

**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 (7) seven different sections such as: AT-Automotive Technology, BI-Bio 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, July 14, 2020**, 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 must use Internet Explorer in order to utilize the Vendor Portal. \*\*If you are unable to save your quantities in the Vendor Portal please use the following suggestions:** When using the Vendor Portal, you will need to use Internet Explorer as your web browser and if using Internet Explorer 10 or 11 you will have to enable the compatibility view, otherwise your information will not be saved. To update IE10 you need to go to Tools, F12 developer tools, Browser Mode and then select IE10 compatibility view. To update IE11 you need to go to tools, compatibility view settings, select the icon that looks like a computer or Ctrl +8 and add the vendor portal website. Other browsers will allow entering the information but will not save to bidding. 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. The Vendor Portal, Vendor Portal Instructions and Instructions to the Bidders are all 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, July 14, 2020)**

You will now be able to access the Vendor Portal Instructions and Current Bid Instructions.

2. If you would like to submit a bid please email Marie A. Welter, Purchasing Agent at **mwelter@wasd.org** to obtain your log in name and update your vendor information. Once you receive a login and password you be able to use this for all of our future bids. If you previously received a login and password the same login and password will work for all of our available bids. If you have forgotten your password and need it reset please contact the purchasing agent at the above email address.

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2780 WEST FOURTH STREET  
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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 his 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 PRICE 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](mailto:mwelter@wasd.org). Failure to submit these forms in compliance with these instructions will result in disqualification of the bid.**

**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 Chris Anderson, 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.
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

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**INSTRUCTION TO BIDDERS – continued:**

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.
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

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**INSTRUCTION TO BIDDERS – continued:**

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 first and/or third 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.**







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**BID FORM**

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

**BID DUE:**           **2:00 P.M., TUESDAY, JULY 14, 2020**

**BID OPENING:**   **2:00 P.M., TUESDAY, JULY 14, 2020**

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 \_\_\_\_\_

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**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.**

05-19-17