

**Brentwood Borough School District**  
**3601 Brownsville Road**  
**Pittsburgh, PA 15227-3117**  
**Phone: 412-881-2227**

## **INSTRUCTIONS TO BIDDERS**

The Board of School Directors for the Brentwood Borough School District, 3601 Brownsville Road, Pittsburgh, PA 15227-3117, requests bids on **Art Supplies** and **Industrial Arts Supplies** for the 2024-2025 school year subject to the following instructions:

1. All bids must be in the office of the Secretary of the Board of School Directors (at the above address) on or before 4 PM on Friday, March 1, 2024 and will be opened at such time. Final bids will be awarded at the May 20 2024 Board Meeting and Purchase Orders for the awarded items will be sent out the first week of July.
2. All bids must be submitted in a sealed envelope and the type of bid identified plainly across the face of the envelope. We will accept bids submitted electronically on or before 4 PM on Friday, March 1, 2024 to [Michelle.Fusco@bb-sd.com](mailto:Michelle.Fusco@bb-sd.com).
3. All bids are to be submitted on the appropriate bidding blanks (available via our website – see address below), with the unit price and total price stated as requested. **BIDS SUBMITTED ON OTHER THAN THE PROPER BLANKS WILL NOT BE CONSIDERED.** **Please note that these forms are available on our website at <http://www.bb-sd.com/BidInformation.aspx>**
4. Each bid must be signed, in ink, by the bidder. Each department is a separate bid and should be considered as such. If bids are submitted on items with quantities or size of containers other than that asked for, please qualify your bid by stating sizes, etc., and adjusting the quantity to be ordered so that approximately the same number of items will be purchased (e.g., if 12 pens each are ordered and they only come in boxes of 10, change the quantity ordered to 1 box and provide the price/box). **BIDS THAT DO NOT SPECIFY QUANTITIES OR CONTAINER SIZE/ UNIT OF ISSUE FOR THE UNIT PRICE QUOTED WILL NOT BE CONSIDERED.**
5. All items furnished are to be delivered, with freight and delivery charges prepaid, to the designated building or buildings of the school district. All freight and shipping costs are to be assumed by the successful bidder. Acceptance of delivery of items upon which freight and delivery charges are not prepaid will be refused. All deliveries are to be made inside the buildings. **SCHOOL DISTRICT EMPLOYEES WILL NOT UNLOAD DELIVERY TRUCKS.**
6. **Hazardous substance conditions** – Bidders shall ensure that the container of any chemical is clearly labeled to indicate any hazardous substance. Should a hazardous substance be present, the bidder must furnish with each delivery a material safety data sheet, which includes the following information:
  - a. The chemical name or common name.
  - b. A hazard warning to include:
    - Cleanup instructions in case of spillage
    - Precautions and treatment instructions in case of human contact

- The name, address, and emergency telephone number of the manufacturer of the substance
7. Where any special kind of manufacturer's brand is asked for, any make or material of equal quality will be considered. Where bidders are submitting quotations on materials other than specified, the bid submitted should so indicate and samples must be submitted. All samples will be disposed of if not called for within 30 days after the date of bid opening.
  8. Prices quoted herein shall not be withdrawn for **180 days** from date of quotations. All bids are final – no escalator clauses will be accepted. **PRICES QUOTED FOR LESS THAN 90 DAYS WILL AUTOMATICALLY MAKE THE BID UNACCEPTABLE. DO NOT BID ON ITEMS THAT CANNOT BE DELIVERED WITHIN 60 DAYS AFTER DATE OF PURCHASE ORDER.** Purchase orders for items not supplied within the time specified are Null and Void and the School District reserves the right to refuse or return late deliveries at the vendor's expense.
  9. **Supplies should be delivered no later than August 19, 2024.** THE SUPPLIER MUST CONTACT THE SCHOOL DISTRICT IN REGARD TO ITEMS WHICH CANNOT BE FURNISHED OR DELIVERED BY THIS DATE. DELIVERIES ARE TO BE MADE ONLY BETWEEN 8:00 AM AND 2:30 PM MONDAY THROUGH FRIDAY.
  10. All shipments are to be clearly labeled by the supplier as to the school destination for which they are ordered as per information on the purchase order. Our order number must appear on both the packing slip enclosed with the shipment and on the outside of the packages. Cartons are to be labeled as to contents (for example, audio-visual supplies, high school art supplies, etc.).
  11. The Board reserves the right to accept or reject all or any part of the articles mentioned on the bidding blank at the price quoted. The Board further reserves the right to increase or decrease the number of items called for on the bidding blank; the decreased, equal, or increased quantity to be furnished by the successful bidder at the unit price quoted.
  12. Questions concerning bids or specifications should be directed to the Superintendent of Schools.
  13. In accordance with the Right-to-Know law, we must provide vendor bid information to anyone requesting such. Please mark any items that are considered a “trade secret” or “confidential proprietary information.” This information will not be available to anyone requesting it until after bids are awarded.
  14. If a recap of the bid analysis is requested, you will be able to obtain that via our website (<http://www.bb-sd.com/BidInformation.aspx>), after the bids have been approved by the Board.
  15. **IF YOU CANNOT ABIDE BY THE SCHOOL DISTRICT'S BIDDING INSTRUCTIONS, PLEASE DO NOT SUBMIT A BID.**

Mrs. Donna Werner, Board Secretary  
Brentwood Board of School Directors

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