

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

 03/11/2019
PURCHASE ORDER DATE

WO190062226
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :		Deliver To : PUBLIC SCHOOL 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.			
<p align="center">*****</p> <p align="center">I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW</p>			
<p align="center">CAMPBELL,VINCENT</p> <p align="center">_____ Signature of Principal or authorized Department of Education official</p>		<p align="center">3/11/2019</p> <p align="center">_____ Date</p>	

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	21	091675	0685	N/A	K199	GKXT	//	//	\$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	LICENSING FEE			EACH	1.66	\$90.00	\$150.00
2) Item # - N/A	SHIPPING AND HANDLING			EACH	0.00	\$0.00	\$0.00
3) Item # - N/A	TIME MANAGEMENT GRADE 5			EACH	3.00	\$290.00	\$870.00
4) Item # - N/A	ACE YOUR EXAMS GRADE 5			EACH	3.00	\$290.00	\$870.00

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Total Amount
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INSTRUCTIONS PART I

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

PLEASE BE ADVISED

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

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

INSTRUCTIONS PART II

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

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

PURCHASE ORDER
**NEW YORK CITY
DEPARTMENT OF EDUCATION**
WO190062267
PURCHASE ORDER NUMBER

01
SUFFIX

03/11/2019
PURCHASE ORDER DATE

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : 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.			
<p align="center">*****</p> <p>I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> DUENSKIE,CAROL <hr/> Signature of Principal or authorized Department of Education official </div> <div style="text-align: center;"> 3/11/2019 <hr/> Date </div> </div>			

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	25	014218	0685	WJ1906329	01	Q200	E4MQ	//	\$7,410.00
Total Amount									\$7,410.00

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	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 ORDER



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

Total Amount
\$7,410.00

PURCHASE ORDER



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- H) Delivery Packing Slip**
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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:

1. Your proposal for work or material, or both as called for in the attached specifications is accepted. You are hereby ordered to perform that work and/or supply the necessary materials at the premises indicated (on the attached) at once. The Inspection Unit of the Office of Building Services must be notified in writing immediately upon commencement of work.
2. Certificate of Compensation Insurance showing compliance with the Workers' Compensation Law, and Certificate of Public Liability Insurance must be on file with the Contractor's Qualification Section of 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


**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 03/09/2019
PURCHASE ORDER DATE

WO190065811
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :		Deliver To : SCIENCE SKILLS CENTER H.S. Attention : GENERAL MAIN OFFICE/MS. TENNESEN Phone : (718) 243-9413 Address : 49 FLATBUSH AVENUE EXTENSION City : BROOKLYN, State : NY Zip Code : 11201 LDA : K4190001	
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: TENNESEN,BRIGID Phone : (718) 243-9413 Email : BTENNESEN@SCHOOLS.NYC.GOV	
Special Delivery Instructions (If Any) : DELIVERY MUST BE COMPLETED WITHIN 30 DAYS OF RECEIPT OF ORDER.			
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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)	13	014635	0685	N/A	K419	FBDR	//	//	\$2,610.00
Total Amount									\$2,610.00

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	CLOSE READING STUDY SKILLS GRADES 9 AND 10			WORKSH OP	9.00	\$290.00	\$2,610.00
Total Amount							\$2,610.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

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**NEW YORK CITY
DEPARTMENT OF EDUCATION**

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Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :		Deliver To : SCIENCE SKILLS CENTER H.S. Attention : GENERAL MAIN OFFICE/MS. TENNESEN Phone : (718) 243-9413 Address : 49 FLATBUSH AVENUE EXTENSION City : BROOKLYN, State : NY Zip Code : 11201 LDA : K4190001
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: TENNESEN,BRIGID Phone : (718) 243-9413 Email : BTENNESEN@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

MCGREGOR, DAHLIA

Signature of Principal or authorized Department of Education official

3/11/2019

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)	13	014635	0685	N/A	K419	FBDR	//	//	\$2,610.00
Total Amount									\$2,610.00

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	NOTE TAKING STUDY SKILLS			WORKSH OP	9.00	\$290.00	\$2,610.00
Total Amount							\$2,610.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190065835
PURCHASE ORDER NUMBER

01
SUFFIX

03/09/2019
PURCHASE ORDER DATE

TRACKING NUMBER

INSTRUCTIONS PART I

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

PLEASE BE ADVISED

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

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

INSTRUCTIONS PART II

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

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

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

 03/11/2019
PURCHASE ORDER DATE

WO190066685
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :		Deliver To : CIS 303 Attention : MONICA BRADY Phone : (718) 583-5466 Address : 1700 MACOMBS ROAD, ROOM 507 City : BRONX, State : NY Zip Code : 10453 LDA : X3030001
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: DIPRE, RUTH Phone : (718) 583-5466 Email : RDIPRE@SCHOOLS.NYC.GOV
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)		
<p style="text-align: center;">*****</p> <p>I HEREBY CERTIFY THAT THE ITEMS ORDERED BELOW ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND THAT THE PURCHASES IS IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION BIDDING, CONTRACT AND PURCHASING REGULATIONS. I CERTIFY THAT SUFFICIENT FUNDS HAVE BEEN RESERVED IN THE BUDGET ACCOUNT CODES LISTED BELOW</p> <div style="display: flex; justify-content: space-between; margin-top: 50px;"> <div style="text-align: center;"> BRADY, MONICA <hr/> Signature of Principal or authorized Department of Education official </div> <div style="text-align: center;"> 3/11/2019 <hr/> Date </div> </div>		

Accounting Information

Fiscal Year: 2019

	<u>District</u>	<u>Quick Code</u>	<u>Object</u>	<u>Pre-Encumbrance</u>	<u>Location</u>	<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>	<u>Amount</u>
1)	09	014344	0685	N/A	X303	EBBP	//	//	\$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 # - 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	EACH	1.00	\$750.00	\$750.00
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Total Amount
\$3,000.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190066685
PURCHASE ORDER NUMBER

01
SUFFIX

03/11/2019
PURCHASE ORDER DATE

TRACKING NUMBER

INSTRUCTIONS PART I

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

PLEASE BE ADVISED

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

- A) Transportation Charges**
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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
**NEW YORK CITY
DEPARTMENT OF EDUCATION**

 03/11/2019
PURCHASE ORDER DATE

WO190066898
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :	Deliver To : BRONX THEATER H.S. Attention : MARIKA CARUANA Phone : (718) 329-2902 Address : 99 TERRACE VIEW AVENUE, ROOM 722 City : BRONX, State : NY Zip Code : 10463 LDA : X5460001
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: CARUANA,MARIKA Phone : (718) 329-2902 Email : MCARUANA@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

ALBETTA,DANIEL

 Signature of Principal or authorized Department of Education official

3/11/2019

 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)	10	034609	0685	N/A	X546	E8B9	//	//	\$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</u> <u>Per Unit</u>	<u>Amount</u>
1) Item # - N/A	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



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190066898
PURCHASE ORDER NUMBER

01
SUFFIX

03/11/2019
PURCHASE ORDER DATE

TRACKING NUMBER

INSTRUCTIONS PART I

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

 03/11/2019
PURCHASE ORDER DATE

WO190067077
PURCHASE ORDER NUMBER
01
SUFFIX

TRACKING NUMBER

Vendor : ELEVATE EDUCATION INC Attention : Phone : (212) 999-4910 Street : 221 RIVER SREET OFFICE 9003 City : HOBOKEN State : NJ Zip Code : 07030 Vendor # : ELE447398 01 Contract # : MICRO BIDS/NO BIDS-S Fax # : Toll Free # :		Deliver To : DISTRICT 29 MS#2 Attention : COMMUNITY SCHOOL DISTRICT 29 Phone : (718) 977-6180 Address : 145-00 SPRINGFIELD BOULEVARD City : QUEENS, State : NY Zip Code : 11413 LDA : Q3560001
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: RAHAMAN,CAMILLE Phone : (718) 977-6180 Email : CRAHAMAN2@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

BRANCH,RYAN

 Signature of Principal or authorized Department of Education official

3/11/2019

 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)	29	014344	0685	N/A	Q356	E4KT	//	//	\$4,840.00
Total Amount									\$4,840.00

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	LICENSE			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	FACULTY			EACH	1.00	\$150.00	\$150.00
4) Item # - N/A	NOTE TAKING			EACH	8.00	\$290.00	\$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 #** - N/A MEMORY AND MNEMONICS

TRACKING NUMBER
EACH 8.00 \$290.00 \$2,320.00

Total Amount
\$4,840.00

PURCHASE ORDER



NEW YORK CITY DEPARTMENT OF EDUCATION

WO190067077
PURCHASE ORDER NUMBER

01
SUFFIX

03/11/2019
PURCHASE ORDER DATE

TRACKING NUMBER

INSTRUCTIONS PART I

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

PLEASE BE ADVISED

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

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

INSTRUCTIONS PART II

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

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