

Brentwood Borough School District  
3601 Brownsville Road  
Pittsburgh, PA 15227

**BID SPECIFICATIONS**

**Middle School/High School Interior Door Lock and Key conversion**

The bid is to convert our Middle School/ High School building door Master System from a “Schlage” system to a “Medeco” system. The project includes setting up a Level 4 Great Grandmaster Key System in the Middle School/High School Building including Lock Replacement, Door Hardware (where needed) and keying the building to the new System.

The bid must include itemized costs for the following items:

- A) Finish Hardware
  - a. 64 EA. Sargent Grade 1 Intruder Locks 70-10XG38-LL X 26D
  - b. 128 EA. Medeco Small Format Interchangeable cores X X4 keyway
  - c. 25 EA. Additional keys allowed for GGMK, GMK, MK, ETC.
- B) Additional Cores- (To be Installed by the School)
  - a. 225 EA. Medeco removable cores (Large Format Interchangeable Core (LFIC) or Small Format Interchangeable Core (SFIC) to be determined.
- C) Key cabinet
  - a. Set up to be included
- D) Medeco X4 Key Punch Machine
  - a. Training of a district employee to be included

**Bids must be for the manufacturer as specified. Alternate or comparable manufacturers will not be considered.**

**Each quote price must include deliver fees, installation fees and other known fees.**

**Project must be completed between July 7, 2025 and August 15, 2025.**

**A non-mandatory pre-bid walk is scheduled for February 12, 2025 at 3 p.m. Please contact Mr. Jeffrey George, Director of Facilities, at (412) 881-2227 ext. 2405 for more information.**

**A mandatory meeting with the awarded bidder, manufacture representative, and representatives from the school will be held after the bid has been granted.**

**Partial Bids will not be considered.**

Brentwood Borough School District  
3601 Brownsville Road  
Pittsburgh, PA 15227

### **GENERAL BID CONDITIONS**

**INVITATION TO BIDDERS:** The Brentwood Borough School District invites contractors to submit bids on the following project: **Middle School/High School Building Interior Door Lock and Key Conversion** in accordance with the specifications and instructions set forth.

**PROCEDURE FOR SUBMITTING:** Bids are to be submitted in a sealed envelope clearly marked "**Door Lock and Key Conversion**" and delivered to the Administration Office of the District. If bids are mailed, they should be sent to:

Brentwood Borough School District  
Jennifer Pesanka, Business Manager – Interior Door Lock and Key Conversion  
3601 Brownsville Road  
Pittsburgh, PA 15227

**PERIOD BID IN EFFECT:** All bids must be received on or before 11:00 a.m., Wednesday, February 19, 2025. **The bid opening will be Wednesday, February 19, 2025, at 11:00 a.m. in the Board Room.** No bid may be withdrawn during the 90 days after the scheduled closing date for receiving bids and prices shall be held firm for that period. Bids containing Escalator Clauses cannot be considered.

**SIGNATURE OF QUOTING AGENTS:** Each bid shall contain the name, residence, and place of business of the person or persons making the bid and must be signed by the person submitting the quotes with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the general partners of the partnership or by an authorized representative, followed by the signature and designation of the person signing.

**INTENT OF SPECIFICATIONS:** It is the purpose of these specifications to describe the requirements for individual items specific to the manufacturer's product listed herein. The successful bidder shall abide by the true intent of these specifications.

**ORAL INTERPRETATION OF BID SPECIFICATIONS:** **No** interpretation of the meaning of the specifications or other contract documents will be made to any bidder orally. Requests for such interpretations or other questions should be addressed in writing to the Business Manager and, to be given consideration, must be received at least five (5) working days prior to the date fixed for receipt of the bid. Any and all such interpretations and supplemental instructions which, if used, will be mailed to all prospective bidders (at the respective addresses furnished for such proposals) not later than three (3) working days prior to the date fixed for the bids to be received. A presumption of receipt of such addenda exists by the making of the same to bidders. The failure of any bidder to receive such an addendum or interpretation shall not relieve such bidder from any obligation under its bid as submitted. All addenda so issued shall become part of the contract documents.

**Delivery:** **Delivery** may occur at any time after bids are awarded but within 90 days of award date. The bid price shall include freight, i.e., F.O.B., Pittsburgh, PA, to a location at the shipping destination and no additional freight costs or responsibilities shall accrue to the district to have the items reach the location at the shipping destination. All deliveries must be made to the building specified on the purchase order, and all such equipment is to be properly identified and labeled. Deliveries shall be made between 8:00 a.m. and 3:00 p.m. Monday through Friday. No deliveries shall be accepted on Saturdays, Sundays, or legal holidays.

Delivery tickets and/or packing slips shall provide the following information: purchase order number, name of item, item number on the purchase order, quantity, and name of bidder. Failure to comply with these requirements is sufficient reason to refuse acceptance of a delivery with no liability accruing to the school.

The awarded bidder is to notify the district of the timeline for the deliveries. Payment will be made after shipment is complete. **Any requirement for advance payment must be submitted with the bid.**

Building location is as follows:

Brentwood Borough Middle School/High School  
3601 Brownsville Road  
Pittsburgh, PA 15227

**TIME PERIOD FOR PERFORMANCE OF WORK:** Installation must be fully completed between July 7, 2025, to August 15, 2025.

**CONTRACT:** A purchase order from the Brentwood Borough School District consummates a contract between the Vendor and the School. The advertisement for bids, specifications, bid form, general conditions and all other documents herewith shall comprise and complete contract documents. The successful bidder shall be bound by these contract documents. Return specifications and bid form intact, properly signed as outlined above.

**BID BONDS:**

A. A bid bond, certified check, or cashier's check, in the amount of 10 percent of the proposed Contract Amount must accompany each bid. Bid bonds shall be on AIA Form A310, Document 00431, or on the form provided by surety company licensed to do business in the Commonwealth of Pennsylvania as per U.S. Department of the Treasury Department Circular 570 and naming as Oblige "Brentwood Borough School District" and attach Power of Attorney. The successful bidder's security will be retained until he has signed the Contract and furnished the required Performance Bond and Payment Bond (AIA A312). If any bidder refuses to enter a Contract, the District will keep his bid bond.

B. Prior to signing the Contract, the District will require the selected Contractor to secure and post a Performance Bond and Payment Bond (AIA A312), each in the amount of 100 percent of the Contract Sum; and a maintenance Bond for workmanship and materials in the amount of 10 percent of the Contract Sum for a period of one year from the date of acceptance. Bonds shall be issued by Surety and in a form acceptable to the district. Include the costs of bonds in the proposed Contract Sum.

**QUALIFICATIONS OF BIDDERS:** All persons or firms submitting bids must be known to be engaged in the business and qualified to carry out their contract, and satisfactory testimonials to that effect must be furnished when required.

The Vendor shall be financially solvent, be experienced and competent to furnish the materials and supplies required to satisfactorily furnish the item(s).

**TAXES:** The Board of Education is a governmental agency, and, therefore, is exempt from all federal, state, and municipal taxes. **In all cases, bids shall not include these taxes.** Exemption certificates, if required, will be provided on forms furnished by the bidder.

**PRICES:** Unit prices, extensions, and total must be given as required in the bidding documents. The unit price shall prevail in all cases when the extensions do not agree. Unit prices in a decimal of a cent are acceptable up to three places are acceptable. For example, a bid unit amount of \$3.875 is acceptable. **Failure to complete the bidding documents properly and in their entirety will be justification for the bid to be disqualified.**

**BOARD OF EDUCATION:** The Brentwood Borough School District reserves the right to waive any informalities, to reject any or all bids, or select a single item from any bid when it is believed to be in the best interest of the school or if the district is unable to acquire grant funds for the equipment.

**QUALITY OF MATERIAL:** All material furnished shall be new, unless otherwise specified, and of the best quality of their respective kinds. Samples of materials, colors, shades, etc., must be sent to the school authorities whenever requested.

All items bid on must conform to the descriptions and specifications where a special make of any article is specified. No substitutions will be accepted for this project.

**STANDARD OF QUALITY:** The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. It is not the intent to limit the acceptance to any one material or product specified, but rather to name or describe it as the absolute minimum standard that is desired and acceptable. A material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words or as approved equal, they shall be subject to equals only as approved by the architect and/or engineer.

**HOLD HARMLESS CLAUSE:** Bidder agrees to hold harmless the school, its school directors, officers, employees and agents for any and all damages that may arise from intellectual property right infringement. Bidder further agrees to defend, indemnify and hold harmless the School, its school directors, and employees, from and against any and all claims, suits, judgments, and demands whatsoever, including without limitation, costs, litigation expenses, counsel fees and liabilities with respect to injury to or death of any person or persons whatsoever, or any kind by whomsoever owned, arising out of or caused or claimed to have been caused in whole or in part by the acts or omissions of the bidder.

**NON-COLLUSION AFFIDAVIT:** The Non-Collusion Affidavit must be completed and submitted as part of the bid requirements.

**PENNSYLVANIA PREVAILING WAGE RATES:** If required by applicable laws, the Prevailing Wage Rates, as determined by the Secretary of the Department of Labor and Industry, Prevailing Wage Division of the State of Pennsylvania, for the locality of the work and for each classification of workers needed to perform the Contract shall be paid to all workers performing labor for the Project. The provisions of the Pennsylvania Prevailing Wage Act, 43 P.S. §165.1, *et seq.*, regulations, and the Pennsylvania Prevailing Minimum Wage Rates, as determined by the Secretary of Labor and Industry, are made part of the Contract.

**PERSONNEL REQUIREMENTS:** Contractor will submit, to the Business Office of the District, the following clearances on all employees working at the site a minimum of 5 days prior to the beginning of work:

A. Act 34 Clearances. The Contractor must provide proof of Act 34 clearances to the Owner, as provided for in 24 Pa.C.S. §1-111 (Purdon's 1992), for each agent, servant, worker, or employee who will be employed on this project. This requirement shall also apply to all Subcontractors employed by the Contractor for this Project and such information shall be provided to the Owner prior to an employee entering the job site.

B. Welfare Child Abuse Clearance. The Contractor must provide proof of Act 151 clearance to the Owner, for each agent, servant, worker or employee who will be employed on this Project. This requirement shall also apply to all Subcontractors employed by the Contractor for this project and such information shall be provided to the Owner prior to an employee entering the job site.

C. Act 114 Background Check Clearances. The Contractor must provide proof of Act 114 FBI Federal Criminal History Record, fingerprint-based background check to the Owner for each agent, servant, worker, or employee who will be employed on this Project. This requirement shall also apply to all Subcontractors employed by the Contractor for this Project and such information shall be provided to the Owner prior to an employee entering the job site.

D. Act 24 of 2011 - A PDE-6004 needs completed and submitted for each agent, servant, workman or employee who will be employed on this Project.

**NOTE: Contractor and/or subcontractors shall bear any and all consequences (civil, criminal, or financial) for not ensuring individuals have the required clearances.**

**PERSONNEL REQUIREMENTS:** Prior to the start of construction, the Owner and the Contractor will establish rules to manage workers' conduct on the site. Owner's policies are in effect at all times, including the following prohibitions:

- A. Use of tobacco products is prohibited on the project site.
- B. Drug and Alcohol-free policy:
  - i. Consumption of alcohol or alcohol containing beverages is strictly prohibited on the project site.
  - ii. Use or possession of a controlled substance or substances considered to be illegal is strictly prohibited on the project site. Any violation shall result in removal from the project and will be turned over to the proper authorities,
- C. Use or possession of any firearms or weapons considered to be illegal is strictly prohibited on school grounds. Any violation will result in removal from the project and shall be turned over to the proper authorities.
- D. Use of recreational audio equipment is permitted only when the owner does not have a preplanned function, program in the building or student on the premises.
- E. Dress Code should be appropriate for the job site conditions and no vulgar or offensive dress shall be permitted.
- F. Use of offensive language is not permitted on the job site.

**EMERGENCY PREPAREDNESS / SAFETY / SECURITY:** Contractor will be made aware of and in the event of an emergency must comply with and follow the Brentwood Borough School District Emergency Operations Plan. Contractor must comply with all safety and security requirements to ensure the safety of students, staff, and workers.

**PA RIGHT TO KNOW LAW:** A Material Safety Data Sheet (MSDS) must be provided with all items delivered that are applicable under the Hazardous Substance Act and Community Right to Know Law. Please direct all MSDS to the Business Manager's Office.

**TAXPAYER IDENTIFICATION NUMBER:** If the bid specifications require the bidder to provide a service, the successful bidder shall provide its Internal Revenue Service taxpayer identification number.

**AWARD OF BIDS:** The awarding of bids shall be made at a subsequent meeting of the Brentwood Borough School District. The Committee reserves the right to reject or to waive any informalities in any or all bids, reject or accept any individual item when more than one item is bid, to accept an adjusted quantity at a price per unit determined by dividing the quantity provided in the request for bids into the total price as appears on the bid for the item in question, and to make awards in the best interest of the Brentwood Borough School District.

**KEEP ONE (1) COPY OF YOUR BID SHEET FOR YOUR REFERENCE.**

**Brentwood Borough School District**

3601 Brownsville Road

Pittsburgh, PA 15227

**BID PROPOSAL FORM**

**Middle School/High School Building Interior Door Lock and Key Conversion**

**COMPLETE AND RETURN TO:**

Brentwood Borough School District

Jennifer Pesanka, Business Manager

3601 Brownsville Road

Pittsburgh, PA 15227

Bids must be received not later than 11:00 a.m., Wednesday, February 19, 2025, at the Administrative Office of the Brentwood Borough School District, 3601 Brownsville Road, Pittsburgh, PA 15227. Phone (412) 881-2227. **The bid opening will be held Wednesday, February 19, 2025, at 11:00 a.m. in the Board Room.** The successful bidder is to hold and ship all items in one (1) shipment. Time period for performance of work is July 7, 2025 – August 15, 2025. A non-mandatory pre-bid walk-through will be held on February 12, 2025, at 3 p.m. Please contact Mr. Jeffrey George, Director of Facilities, at (412) 881-2227 ext. 2405 for further information.

A mandatory meeting with the awarded bidder, manufacture representative, and a school representative will be held after the bid has been granted.

Having carefully examined the General Conditions and the Detailed Specifications, the undersigned hereby offers to furnish, deliver and install (if required by the specifications) in accordance with the conditions and specifications, the items contained in the specifications for the price(s) indicated.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

Total Quote (Per Unit if Applicable) \_\_\_\_\_

Brentwood Borough School District

3601 Brownsville Road

Pittsburgh, PA 15227

**BID SHEET**

**Middle School/High School Interior Door Lock and Key Conversion**

A) Finish Hardware

- a. 64 EA. Sargent Grade 1 Intruder Locks 70-10XG38-LL X 26D Unit cost: \_\_\_\_\_
- b. 128 EA. Medeco Small Format Interchangeable Cores X X4 keyway Unit cost: \_\_\_\_\_
- c. 25 EA. Additional keys allowed for GGMK, GMK, MK, ETC. Unit cost: \_\_\_\_\_
- d. Labor cost for installation for the above items. Labor cost: \_\_\_\_\_

B) Additional Cores- (To be Installed by the School)

- a. 225 EA. Medeco removable cores (Large Format Interchangeable Core (LFIC) or Small Format Interchangeable Core (SFIC) to be determined. Unit cost: \_\_\_\_\_

C) Key cabinet

- a. Installation and set up of the above item. Labor cost: \_\_\_\_\_

D) Medeco X4 Key Punch Machine

- a. Installation and training of the above item. Unit cost: \_\_\_\_\_
- Labor cost: \_\_\_\_\_

TOTAL Project Cost: \_\_\_\_\_

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

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date