Information

Fiscal Year: 2019

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	FACULTY PD WORKSHOP			EACH	1.00	\$150.00	\$150.00
3) Item # - AP4ALL	AP FOR ALL 3 DAY INSTITUTE			EACH	1.00	\$2,600.00	\$2,600.00
						<u>Total Amount</u>	\$2,750.00

PURCHASE ORDER

11/27/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190032947**

PURCHASE ORDER NUMBER

01

SUFFIX

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

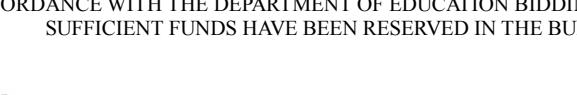
11/28/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO19003345
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : D.73 @554 H S
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : ALL CITY LEADERSHIP SECONDARY
City : HOBOKEN	Phone : (718) 246-6500
Vendor # : ELE447398 01	Address : 321 PALMETTO STREET, ROOM MAIN
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11237 LDA : K5540001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SALAZAR, DELIA
Attention :	Phone : (718) 246-6500
Phone :	Email : DSALAZA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>Additional Comments STUDY SKILL WORKSHOPS FOR STUDENTS IN GRADES 6 AND 9 NOV. 5, NOV. 19, 2018.</p> <hr/> <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>	
	
11/28/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

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	ACE YOUR EXAMS			EACH	5.00	\$290.00	\$1,450.00
3) Item # -N/A	MEMORY AND MNEMONICS			EACH	5.00	\$290.00	\$1,450.00
						<u>Total Amount</u>	\$2,900.00

PURCHASE ORDER

11/28/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO19003345

PURCHASE ORDER NUMBER

01

SUFFIX

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

11/28/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190033772

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 46
Attention :	Attention : MS HAZELL
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 360-1519
City : HOBOKEN	Address : 2987 FREDERICK DOUGLASS BLVD
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10039 LDA : M0460001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GUZMAN, MARITZA
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 292-3785
Phone : (718) 935-2376	Email : MGUZMAN@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
11/28/2018	
Signature of Principal or authorized Department of Education official	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) 05	091665	0685	N/A	M046	FEXG	//	//	\$6,315.00
								<u>Total Amount</u> \$6,315.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	WORKSHOPS PD FOR STUDENTS IN GRADES 6 THRU 8			EACH	1.00	\$6,315.00	\$6,315.00
							<u>Total Amount</u> \$6,315.00

PURCHASE ORDER

11/28/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190033772**

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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F) Packing

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G) Markings

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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

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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.

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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**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

11/29/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190027199
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Street : 221 RIVER STREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : 3 BIDS-SERVICES-1 Fax # : Toll Free # :				Deliver To : PUBLIC SCHOOL 104 Attention : SUZANNE GATTO Phone : (212) 999-4910 Address : 9115 5TH AVENUE City : BROOKLYN, State : NY Zip Code : 11209 LDA : K1040001	
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 : GATTO, SUZANNE Phone : (718) 836-4630 Email : SGATTO@SCHOOLS.NYC.GOV	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.					
<hr/> 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					
				11/29/2018	
Signature of Principal or authorized Department of Education official				Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 20	014218	0685	WJ1903015	01	K104	F7A5	//	\$10,890.00
Total Amount								\$10,890.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	LICENSING FEE			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	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	STUDENT WORKSHOPS			EACH	36.00	\$290.00	\$10,440.00

PURCHASE ORDER

11/29/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190027199**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -NIA

FACULTY SEMINAR

TRACKING NUMBER
EACH 1.00 \$150.00 \$150.00Total Amount

\$10,890.00

PURCHASE ORDER

11/29/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190027199

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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D) Delivery Time

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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".

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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.

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.

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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

11/29/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190033864

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : MARRY HILL ACADEMY
Attention :	Attention : MOE ISLAM
Street : 221 RIVER STREET OFFICE 9003	Phone : (646) 235-8130
City : HOBOKEN	Address : 111 EAST 33 STREET FL-8, ROOM 820
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10016 LDA : M4320001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ISLAM, MOHAMMED
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (646) 235-8130
Phone : (718) 935-2850	Email : MISLAM@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
11/29/2018	
Signature of Principal or authorized Department of Education official	Date

Accounting Information

Fiscal Year: 2019

	District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	02	034609	689C	N/A	M432	FJP1	//	//	\$5,220.00
<u>Total Amount</u>									\$5,220.00

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	STUDENT ELEVATION GRADE 10			WORKSH OP	3.00	\$290.00	\$870.00
2) Item # - N/A	ACE YOUR EXAMS GRADE 10			WORKSH OP	3.00	\$290.00	\$870.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	MEMORY MNEMONICS GRADE 10			WORKSH OP	3.00	\$290.00	\$870.00

PURCHASE ORDER

11/29/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190033864**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - NIA

CLOSE READING GRADE 10

TRACKING NUMBER
WORKSH 3.00 \$290.00 \$870.00
OP

6) Item # - NIA

NOTE TAKING GRADE 10

WORKSH 3.00 \$290.00 \$870.00
OP

7) Item # - NIA

TIME MANAGEMENT GRADE 10

WORKSH 3.00 \$290.00 \$870.00
OP**Total Amount**

\$5,220.00

PURCHASE ORDER

11/29/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190033864

PURCHASE ORDER NUMBER

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

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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.
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

11/29/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190034182

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : INTERMEDIATE SCHOOL 131
Attention :	Attention : MONIQUE MASON
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 991-7490
City : HOBOKEN	Address : 885 BOLTON AVENUE, ROOM 109
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10473 LDA : X1310001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : PEARSON, RENA
Attention : OFFICE OF PAYABLE OPERATIONS-X	Phone : (718) 991-7490
Phone : (718) 935-2376	Email : RWILLIAMS57@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
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11/29/2018	
Signature of Principal or authorized Department of Education official	Date

Accounting Information

Fiscal Year: 2019

	District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	08	014218	0685	N/A	X131	F2W0	//	//	\$4,890.00
Total Amount									\$4,890.00

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	FACULTY SEMINAR 7TH GRADE			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	LICENSING FEE			EACH	4.00	\$25.00	\$100.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	ACE YOUR EXAMS STUDY SKILLS WORKSHOP FOR 7TH GRADE CLASSES			EACH	4.00	\$290.00	\$1,160.00

PURCHASE ORDER

11/29/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190034182**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

TIME MANAGEMENT STUDY SKILLS
WORKSHOP FOR 7TH GRADE
CLASSESTRACKING NUMBER
EACH 4.00 \$290.00 \$1,160.00

6) Item # - N/A

MEMORY AND MNEMONICS STUDY
SKILLS WORKSHOP FOR 7 GRADE
CLASSES

EACH 4.00 \$290.00 \$1,160.00

7) Item # - N/A

STUDENT ELEVATION STUDY SKILLS
WORKSHOP FOR 7TH GRADE
CLASSES

EACH 4.00 \$290.00 \$1,160.00

Total Amount

\$4,890.00

PURCHASE ORDER

11/29/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190034182

PURCHASE ORDER NUMBER

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PURCHASE ORDER

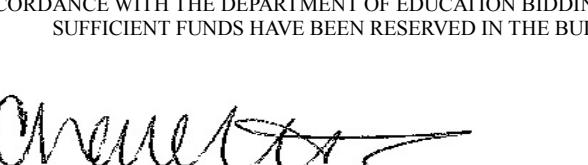
11/30/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190034377
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HIGH SCHOOL FOR YOUTH AND COMMUNITY
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : KATRINA AMBRIS
City : HOBOKEN	Phone : (718) 564-2470
Vendor # : ELE447398 01	Address : 911 FLATBUSH AVENUE, ROOM 3W52
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11226 LDA : K5370001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator: AMBRIS,KATRINA
Attention :	Phone : (718) 564-2470
Phone :	Email : KAMBRIS@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>Additional Comments ELEVATE EDUCATION INC. ROBERT EDWARDS (201) 721-8564 3 DAY INSTITUTE FOR AP FOR ALL</p> <hr/> <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 style="text-align: center;">*****</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)	17	034609	0685	N/A	K537	F8X6	//	\$7,950.00

Total Amount
\$7,950.00

Item Detail Information

<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Price</u>	<u>Amount</u>
1.) Item # - N/A SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00	\$0.00

1) Item # - N/A

Description

<u>Manufacturer Part #</u>	<u>Brand/Model</u>
----------------------------	--------------------

<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
------------	------------	-----------------	---------------

2) Item # -AP4AI I

AP FOR ALL 3 DAY INSTITU

EACH 3.00 \$2,650.00 \$7,950.00

Total Amount
\$7,950.00

PURCHASE ORDER

11/30/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190034377**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

12/04/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190034370

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 161
Attention :	Attention : MRS.P.BALBUENA
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 690-5945
City : HOBOKEN	Address : 499 WEST 133RD STREET, ROOM MAIN
Vendor # : ELE447398 01	City : NEW YORK,
Fax # :	State : NY Zip Code : 10027 LDA : M1610001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ROBINSON,DESIREE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 690-5945
Phone : (718) 935-2850	Email : DROBINSON9@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
12/4/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 05	014218	0685	N/A	M161	FCKR	//	//	\$9,150.00
								Total Amount \$9,150.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	ACE YOUR EXAMS			EACH	5.00	\$290.00	\$1,450.00
3) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

12/04/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190034370**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

6.00 \$25.00 \$150.00

5) Item # - N/A	LICENSING FEE	EACH	6.00	\$25.00	\$150.00
6) Item # - N/A	NOTE TAKING	EACH	5.00	\$290.00	\$1,450.00
7) Item # - N/A	CLOSE READING	EACH	5.00	\$290.00	\$1,450.00
8) Item # - N/A	TIME MANAGEMENT	EACH	5.00	\$290.00	\$1,450.00
9) Item # - N/A	STUDENT ELEVATION	EACH	5.00	\$290.00	\$1,450.00
10) Item # - N/A	MEMORY MNEMONICS	EACH	5.00	\$290.00	\$1,450.00

Total Amount

\$9,150.00

PURCHASE ORDER

12/04/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190034370**

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

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B) Delivery

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C) Delivery Hours

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D) Delivery Time

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

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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.

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

PURCHASE ORDER

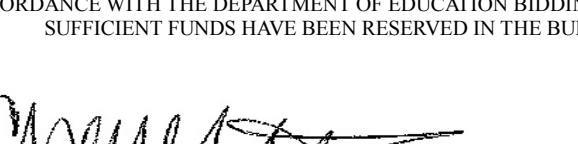
12/04/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190035156
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : INTERMEDIATE SCHOOL 24
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : LENNY SANTAMARIA
City : HOBOKEN	Phone : (718) 982-4700
Vendor # : ELE447398 01	Address : 225 CLEVELAND AVENUE, ROOM 238
	City : STATEN ISLAND,
Fax # :	State : NY Zip Code : 10308 LDA : R0240001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : GIANNA, DONNA
Attention :	Phone : (718) 982-4700
Phone :	Email : DGIANNA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>Additional Comments GRADE 7 STUDY/ TEST TAKING SKILLS, WORKSHOPS, COURSE SEMINAR, NOTE-TAKING, TIME MANAGEMENT</p> <hr/> <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>	
	
12/4/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

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	STUDY TEST TAKING SKILLS			EACH	1.00	\$24,960.00	\$24,960.00

PURCHASE ORDER

12/04/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190035156**

PURCHASE ORDER NUMBER

01

SUFFIX

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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C) Delivery Hours

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D) Delivery Time

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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

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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.
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PURCHASE ORDER

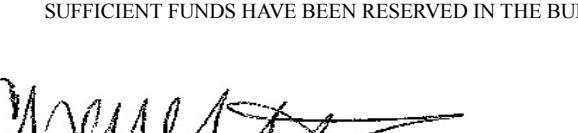
12/05/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190035797
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PORT RICHMOND HIGH SCHOOL
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : MS. HOLTZMAN
City : HOBOKEN	Phone : (718) 420-2100
Vendor # : ELE447398 01	Address : 85 SAINT JOSEPH AVENUE, ROOM 227
	City : STATEN ISLAND,
Fax # :	State : NY Zip Code : 10302 LDA : R4450001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : DECORE, PATRICIA
Attention :	Phone : (718) 420-2127
Phone :	Email : PDECORE@SCHOOLS.NYC.GOV
Address :	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> <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> 	
12/5/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price	
						Per Unit	Amount
1) N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) N/A	STUDY SKILLS			EACH	1.00	\$150.00	\$150.00
3) N/A	AP ALL DAY INSTITUTE			EACH	2.00	\$2,600.00	\$5,200.00
						Total Amount	
						\$5,350.00	

PURCHASE ORDER

12/05/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190035797**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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PURCHASE ORDER

12/06/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190035972

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : TOTTENVILLE HIGH SCHOOL
Attention :	Attention : C. BLOOM, APO/F. MARQUIS
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 668-8800
City : HOBOKEN	Address : 100 LUTEN AVENUE, ROOM D028
Vendor # : ELE447398 01	City : STATEN ISLAND,
Fax # :	State : NY Zip Code : 10312 LDA : R4550003
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MARQUIS,FRANCINE
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 668-8800
Phone : (718) 935-2380	Email : FMARQUI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments PLEASE CALL IF THERE ARE ANY QUESTIONS REGARDING THE ABOVE PO 718 668 8800 EXT 40281 FRAN MARQUIS	
**** 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	
 Signature of Principal or authorized Department of Education official	
12/6/2018	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 31	020804	689C	N/A	R455	HY84	//	//	\$580.00

Total Amount

\$580.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

2) Item # - N/A	TBC GRADE 9 AND 10 PROFESSIONAL SERVICES	EACH	2.00	\$290.00	\$580.00
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Total Amount

\$580.00

PURCHASE ORDER

12/06/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190035972**

PURCHASE ORDER NUMBER

01

SUFFIX

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

12/07/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190035117

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : THE SCHOOL FOR CLASSICS: AN ACADEMY
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 19
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 277-1069
City : HOBOKEN	Address : 370 FOUNTAIN AVENUE, ROOM 434
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11208 LDA : K6830001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RODRIGUEZ,ANNE
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 277-1069
Phone : (718) 935-2379	Email : ARODRIGUEZ50@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
12/7/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	19	034609	0685	N/A	K683	FJ69	//	\$7,950.00
								Total Amount \$7,950.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	FACULTY PD WORKSHOP			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	AP FOR ALL 3 DAY INSTITUTE			EACH	3.00	\$2,600.00	\$7,800.00
							Total Amount \$7,950.00

PURCHASE ORDER

12/07/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190035117**

PURCHASE ORDER NUMBER

01

SUFFIX

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

12/10/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190026512

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HUDSON HIGH SCHOOL OF LEARNING TECH
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 02
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 488-3330
City : HOBOKEN	Address : 351 WEST 18 STREET, ROOM 105
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10011 LDA : M4370001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MCHALE,NADIA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 488-3330
Phone : (718) 935-2850	Email : NMCHALE@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments STUDY SKILLSWORKSHOP FOR CLASSES OF STUDENTS AP STUDENTS 11/19 11/20 11/21	
***** 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	
 12/10/2018	
Signature of Principal or authorized Department of Education official _____ 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) 02	034609	0685	N/A	M437	FFDS	//	//	\$7,800.00
								<u>Total Amount</u> \$7,800.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>	<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	<u>Amount</u>
2) Item # - N/A	SHIPPING AND HANDLING				EACH	0.00	\$0.00	\$0.00
								<u>Total Amount</u> \$7,800.00

PURCHASE ORDER

12/10/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190026512

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

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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

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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

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J) Assignment

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

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M) Reps and Warranties

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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**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

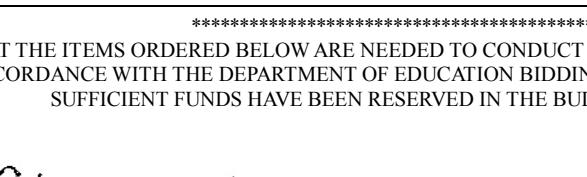
12/10/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190035964
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : MANHATTAN ACADEMY FOR ARTS & LANGUA
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : COMMUNITY SCHOOL DISTRICT 02
City : HOBOKEN	Phone : (212) 576-0502
Vendor # : ELE447398 01	Address : 111 EAST 33RD STREET, ROOM 526
Fax # :	City : MANHATTAN,
	State : NY Zip Code : 10016 LDA : M4270002
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : BERGFELD,PEARL
Attention :	Phone : (212) 576-0502
Phone :	Email : PBERGFELD@SCHOOLS.NYC.GOV
Address :	
City : BROOKLYN,	State : NY Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> <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> <p style="text-align: center;"></p> <p style="text-align: right;">12/10/2018</p> <hr/>	

Accounting Information

Fiscal Year: 2019

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price	
						Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - N/A	ELEVATE STAFF			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	ELEVATE AP INSTRUCTION			EACH	1.00	\$2,600.00	\$2,600.00
						Total Amount	
						\$2,750.00	

PURCHASE ORDER

12/10/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190035964**

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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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

12/11/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190036293
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : NEW SECONDARY SCHOOL AT M136
Attention :	Attention : MANHATTAN H.S. DISTRICT
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 694-6051
City : HOBOKEN	Address : 6 EDGEcombe AVENUE, ROOM 212
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10030 LDA : M1480001
Contract # : NEGOTIATED SERVICES-	
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : DEVERTEUIL,NATHANIEL
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 694-6051
Phone : (718) 935-2850	Email : NDEVERTEUIL@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
 12/11/2018 <hr/> Signature of Principal or authorized Department of Education official Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 05	014218	0685	N/A	M148	F3NQ	//	//	\$5,670.00
								Total Amount \$5,670.00

Item Detail Information

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

PURCHASE ORDER

12/11/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190036293**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER			
5)	Item # - N/A	LICENSING FEE	EACH	6.00	\$25.00	\$150.00
6)	Item # - N/A	NOTE TAKING	EACH	3.00	\$290.00	\$870.00
7)	Item # - N/A	CLOSE READING	EACH	3.00	\$290.00	\$870.00
8)	Item # - N/A	TIME MANAGEMENT	EACH	3.00	\$290.00	\$870.00
9)	Item # - N/A	STUDENT ELEVATION	EACH	3.00	\$290.00	\$870.00
10)	Item # - N/A	MEMORY AND MNEMONICS	EACH	3.00	\$290.00	\$870.00

Total Amount

\$5,670.00

PURCHASE ORDER

12/11/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190036293

PURCHASE ORDER NUMBER

01

SUFFIX

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

12/11/2018
PURCHASE ORDER DATENEW YORK CITY
DEPARTMENT OF EDUCATIONWO190037636
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 145
Attention :	Attention : MS. L. MALLOY
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 821-4823
City : HOBOKEN	Address : 100 NOLL STREET, ROOM 107
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11206 LDA : K1450001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : MELO,AURORA
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 821-4823
Phone : (718) 935-2379	Email : AMELO4@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments ITEM PURCHASED WILL ENHANCE CLASSROOM INSTRUCTION.	
<p>*****</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> 	
12/11/2018	
Signature of Principal or authorized Department of Education official	
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) 32	014344	0685	N/A	K145	FMIO	//	//	\$3,100.00
Total Amount								\$3,100.00

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 LICENSING FEE FOR 120 STUDENTS			EACH	1.00	\$200.00	\$200.00
2) Item # - N/A SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A CLOSE READING WORKSHOP			EACH	5.00	\$290.00	\$1,450.00
4) Item # - N/A NOTE TAKING WORKSHOP			EACH	5.00	\$290.00	\$1,450.00

PURCHASE ORDER

12/11/2018

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190037636

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$3,100.00

PURCHASE ORDER

12/11/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190037636**

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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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

12/12/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190035756

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : FREDERICK DOUGLASS ACADEMY VII HIGH
Attention :	Attention : COMMUNITY SCHOOL DISTRICT 23
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 485-3789
City : HOBOKEN	Address : 226 BRISTOL STREET, ROOM 509
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11212 LDA : K5140001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : JOHNSON,SANDRA
Attention : OFFICE OF PAYABLE OPERATIONS-K	Phone : (718) 485-3789
Phone : (718) 935-2379	Email : SJOHNSON9@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments ELEVATE EDUCATION WILL CONDUCT STUDY SKILLS WORKSHOPS IN SMALL GROUPS OF 30. CONTENT OF SESSION INCLUDES CLOSE READING, NOTE TAKING, TIME MANGEMENT, AND EXAM REDINESS SKILLS. A TARGETED PROFESSIONAL DEVELOPMENT WORKSHOP TO SHOW TEACHERS HOW THEY CAN INTEGRATE STUDY SKILLS WITHIN THEIR EVERYDAY CURRICULUM.	
**** 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	
 12/12/2018	
Signature of Principal or authorized Department of Education official	Date

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1) 23	014635	0685	N/A	K514	FM3C	//	//	\$7,970.00
								Total Amount \$7,970.00

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - NVA	FACULTY PD JAN 28			EACH	1.00	\$150.00	\$150.00
2) Item # - NVA	ACE YOUR EXAMS 9TH AND 10TH JAN 16			EACH	3.00	\$290.00	\$870.00
3) Item # - NVA	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

12/12/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190035756**

PURCHASE ORDER NUMBER

01

SUFFIX

				TRACKING NUMBER		
4)	Item # - NVA	AP INSTITUTE 11TH AND 12TH	EACH	1.00	\$2,600.00	\$2,600.00
5)	Item # - NVA	STUDENT ELEVATION 9TH AND 10TH JAN 10	EACH	3.00	\$290.00	\$870.00
6)	Item # - NVA	NOTE TAKING 9THAND 10TH DEC 13	EACH	3.00	\$290.00	\$870.00
7)	Item # - NVA	CLOSE READING 9TH AND 10TH DEC 4	EACH	3.00	\$290.00	\$870.00
8)	Item # - NVA	MEMORY AND MNEMONICS 9TH AND 10TH JAN 9	EACH	3.00	\$290.00	\$870.00
9)	Item # - NVA	TIME MANGEMENT 9TH AND 10TH JAN 3	EACH	3.00	\$290.00	\$870.00

Total Amount

\$7,970.00

PURCHASE ORDER

12/12/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190035756**

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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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.

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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

12/12/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190037150

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : THE MAXINE GREENE HS FOR IMAGINATIV
Attention :	Attention : ROSA RODRIGUEZ
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 799-4064
City : HOBOKEN	Address : 122 AMSTERDAM AVENUE, ROOM 375
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10023 LDA : M2990001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RODRIGUEZ,ROSA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 668-0169
Phone : (718) 935-2850	Email : RRODRIGUEZ39@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
12/12/2018	
Signature of Principal or authorized Department of Education official	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) 03	034609	0685	N/A	M299	FNBJ	//	//	\$8,100.00
								<u>Total Amount</u> \$8,100.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	PARENTS			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	AP STUDENTS			EACH	3.00	\$2,600.00	\$7,800.00
4) Item # - N/A	TEACHERS			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

12/12/2018

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190037150

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$8,100.00

PURCHASE ORDER

12/12/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190037150

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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.

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

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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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PURCHASE ORDER

12/12/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190037154

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : THE MAXINE GREENE HS FOR IMAGINATIV
Attention :	Attention : ROSA RODRIGUEZ
Street : 221 RIVER STREET OFFICE 9003	Phone : (212) 799-4064
City : HOBOKEN	Address : 122 AMSTERDAM AVENUE, ROOM 375
Vendor # : ELE447398 01	City : MANHATTAN,
Fax # :	State : NY Zip Code : 10023 LDA : M2990001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RODRIGUEZ,ROSA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (212) 668-0169
Phone : (718) 935-2850	Email : RRODRIGUEZ39@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
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12/12/2018	
Signature of Principal or authorized Department of Education official	Date

Accounting Information

Fiscal Year: 2019

	District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	03	034609	0685	N/A	M299	FNBJ	//	//	\$3,480.00
									<u>Total Amount</u> \$3,480.00

Item Detail Information

	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price Per Unit	Amount
1) Item # - N/A	STUDENT EVALUATION			EACH	2.00	\$290.00	\$580.00
2) Item # - N/A	ACE YOUR EXAMS			EACH	2.00	\$290.00	\$580.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	MEMORY SKILLS			EACH	2.00	\$290.00	\$580.00

PURCHASE ORDER

12/12/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190037154**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

CLOSE READING

TRACKING NUMBER
EACH 2.00 \$290.00 \$580.00

6) Item # - N/A

NOTE TAKING

EACH 2.00 \$290.00 \$580.00

7) Item # - N/A

TIME MANAGEMENT

EACH 2.00 \$290.00 \$580.00

Total Amount

\$3,480.00

PURCHASE ORDER

12/12/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190037154**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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

PURCHASE ORDER

12/14/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190036553

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 84
Attention :	Attention : S RODRIGUEZ
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 384-8063
City : HOBOKEN	Address : 250 BERRY STREET
Vendor # : ELE447398 01	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11211 LDA : K0840001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : PORCELLO,TONIANN
Attention :	Phone : (718) 384-8064
Phone : (718) 935-2379	Email : TPORCEL@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<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>	
	
12/14/2018	
Signature of Principal or authorized Department of Education official	
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)	14	024501	0685	WJ1904438	01	K084	FIV0	//
2)	14	014344	0685	WJ1904438	02	K084	FJV7	//
3)	14	014344	0685	WJ1904438	03	K084	FIUY	//
<u>Total Amount</u>								\$18,000.00

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	STUDENT PARENT SEMINAR			EACH	2.00	\$90.00	\$180.00
2) Item # - N/A	STUDENT MANUAL			EACH	6.00	\$25.00	\$150.00
3) Item # - N/A	CLASSROOM SUPPORT			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

12/14/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190036553**

PURCHASE ORDER NUMBER

01

SUFFIX

			TRACKING NUMBER		
5)	Item # - N/A	MANUEL	EACH	1.00	\$120.00
6)	Item # - N/A	SEMINAR	EACH	10.00	\$290.00
7)	Item # - N/A	NOTE TAKING	EACH	10.00	\$290.00
8)	Item # - N/A	STUDY SKILLS	EACH	10.00	\$290.00
9)	Item # - N/A	TIME MAGAGEMENT	EACH	10.00	\$290.00
10)	Item # - N/A	ACE YOUR EXAMS	EACH	10.00	\$290.00
11)	Item # - N/A	MEMORY	EACH	10.00	\$290.00

Total Amount

\$18,000.00

PURCHASE ORDER

12/14/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190036553**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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

12/14/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190038753

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : JUNIOR HIGH SCHOOL 220
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : DEMPSTER/GRADE 6
City : HOBOKEN	Phone : (718) 633-8200
Vendor # : ELE447398 01	Address : 4812 9TH AVENUE, ROOM 212
Fax # :	City : BROOKLYN,
	State : NY Zip Code : 11220 LDA : K2200001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : RODRIGUEZ,JENNIFER
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 633-8200
Phone : (718) 935-2380	Email : JRODRIGUEZ209@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
12/14/2018	
Signature of Principal or authorized Department of Education official	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) 20	091675	0685	N/A	K220	FOY3	//	//	\$3,719.04
								<u>Total Amount</u> \$3,719.04

Item Detail Information

1) Item # - GRADE 6	<u>Description</u>	<u>Manufacturer Part #</u>	<u>Brand/Model</u>	<u>Price</u>		
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>
1) Item # - GRADE 6	LICENSING FEES			EACH	144.00	\$1.66
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00
3) Item # - GRADE 6	CLOSE READING			EACH	6.00	\$290.00
4) Item # - GRADE 6	NOTE TAKING			EACH	6.00	\$290.00
						\$1,740.00

PURCHASE ORDER

12/14/2018

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190038753

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$3,719.04

PURCHASE ORDER

12/14/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190038753**

PURCHASE ORDER NUMBER

01

SUFFIX

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

12/17/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190038371

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : QUEENS HIGH SCHOOL FOR LANGUAGE STU
Attention :	Attention : MELANIE LEE
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 888-7530
City : HOBOKEN	Address : 35-01 UNION STREET, ROOM 118
Vendor # : ELE447398 01	City : FLUSHING,
Fax # :	State : NY Zip Code : 11354 LDA : Q2410001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : JANE KAO
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 888-7530
Phone : (718) 935-2850	Email : JKAO@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments STUDENT WORKSHOPS FOR 10/22 & 10/25; 10/23 & 10/26; 10/24 & 10/29 FACULTY PD: 10/12 PARENT NIGHT: 1/16/19	
<p>*****</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></p>	
12/17/2018	
Signature of Principal or authorized Department of Education official	
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) 25	034609	689B	N/A	Q241	F0WJ	//	//	\$5,502.00
								Total Amount \$5,502.00

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	FACULTY PD			WORKSH OP	1.00	\$150.00	\$150.00
2) Item # - N/A	PARENT NIGHT			WORKSH OP	1.00	\$150.00	\$150.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	AP INSTITUTE DAY 1			WORKSH OP	2.00	\$867.00	\$1,734.00

PURCHASE ORDER

12/17/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190038371**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # -NIA

AP INSTITUTE DAY 2

TRACKING NUMBER
WORKSH 2.00 \$867.00 \$1,734.00
OP

6) Item # -NIA

AP INSTITUTE DAY 3

WORKSH 2.00 \$867.00 \$1,734.00
OP**Total Amount**
\$5,502.00

PURCHASE ORDER

12/17/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190038371**

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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C) Delivery Hours

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D) Delivery Time

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E) Non-Delivery, Rejections or Delays

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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.

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PURCHASE ORDER

12/17/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190038966
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : JUNIOR HIGH SCHOOL 96
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : I. FANAS
City : HOBOKEN	Phone : (718) 236-1344
Vendor # : ELE447398 01	Address : 99 AVENUE P, ROOM 212
	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11204 LDA : K0960001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : FLIEGELMAN, RANDY
Attention :	Phone : (718) 236-1344
Phone :	Email : RFLIEGE2@SCHOOLS.NYC.GOV
Address :	
City :	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<hr/> <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> <hr/>	
	
12/17/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price	
						Per Unit	Amount
1) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) Item # - NA	ACE YOUR EXAMS GRADE 7			EACH	1.00	\$290.00	\$290.00
							Total Amount \$290.00

PURCHASE ORDER

12/17/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190038966**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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

PURCHASE ORDER

12/18/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190038471

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : INTERMEDIATE SCHOOL 51
Attention :	Attention : D. STOUPAKIS
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 981-0502
City : HOBOKEN	Address : 20 HOUSTON STREET, ROOM B9
Vendor # : ELE447398 01	City : STATEN ISLAND,
Fax # :	State : NY Zip Code : 10302 LDA : R0510001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : SANCHEZ, GAETENE
Attention : OFFICE OF PAYABLE OPERATIONS-R	Phone : (718) 981-0502
Phone : (718) 935-2380	Email : GSANCHE@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
Additional Comments SKILLS WORKSHOPS	
**** 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	
 12/18/2018	
Signature of Principal or authorized Department of Education official _____ 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) 31	091675	0403	WJ1904537	01	R051	FN2W	//	\$18,000.00
Total Amount								\$18,000.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	<u>Price</u>			<u>Amount</u>
				<u>U/M</u>	<u>Qty</u>	<u>Per Unit</u>	
1) Item # - N/A	INSTRUCTIONAL STAFF FACULTY PD			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	GRADE 7 ACE YOUR EXAMS			EACH	10.00	\$290.00	\$2,900.00
3) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
4) Item # - N/A	GRADE 7 PRINTING AND MATERIALS			EACH	1.00	\$450.00	\$450.00

PURCHASE ORDER

12/18/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190038471**

PURCHASE ORDER NUMBER

01

SUFFIX

5) Item # - N/A

GRADE 7 STUDENT ELEVATION

TRACKING NUMBER
EACH 10.00 \$290.00 \$2,900.00

6) Item # - N/A

GRADE 7 NOTE TAKING

EACH 10.00 \$290.00 \$2,900.00

7) Item # - NA

GRADE 7 CLOSE READING

EACH 10.00 \$290.00 \$2,900.00

8) Item # - N/A

GRADE 7 MEMORY AND MNEMONICS

EACH 10.00 \$290.00 \$2,900.00

9) Item # - N/A

GRADE 7 TIME MANAGEMENT

EACH 10.00 \$290.00 \$2,900.00

Total Amount

\$18,000.00

PURCHASE ORDER

12/18/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190038471**

PURCHASE ORDER NUMBER

01

SUFFIX

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

12/19/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190039850
PURCHASE ORDER NUMBER
01
SUFFIX
T1183819
TRACKING NUMBER

Accounting Information

Fiscal Year: 2019

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 # - 2	EDUCATIONAL SERVICES			EACH	1.00	\$5,520.00	\$5,520.00
3) Item # - 1	PARENT SERVIVES			EACH	1.00	\$150.00	\$150.00
						<u>Total Amount</u>	\$5,670.00

PURCHASE ORDER

12/19/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190039850**

PURCHASE ORDER NUMBER

01

SUFFIX

T1183819

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

12/20/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190038597
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : SECONDARY SCHOOL FOR LAW
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : DEBORAH GLAUNER
City : HOBOKEN	Phone : (718) 832-4250
State : NJ	Address : 237 SEVENTH AVENUE, ROOM 128
Zip Code : 07030	City : BROOKLYN,
Vendor # : ELE447398 01	State : NY
	Zip Code : 11215
	LDA : K4620001
Fax # :	Toll Free # :
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : ALSHAFEI,BERNICE
Attention :	Phone : (718) 832-4250
Phone : (718) 935-2850	Email : BALSHAFEI@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	State : NY
	Zip Code : 11201
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>Additional Comments</p> <p>AP FOR ALL 3 DAY INSTITUTE STUDY SKILLS WORKSHOPS FOR CLASSES OF STUDENTS MAX 30 PER CLASS STUDY SKILLS WORKSHOP FOR TEACHERS MAX 50 PER CLASS DATES ARE JANUARY 30 2019 JANUARY 31 2019 FEBRUARY 1 2019</p> <hr/> <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>	

Accounting Information

Fiscal Year: 2019

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	STUDY SKILLS WORKSHOP FOR TEACHERS			EACH	1.00	\$150.00	\$150.00
3) Item # - N/A	STUDY SKILLS WORKSHOP CLASSES FOR STUDENTS			EACH	3.00	\$2,600.00	\$7,800.00

PURCHASE ORDER

12/20/2018

PURCHASE ORDER DATE



NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190038597

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Total Amount

\$7,950.00

PURCHASE ORDER

12/20/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190038597**

PURCHASE ORDER NUMBER

01

SUFFIX

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.

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H) Delivery Packing Slip

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I) Billing Procedure

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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**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.

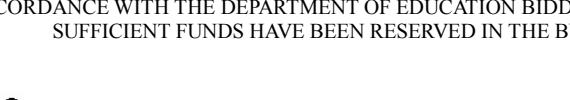
PURCHASE ORDER

12/20/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190040149
PURCHASE ORDER NUMBER
01
SUFFIX
T1183915
TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 170
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : MR. WU/LINDA PENG
City : HOBOKEN	Phone : (718) 491-8400
Vendor # : ELE447398 01	Address : 7109 6TH AVENUE
	City : BROOKLYN,
Fax # :	State : NY Zip Code : 11209 LDA : K1700001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : PENG,LINDA
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 748-0333
Phone : (718) 935-2850	Email : LPENG@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502, ROOM	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>Additional Comments PROFESSIONAL DEVELOPMENT FOR CLOSE READING NOTE TAKING TIME MANAGEMENT MEMORY MNEMONICS STUDENT ELEVATION ACE YOUR EXAMS FACULTY SEMINAR PARENT SEMINAR LICENSING FEE</p> <hr/> <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>*****</p>	
	
12/20/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

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	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # -N/A	ACE YOUR EXAMS			EACH	6.00	\$290.00	\$1,740.00
3) Item # -N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00

PURCHASE ORDER

12/20/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190040149**

PURCHASE ORDER NUMBER

01

SUFFIX

T1183915

TRACKING NUMBER

4) Item # - N/A	SHIPPING AND HANDLING	EACH	0.00	\$0.00	\$0.00
5) Item # - N/A	LICENSING FEE	EACH	6.00	\$25.00	\$150.00
6) Item # - N/A	NOTE TAKING	EACH	6.00	\$290.00	\$1,740.00
7) Item # - N/A	CLOSE READING	EACH	6.00	\$290.00	\$1,740.00
8) Item # - N/A	TIME MANAGEMENT	EACH	6.00	\$290.00	\$1,740.00
9) Item # - N/A	STUDENT ELEVATION	EACH	6.00	\$290.00	\$1,740.00
10) Item # - N/A	MEMORY AND MNEMONICS	EACH	6.00	\$290.00	\$1,740.00

Total Amount

\$10,890.00

PURCHASE ORDER

12/20/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190040149

PURCHASE ORDER NUMBER

01

SUFFIX

T1183915

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.

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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

12/21/2018

PURCHASE ORDER DATE

NEW YORK CITY
DEPARTMENT OF EDUCATION

WO190040294

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : PUBLIC SCHOOL 3
Attention :	Attention : DENISE GOULD BRO
Street : 221 RIVER STREET OFFICE 9003	Phone : (718) 584-1899
City : HOBOKEN	Address : 2100 LA FONTAINE AVENUE, ROOM OFFIC
Vendor # : ELE447398 01	City : BRONX,
Fax # :	State : NY Zip Code : 10457 LDA : X0030001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : VILLARONGA, YVETTE
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 584-1899
Phone : (718) 935-2850	Email : YVILLARONGA@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN,	
State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	
<p>*****</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>	
	
12/21/2018	
Signature of Principal or authorized Department of Education official	
Date	

Accounting Information

Fiscal Year: 2019

District	Quick Code	Object	Pre-Encumbrance	Location	Activity	Start Date	End Date	Amount
1)	10	014218	0685	N/A	X003	FPQE	//	\$3,930.00
								Total Amount \$3,930.00

Item Detail Information

1) Item # - N/A	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) Item # - N/A	FACULTY SEMINAR			EACH	1.00	\$150.00	\$150.00
2) Item # - N/A	ACE YOUR EXAMS 6TH GRADE			EACH	2.00	\$290.00	\$580.00
3) Item # - N/A	PARENT SEMINAR			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00

PURCHASE ORDER

12/21/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190040294**

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

6.00 \$25.00 \$150.00

5) Item # - N/A	LICESNING FEE WORKBOOKS	EACH	2.00	\$25.00	\$150.00
6) Item # - N/A	NOTE TAKING 6TH GRADE	EACH	2.00	\$290.00	\$580.00
7) Item # - N/A	CLOSE READING 6TH GRADE STUDY SKILLS WORKSHOP FOR STUDENTS	EACH	2.00	\$290.00	\$580.00
8) Item # - N/A	TIME MANAGEMENT 6TH GRADE	EACH	2.00	\$290.00	\$580.00
9) Item # - N/A	STUDENT ELEVATION 6TH GRADE	EACH	2.00	\$290.00	\$580.00
10) Item # - N/A	MEMORY AND MNEMONICS 6TH GRADE	EACH	2.00	\$290.00	\$580.00

Total Amount

\$3,930.00

PURCHASE ORDER

12/21/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190040294**

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

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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.

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.

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

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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

12/21/2018
PURCHASE ORDER DATE

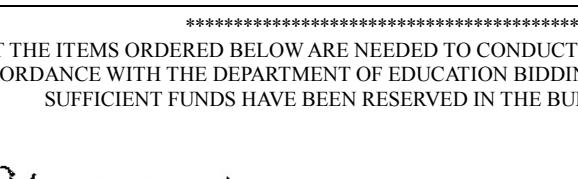


NEW YORK CITY DEPARTMENT OF EDUCATION

WO190040878
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : HIGH SCHOOL OF WORLD CULTURES
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : DR. R. NAMNUN
City : HOBOKEN	Phone : (718) 860-8120
Vendor # : ELE447398 01	Address : 1300 BOYNTON AVENUE, ROOM 434
Fax # :	City : BRONX,
	State : NY Zip Code : 10472 LDA : X5500001
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : URRACA,MIGDALIA
Attention :	Phone : (718) 860-8120
Phone :	Email : MURRACA@SCHOOLS.NYC.GOV
Address :	
City : BROOKLYN, State : NY Zip Code : 11201	
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	
	
12/21/2018	
<hr/> Signature of Principal or authorized Department of Education official <hr/> Date	

Accounting Information

Fiscal Year: 2019

Item Detail Information

Item #	Description	Manufacturer Part #	Brand/Model	Price			
				U/M	Qty	Per Unit	Amount
1) N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2) N/A	WORSHOP			EACH	1.00	\$499.00	\$499.00
3) N/A	AP FOR ALL INSTITUTE			EACH	2,250.00	\$2.00	\$4,500.00
				Total Amount			
				\$4,999.00			

PURCHASE ORDER

12/21/2018

PURCHASE ORDER DATE

**NEW YORK CITY
DEPARTMENT OF EDUCATION****WO190040878**

PURCHASE ORDER NUMBER

01

SUFFIX

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

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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.

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

PURCHASE ORDER

12/24/2018
PURCHASE ORDER DATE



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190041005
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC	Deliver To : DISTRICT 11HS#2
Attention :	Phone : (212) 999-4910
Street : 221 RIVER STREET OFFICE 9003	Attention : JULIE NARIMAN
City : HOBOKEN	Phone : (718) 944-3625
Vendor # : ELE447398 01	Address : 925 ASTOR AVENUE, ROOM 335
Fax # :	City : BRONX,
	State : NY Zip Code : 10469 LDA : X5090001
Toll Free # :	
Send Invoice To : NYC DEPARTMENT OF EDUCATION	PO Initiator : WANG ENG,YAN
Attention : OFFICE OF PAYABLE OPERATIONS	Phone : (718) 944-3625
Phone : (718) 935-2850	Email : YWANG8@SCHOOLS.NYC.GOV
Address : 65 COURT STREET, ROOM 1502	
City : BROOKLYN, State : NY Zip Code : 11201	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.	

Accounting Information

Fiscal Year: 2019

Item Detail Information

Line	Item #	Description	Manufacturer Part #	Brand/Model	U/M	Qty	Price	
							Per Unit	Amount
1)	Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
2)	Item # - N/A	TBC			EACH	1.00	\$150.00	\$150.00
3)	Item # - NA	AP STUDENTS JANUARY, 23, 24, 25			EACH	1.00	\$2,600.00	\$2,600.00
							Total Amount	
							\$2,750.00	

PURCHASE ORDER

12/24/2018

PURCHASE ORDER DATE


**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190041005

PURCHASE ORDER NUMBER

01

SUFFIX

TRACKING NUMBER

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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.