

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

**BIDS REQUESTED
FOR
MACHINE SHOP BENCHES**

The Board of Directors of the Williamsport Area School District requests sealed bids for furnishing, delivering and installing Machine Shop Benches 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 "**BID FOR MACHINE SHOP BENCHES**" and be in the hands of the undersigned at the above address on or before 1:30 p.m., Tuesday, December 18, 2018. All bids will be opened publicly at 2:00 p.m., Tuesday, December 18, 2018, 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 Andrea McEntire 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
2780 WEST FOURTH STREET
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/her 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 bidders expense.
11. **The bidder must return a completed Non-Collusion Affidavit along with the completed 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 Andrea McEntire 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 and install 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

**WILLIAMSPORT AREA SCHOOL DISTRICT
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 Sts., 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 first and/or third Tuesday of each month.

Bid Specifications For:

Machine Shop Benches:

LISTA International and/or equal sets the standard for the highest quality in heavy-duty modular storage systems, small parts storage solutions, tool crib cabinets, mobile storage cabinets and automotive garage cabinets. LISTA and/or equal cabinets, workbenches and workspace solutions for manufacturing, military, maintenance, automotive, custom garage, aerospace, medical, agricultural, laboratory, and institutional applications meet the demanding needs of all these diverse industries. Lista's Nexus System and/or equal is a highly functional and flexible system of above-work surface accessories and modular components. It has been designed to cost-effectively meet the needs of a broad variety of jobs. The system has been ergonomically designed, delivering easy accessibility with no stretch or strain, reducing the risk of injury and increasing productivity. Like all Lista systems and/or equal, the Nexus System and/or equal is modular and allows for easy reconfiguration. It can easily be adapted or expanded to meet changing needs. It can also be retrofitted to any existing workbench, whether it's from Lista and/or equal or another manufacturer. Many Nexus and/or equal components can be easily adjusted for specific tasks within a work shift. System width is limited only by your work surface length. Nexus Frames and/or equal are sturdy, heavy gauge steel, and are notched front and back at 1" increments for mounting accessories. Starter frames consist of 2 upright posts and a horizontal rail. Adder sets consist of an additional upright and horizontal rail.

(1) Machine Shop Bench, 132" x 30"

Includes:

- (1) 132" x 30" Butcher Block Top
Satin finish 1 3/4" thick hardwood.
- (1) HW100F HW Drawer, 3-1/8 Usable Ht, 440lb Cap.
Lista and/or equal Drawer, Full Depth, 440 lb Load, 100 Points H x 36-1/8 in W x 24 in D, 3-1/8 in H Usable, 3 in H Sidewall, Steel
- (1) HWDR836-100 HW Drawer Layout, 36 Compartments
- (2) HW175F HW Drawer, 6-1/16 Usable Ht, 440lb Cap.
- (2) HWDR420-150 HW Drawer Layout, 20 Compartments
- (1) HW750 HW Housing, 40-1/4w x 28-1/2d
Lista and/or equal Cabinet Housing, Full Depth, 440 lb, 6 Drawers, 33-1/2 in H x 40-1/4 in W x 28-1/2 in D, 750 Points H

- (1) NXF/SM4248 Nexus Frame 42w x 48h
- (2) NXF/SM4248A Nexus Adder Frame 42w x 48h
- (5) NXS/A4212L Nexus and/or equal Adjustable Shelf
Nexus and/or equal Adjustable, heavy gauge steel shelves can be mounted parallel to the work surface or at a 15° angle for easy, ergonomic access. They have a 100 lb. weight capacity for evenly distributed loads. Shelves are reversible, with the lip either at the front, or at the rear to act as a back stop. Supports are attached through a simple double notch system into slots on the uprights.
- (1) OHC4216 Overhead Cabinet - No Door, 42" Wide
- (1) NX/OHC-BRK16 Nexus and/or equal OHC Mounting Brackets (Pair), 16 High
- (1) OHC-S42 Shelf
Adjustable, heavy gauge steel shelves can be mounted parallel to the work surface or at a 15° angle for easy, ergonomic access. They have a 100 lb. weight capacity for evenly distributed loads. Shelves are reversible, with the lip either at the front, or at the rear to act as a back stop. Supports are attached through a simple double notch system into slots on the uprights.
- (3) NXPP/4218 Nexus and/or equal Pegboard Panel
Steel pegboard panel accepts all standard pegging devices (i.e. hooks, etc.).
Pegboard holes are 1/4" in diameter. Ideal for placement of commonly used tools.
- (1) HW750 HW Housing, 40-1/4w x 28-1/2d
- (2) KA Keyed-Alike Locks
- (4) HW75F HW Drawer, 2-1/8 Usable Ht, 440lb Cap.
- (2) HWDR036-75 HW Drawer Layout, 36 Plastic Boxes
Plastic boxes made of high impact polystyrene (HIPS) red plastic, these boxes are for storing small parts.
- (24) SGT-3 Slotted Grooved Tray
- (96) STD-3 Grooved Tray Dividers
- (24) SGT-4 Slotted Grooved Tray
- (120) STD-4 Grooved Tray Dividers
- (3) HW250F HW Drawer, 9 Usable Ht, 440lb Cap.
- (3) LP250-36 Angle Partition

(2) SC150F SC Drawer, 5-1/16 Usable Ht, 440lb Cap.

Q-BUTCH-15511C-1A1 and/or equal

(1) Machine Shop Bench, 240" x 30"

Includes:

- (2) V-BTOP-120X30 Butcher Block Top 12' x 30"
Satin finish 1 3/4" thick hardwood.
- (3) SC750 SC Housing, 28-1/4w x 28-1/2d
All drawers are full extension with 440 lb. weight capacity.
- (3) KA Keyed-Alike Locks
- (6) SC75F SC Drawer, 2-1/8 Usable Ht, 440lb Cap.
- (6) SCMDL SC Mesh Drawer Liner
Drawer Liners protect your valuable items. Use for tools, instruments, gauges, fragile parts, artifacts, etc.
- (9) SC100F SC Drawer, 3-1/8 Usable Ht, 440lb Cap.
- (9) SCMDL SC Mesh Drawer Liner
Drawer Liners protect your valuable items. Use for tools, instruments, gauges, fragile parts, artifacts, etc.
- (6) SC150F SC Drawer, 5-1/16 Usable Ht, 440lb Cap.
- (6) DR206-150 SC Drawer Layout, 6 Compartments
- (2) WBLST84/LL/LL Workbench Stringer: 84" Top
- (1) NXF/SM4830 Nexus Frame 48w x 30h
- (3) NXF/SM4830A Nexus Adder Frame 48w x 30h
- (1) NXF/SM4248A Nexus Adder Frame 42w x 48h
- (4) NXS/A4812L Nexus Adjustable Shelf
- (1) NXS/A4212L Nexus Adjustable Shelf
Nexus and/or equal Adjustable, heavy gauge steel shelves can be mounted parallel to the work surface or at a 15° angle for easy, ergonomic access. They have a 100

lb. weight capacity for evenly distributed loads. Shelves are reversible, with the lip either at the front, or at the rear to act as a back stop. Supports are attached through a simple double notch system into slots on the uprights.

- (4) NXPP/4818 Nexus and/or equal Pegboard Panel
- (1) NXPP/4218 Nexus and/or equal Pegboard Panel
Steel pegboard panel accepts all standard pegging devices (i.e. hooks, etc.).
Pegboard holes are 1/4" in diameter. Ideal for placement of commonly used tools.

Q-BUTCH-15511C-1B6 and/or equal

(1) Machine Shop Bench, 144" x 30"

Includes:

- (2) BTOP-72 Butcher Block Top 72x30
Satin finish 1 3/4" thick hardwood.
- (4) WBL33.5X28.5 Lista Leg, w/Glides 33.5h x 28.5d
Heavy duty welded leg. One piece leg with bottom hold for leveling glides
- (2) WBLST72/LL/LL Workbench Stringer: 72" Top
Telescoping heavy gauge U channel with 2 mounting holes on each end plate.

Q-BUTCH-15511C-1A4 and/or or equal

Bench Color: Lista International Corp Classic Blue and/or equal

Lista and/or equal products made in America.

All Freight Charges to be Included in Bid Pricing

Bid to include onsite installation.

The 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/her 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.

WILLIAMSPORT AREA SCHOOL DISTRICT
2780 WEST FOURTH STREET, WILLIAMSPORT, PA 17701
BID FORM

BID: **MACHINE SHOP BENCHES**

BID DUE: **1:30 P.M., TUESDAY, DECEMBER 18, 2018**

BID OPENING: **2:00 P.M., TUESDAY, DECEMBER 18, 2018**

I herewith submit my bid for furnishing, delivering and installing Machine Shop Benches 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 bid due date.

1 LISTA International Machine Shop Bench, 132” x 30” and/or equal

\$ _____

Name Brand and Model Number being bid (Please include descriptive literature if bidding an alternate).

1 LISTA International Machine Shop Bench, 240” x 30” and/or equal

\$ _____

Name Brand and Model Number being bid (Please include descriptive literature if bidding an alternate).

1 LISTA International Machine Shop Bench, 144” x 30” and/or equal

\$ _____

Name Brand and Model Number being bid (Please include descriptive literature if bidding an alternate).

Onsite Installation of All Benches

\$ _____

TOTAL BID

\$ _____

WILLIAMSPORT AREA SCHOOL DISTRICT
BID FORM: MACHINE SHOP BENCHES (Continued)

Your Bid Reference Number

Signature of Bidder

Date Bid Prepared

Print Name & Title of the Above

Telephone Number
(Please Include Area Code)

Company Represented
(Please Include Area Code)

Fax Number
(Please Include Area Code)

Address

Email Address

Is your firm a corporation or partnership? _____

If incorporated, in which state? _____

If partnership, 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.

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.**

