

**WILLIAMSPORT AREA SCHOOL DISTRICT
DISTRICT SERVICE CENTER
2780 WEST FOURTH STREET
WILLIAMSPORT, PA 17701
TELEPHONE: (570) 327-5500 EXT 40105**

BIDS REQUESTED

FOR

**CAREER AND TECHNOLOGY EDUCATION
SUPPLIES & EQUIPMENT**

The Board of Directors of the Williamsport Area School District requests bids for furnishing and delivering career and technology education supplies and equipment. **This bid includes (6) six different sections: AT-Automotive Technology, CT-Construction Trades, EM-Electromechanical, GA-Graphics, MW-Metalworking and WE-Welding**, in accordance with our specifications and the instructions on file in the **District Service Center, 2780 West Fourth Street, Williamsport, PA. Telephone: (570) 327-5500 ext. 40105.**

All bids are due and will be opened publicly **at 2:00 p.m. Tuesday, May 21, 2024**, in the District Service Center, 2780 West Fourth Street, Williamsport, PA. Oral, faxed or emailed bids are invalid and will not receive consideration. **All bids should be submitted in our Vendor Portal Online Bidding System. Specifications and quantities are all located in the Vendor Portal.**

The Board of Directors reserves the right to reject any and all bids or to select a single item from any bid.



Marie A Welter
Purchasing Agent

**WILLIAMSPORT AREA SCHOOL DISTRICT
2780 WEST FOURTH STREET
WILLIAMSPORT, PA 17701**

INSTRUCTIONS TO BIDDERS

GENERAL:

1. All bids should be submitted in the **Vendor Portal Online Bidding System**. The Vendor Portal allows your company to submit bids to the School District via the internet. **You NO LONGER must use Internet Explorer in order to utilize the Vendor Portal.** When the bid is opened to vendors, you will receive a *Welcome to the Vendor Portal* email containing your temporary password. Your vendor code in the district's Financial Information System is the Username you must use to log in to the Vendor Portal. Once logged in, you will need to change the temporary password and provide some additional information for system security purposes. Also, keep in mind when entering your bid information, the submission date/time is collected from the School District server – **NOT** from your own computer.

Specifications, items and quantities are all located in the vendor portal. Instructions to the Bidders and Bid Documents are listed on our website at **www.wasd.org**.

Log on to our website **www.wasd.org**

Click on **Our District**

Click on **Business Services**

Click on **Bid Postings (Please bid on sections that are due: Tuesday, May 21, 2024)**

You will now be able to access the Vendor Portal Instructions and Current Bid Instructions via the Welcome to the Vendor Portal email from wasd.org.

2. If you have not received a *Welcome* email with a link to the vendor portal please email Marie A. Welter, Purchasing Agent, at **mwelter@wasd.org** or call 570-327-5500, Ext. 40105 to update your vendor information. You will then receive a Welcome to the Vendor Portal email with your Username and a temporary password to login into the portal for the first time. Once logged in, you will need to change the temporary password and provide some additional information. If you forget your password, you can use the link in the last email message you received from the Vendor Portal to access the Log In page. Select the *Forgot your Password?* Link to get a new system-generated temporary password sent by the Vendor Portal to your email address.

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INSTRUCTION TO BIDDERS – continued:

3. Bidders must bid on each item separately and independently of any other item. The bid price must be on the designated unit as each, dozen, gross, box, package, kit, etc. **Bids submitted as “ALL OR NONE” or “MINIMUM ORDERS” will not be considered.**
4. The District shall not accept or be liable for any over shipments not approved prior to shipment.
5. **All prices must be F.O.B. Williamsport Area School District Warehouse, 1400 West Third Street, Williamsport, PA 17701-7898.** The successful bidder shall pay all transportation charges, retain ownership of material in transit and file any and all claims resulting from lost or damaged items.
6. The Board of Directors shall have sixty (60) days from the date bids are due to accept the bid offers. Bidders will not be permitted to withdraw their bids during this sixty (60) day period.
7. Specifications used are intended to be open and non-restrictive. Any reference to a manufacturer, brand name or model is not to be construed as a restriction to that manufacturer but is used to establish a minimum standard or quality for the item specified. It shall be understood that all bids submitted are based on the actual item specified unless the bidder has indicated on his bid that an alternate product is being proposed. We reserve the right to accept products which vary slightly from our specifications if in our opinion the variance does not substantially reduce the quality of the product.
8. When an alternate is proposed, the bidder shall submit a sample of the alternate whenever possible. In lieu of a sample the bidder shall submit complete product specifications and/or catalog cuts with their bid to enable the District to evaluate the proposed alternate. An alternate item may be rejected on the basis of a sample not being submitted for evaluation.
9. **ALL SAMPLES SUBMITTED MUST BE IDENTIFIED WITH THE BIDDER’S NAME AND WHEN AVAILABLE OUR STOCK ITEM NUMBER.**

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INSTRUCTION TO BIDDERS – continued:

10. All samples submitted shall become the property of the Williamsport Area School District on a no charge basis. Bidders may request that their samples be returned, in this case, all cost incurred to return samples shall be at the bidder's expense.
11. **ALL PRICES MUST BE IN FULL CENTS INCREMENTS. If this procedure is not followed it may result in your bid being rejected.**
12. **Please email your completed Non-Collusion Affidavit and the attached Bid Form to mwelter@wasd.org. Failure to submit these forms in compliance with these instructions will result in disqualification of the bid.**
13. **If items cannot be viewed via the internet, please provide specifications sheets for the items you are bidding on.**

DELIVERY:

1. **All deliveries shall be made to the Williamsport Area School District Warehouse, 1400 West Third Street, Williamsport, PA 17701-7898.** Deliveries will be refused at all other locations. **If the vendor wishes to make a delivery other than as directed, because of special handling, arrangements must be made with Laura Keiss, Warehouse Clerk at the above address. Telephone: (570) 326-0760 ext. 48002.**
2. **The bidder agrees to deliver immediately following receipt of an order, all items awarded under this bid.** The Board of Directors reserves the right to cancel any order or portion thereof if delivery is not completed within a reasonable period of time and remove such vendor from the approved bidders list.
3. Partial shipments may be made on an order; however, each item should be shipped complete. A packing slip must be enclosed with each shipment identifying the contents by the assigned bid item number.
4. All cartons, packages, etc. must show our purchase order number in a convenient location on the outside of each carton, package, etc.

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INSTRUCTION TO BIDDERS – continued:

5. The Board of Directors shall have full power and authority to reject any and all materials furnished which in its opinion are not in strict compliance and conformity with the requirements of the specifications, or equal in every respect to the samples submitted. The decision of the Board of Directors shall be final, conclusive and without exception or appeal. All articles so rejected shall be promptly removed from the premises of the School District at the cost of the supplier.

COMMONWEALTH OF PENNSYLVANIA ACT 1984-159

1. As a condition of doing business in the Commonwealth of Pennsylvania, all supplies of chemical products shall be required to comply with Section 4 and Section 6 of the Commonwealth of Pennsylvania's Act 1984-159, "**Right to Know Act**" dealing with hazardous substances and/or all chemical products. **MSDS (Material Safety Data Sheets) shall be sent with all shipments and a duplicate copy shall be sent to Marie A. Welter, Purchasing Agent, Williamsport Area School District, 2780 West Fourth Street, Williamsport, PA 17701.**
2. Additional information regarding a supplier's obligations under Act 1984-159 may be obtained by contacting the Department of Labor and Industry, Worker and Community Right to Know Program, Room 1404, Seventh & Forster Streets, Harrisburg, PA 17120. Telephone: (717) 783-2071

TAX STATUS:

1. **PENNSYLVANIA SALES TAX** - The School district is a political subdivision of the Commonwealth of Pennsylvania. The Act of the General Assembly of the Commonwealth of Pennsylvania exempted political subdivisions from payment of the State Sales Tax on December 15, 1987, **PERMANENT SALES AND USE TAX EXEMPTION NUMBER 76-41720-6**. The District will upon request, furnish a complete Sales and Use Tax Exemption Certificate.

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INSTRUCTION TO BIDDERS – continued:

2. **FEDERAL EXCISE TAX** – The School District has registered for tax free transactions under Chapter 32 of the Internal Revenue Code, Form #637, with the United States Treasury, Department of Internal Revenue Service. On November 25, 1974, the District Director of the Internal Revenue approved the District's registration and issued Certificate of Registry No. 23740661-F. This number is used in lieu of a tax exemption certificate (Excise Tax Form #H) for any and all purchases made by the Williamsport Area School District.

PAYMENT:

1. Payment will be made by the School District upon performance and acceptance of the vendor's obligations in accordance with the specifications. All invoices rendered for payment must be approved by the Board of Directors.
2. Invoices are presented to the Board of Directors for approval at the regular scheduled meetings, held the second Tuesday of each month.

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 p.s. ((1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complimentary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. **Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.**

NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____

State of _____ :
:s.s.
County of _____ :

I state that I am _____ of _____
(Title) (Name of my firm)

And that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder nor potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complimentary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complimentary or other noncompetitive bid.
- (5) _____, its affiliates, subsidiaries, officers, directors (Name of firm) and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State of Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

NON-COLLUSION AFFIDAVIT (CONT'D)

I state that _____ understands and acknowledges
(Name of firm)
that the above representations are material and important, and will be relied on by
_____ in awarding the contract(s) for which this bid
(Name of public entity)
is submitted. I understand and my firm understands that any misstatement in this
affidavit is and shall be treated as fraudulent concealment from _____
_____ of the true facts relating to the submission of bids for
(Name of public entity)
this contract.

(Name and Company Position)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, 20____.

Notary Public

My commission Expires

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BID FORM

BID: **CAREER AND TECHNOLOGY EDUCATION
SUPPLIES & EQUIPMENT**

BID DUE: **2:00 P.M., TUESDAY, MAY 21, 2024**

BID OPENING: **2:00 P.M., TUESDAY, MAY 21, 2024**

All unit prices have been verified and are firm, without exception, for any order received within sixty (60) days from bid due date.

ANTICIPATED SHIP DATE: _____

Your Bid Reference Number

Signature of Bidder

Date Bid Submitted

Print Name & Title of the Above

Telephone Number
(Please Include Area Code)

Company Represented

Fax Number

Address

Email Address (Used for emailing future bids
and quotations)

City, State, Zip

Is your firm a Corporation or Partnership? _____

If Incorporated, In Which State? _____

If Partnership, Please List Full Name of Each Partner _____

NOTE: All exceptions, deviations or qualifications conflicting with the “Instructions to the Bidders” must be clearly stated in letter form and submitted with the bid.

05-21-21