

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

**BIDS REQUESTED  
FOR  
PROGRAMMABLE HYDRAULIC  
PAPER CUTTER**

The Board of Directors of the Williamsport Area School District requests sealed bids for furnishing, delivering, and installing a Programmable Hydraulic Paper Cutter in accordance with the specifications on file in the District Service Center, 2780 West Fourth Street, Williamsport, PA.

The bid must be submitted in an envelope plainly marked on the face thereof **“PROGRAMMABLE HYDRAULIC PAPER CUTTER”** and be in the hands of the undersigned at the above address on or before **2:00 p.m., Thursday, April 4, 2024**. All bids will be opened publicly at **2:00 p.m., Thursday, April 4, 2024**, in the District Service Center located at the above address. The name and address shall appear on the outside of the envelope. Bids received after the bid deadline shall be returned to the bidder unopened. Oral, faxed or emailed bids are invalid and will not receive consideration.

**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 THE BIDDERS:**

**GENERAL:**

1. All bids are to be submitted in a sealed, opaque envelope with the bidder's name and address in the upper left-hand corner and addressed to:

**Williamsport Area School District  
Attn: Marie A. Welter, Purchasing Agent  
2780 West Fourth Street  
Williamsport, PA 17701**

2. All bids must be submitted on the forms provided; failure to comply with this instruction shall be cause for the rejection of the bid.
3. The bid price must be on the designated unit such as each, dozen, gross, box, package, set, etc. All bids must be on the exact quantity specified.
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., 2990 West Fourth Street, Williamsport, PA 17701.** 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. **Please contact Lisa Jamison at (570) 323-8411 ext. 60501 for delivery arrangements.**
7. 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. The Board of Directors reserves the right to reject any or all bids and to select a single item from any bid.

**WILLIAMSPORT AREA SCHOOL DISTRICT  
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WILLIAMSPORT, PA 17701**

**INSTRUCTIONS TO THE BIDDERS (continued):**

8. 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 proposals 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.
9. 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 the bid to enable the District to evaluate the proposed alternate. An alternate item may be rejected on the basis of a sample or complete specifications not being submitted for evaluation.
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. **The bidder must return a completed Non-Collusion Affidavit along with the completed Vendor Bid Form. The bidder's name must appear on all pages returned. Failure to submit these forms in compliance with these instructions will result in disqualification of the bid.**
12. Anytime you need to make a correction on a bid form, please initial your correction if this procedure is not followed it may result in your bid being rejected.
13. ALL PRICES MUST BE IN FULL CENTS INCREMENTS. If this procedure is not followed it may result in your bid being rejected. Should figures be irreconcilable, the unit price and the number of units shall govern and awards will be made on this basis.

**DELIVERY:**

1. All deliveries shall be made to the Williamsport Area High School, 2990 West Fourth Street, Williamsport, PA 17701. Please contact Lisa Jamison at (570) 323-8411 ext. 60501 for delivery arrangements.

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

**INSTRUCTIONS TO THE BIDDERS (continued):**

**DELIVERY:**

2. 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 bidder's list.
3. Partial shipments may be made on an order however; item(s) should be shipped complete. A packing list must be enclosed with each shipment identifying the contents by the assigned bid item number.
4. All cartons, package, etc. must show the purchase order number in a convenient location on the outside of each carton or package.
5. The Board of Directors shall have full power and authority to reject any and all materials furnished which, in its opinion, is 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 rejected shall be promptly removed from the premises of the School District at the cost of the supplier.
6. **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.

**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, the Director of the Bureau of Sales and Use

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2780 WEST FOURTH STREET  
WILLIAMSPORT, PA 17701**

**INSTRUCTIONS TO THE BIDDERS (continued):**

Tax issued to the School District, **PERMANENT SALES AND USE TAX EXEMPTION NUMBER 76-41720-6**. The District upon request will furnish a complete Sales and Use Tax Exemption Certificate.

**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. The Pennsylvania Right to Know Law requires a Material Safety Data Sheet be provided by the supplier/distributor to the consumer. Therefore, the Williamsport Area School District requests a Material Data Safety Sheet (MSDS) be enclosed with your shipments and a copy of the MSDS Sheets shall be sent to the Purchasing Agent, Marie A. Welter.
2. Additional information regarding a supplier's obligation 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.

**PAYMENT:**

1. Payment will be made by the School District upon performance and acceptance of the vendor's obligations in accordance with our 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.

## TECHNICAL SPECIFICATIONS

### PROGRAMMABLE HYDRAULIC PAPER CUTTER

#### **Scope of Service:**

The Williamsport Area School District is seeking to purchase a Programmable Hydraulic Paper Cutter for the Williamsport Area High School.

The Paper Cutter must have the following specifications:

- Minimum cutting width 670 mm / 26.38 in
- Minimum feeding depth 670 mm / 26.38 in
- Minimum loading height max. (without false plate) 80 mm / 3.15 in
- Compact and extremely sturdy iron frame base on computer aided design
- Hydraulic swing shear cut with pressure relief valve
- Hydraulic motor is placed in an oil bath which lowers its noise emission
- Integrated operator guidance for knife change with automatic interruption at lower dead end and fine adjustment from front side of machine
- Stepless adjustable hydraulic clamping, pressure range from 180 daN / 397 lbs up to 1,500 daN / 3,307 lbs
- Two-channel safety hydraulics
- False plate for pressure clamp to be fixed from machine front side
- Illuminated working surface / optical cutting line indicator with LEDs
- Direct precise measuring system
- Table with modern frame construction from specially designed precision profiles and stainless table surface
- Direct measurement input with numeric keyboard

**Requirements of Respondent:**

At a minimum the awarded bidder must service and support the Programmable Hydraulic Paper Cutter for the following:

- Software content and functionality
- All hardware and troubleshooting
- All software troubleshooting
- On-site training

**Cost Requirements:**

Pricing will be given on a per unit basis and award will be made to the lowest responsible and responsive bidder. The vendor must supply full documentation including illustrative literature such as a pamphlet or brochure, outlining the brand/manufacturer name, model number and full description of item. It is the responsibility of the bidder to prove equivalency to the Williamsport Area School District for this equipment.

## VENDOR BID FORM

**BID:**                      **PROGAMMABLE HYDRAULIC PAPER CUTTER**

**BID DUE:**                **2:00 P.M., THURSDAY, APRIL 4, 2024**

**BID OPENING:**        **2:00 P.M., THURSDAY, APRIL 4, 2024**

I herewith submit my bid for furnishing, delivering, and installing a Programmable Hydraulic Paper Cutter in accordance with the "**Instructions to the Bidders**" and the specifications. All unit prices have been verified and are firm, without exception, for any order received within sixty (60) days from the bid due date.

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Signature \_\_\_\_\_

Name and Title \_\_\_\_\_

Email Address \_\_\_\_\_

Bid Reference Number \_\_\_\_\_

Package Price for Programmable Hydraulic Paper Cutter: \$ \_\_\_\_\_

**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.**

## **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