

REQUEST FOR BID

Teacher Desks

**UNION CITY AREA SCHOOL DISTRICT
107 CONCORD STREET
UNION CITY, PA. 16438**

August 2019

LIST OF CONTENTS

- I. COVER LETTER**
- II. INSTRUCTIONS AND INFORMATION TO BIDDERS**
- III. INVITATION TO BID/SPECIFICATIONS**
- IV. NON-COLLUSION AFFIDAVIT**
- V. SIGNATURE FORM/BID PRICE REPLY FORM**
- VI. VENDOR CHECKLIST**

Dear Vendor,

You are invited to submit a reply to this Request for Bid (RFB) 50 Teacher desks capable of meeting or exceeding the specifications contained herein.

All bids must be received in the Administration Office, 107 Concord St, Union City, PA 16438 by 3:00 p.m. Tuesday, September 3, 2019. Bid opening will be at that time in the Administration Office 107 Concord St. Union City, PA 16438

It is the responsibility of the bidder to familiarize itself with the requirements of the School District to ensure the proper bid is submitted.

Any questions regarding this RFB may be directed Laura Turner, 814-438-3804 Ext. 5450

II. INSTRUCTIONS AND INFORMATION TO BIDDERS

1. PREPARATION OF BIDS

- A. All bids must be submitted on the attached set of forms supplied to you. Sheets of the one set supplied must be returned when bidding. Please copy these for your records.
- B. Put your company name on all sheets by some satisfactory means (stamp, label, etc.).
- C. All bids must indicate a firm name and the cover sheet signed by a responsible person.
- D. Time of delivery is part of the bid and must be adhered to unless qualified by the bidder.
- E. Specifications used are intended to be open and non-restrictive. Any reference to brand name or number shall not be construed as restricting to that manufacturer, but used as a minimum standard of quality. Bids on actual items will be considered but must be clearly marked. Substitute items must be marked with an S on the bid form.
- F. When no reference or change is made on a proposal, it is understood that the specific item named on the proposal will be furnished.
- H. The School District shall be the sole judge in making a determination as to the quality.

2. SUBMITTAL OF BID

All bids must be delivered to the School District at the address listed above no later than the time specified in the cover letter. Any bid received after that will not be opened by the District. The District will not be responsible for mail delay.

Bids are to be submitted in a sealed envelope bearing your name and plainly marked.

3. TAXES

The School District is exempt from all State sales and Federal excise taxes.

4. CHARGES AND EXTRAS

All prices are to be firm net prices and are to be FOB destination, including charges for delivery and placement.

5. **RECEIVING HOURS**

All shipments to the specified destination shall be made between the hours of 8:00 a.m. and 2:30 p.m., Monday through Thursday, unless a school holiday.

6. **COMPLIANCE WITH BID REQUIREMENTS**

Any inability to comply with the conditions and specifications as outlined must be clearly stated in your bid.

7. **AWARD**

- A. The award of bid shall be made to the lowest responsible bidder complying with all requirements of the specifications.
- B. **CONTRACT:** The request for bid, the bidder's response and a purchase order and its attachments when received by the successful bidder shall constitute (1) a binding contract on the terms set forth therein and (2) the entire contract, and is to be interpreted, construed and given effect in all respects according to the laws of the Commonwealth of Pennsylvania.
- C. Bidders agree that their bids are subject to acceptance within 60 days after opening, unless otherwise stipulated in the bid.
- D. The School District may accept or reject any or all bids.

8. **COMPLIANCE WITH LAWS**

- A. The property or services furnished must comply with all applicable Federal, State and local laws, codes and regulations.
- B. Bidders must be required to submit a Non-Collusion Affidavit with their bids in accordance with Pennsylvania Antibid-Rigging Act if applicable. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

9. **DEFAULT**

In the event any property or service furnished by the bidder under a contract or purchase order should for any reason not conform to the specifications contained herein and to the sample submitted by the bidder, the School District may reject such property or service. In such event, the Business Manager shall instruct the bidder to remove any rejected property without expense to the School District and replace it with such property as conforms to the specifications and/or provide additional or alternative services that conform to the specifications.

Should the bidder default in the performance of the foregoing paragraph, the School District may procure such property or services from other sources in any manner provided by law and shall have the absolute right to deduct from any monies due to the bidder, the difference between the contract price and the actual cost of the property or services to be replaced or substituted.

10. RIGHTS AND REMEDIES

The rights and remedies of the School District provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under contract.

11. BIDDERS EVIDENCE OF RESPONSIBILITY

Bidders may be required to furnish evidence in writing that they maintain permanent places of business and have adequate equipment, finances and personnel to furnish the items offered satisfactorily and expeditiously and extend proper warranties for items.

12. INVOICING/BILLING/PAYMENT

Invoices must be rendered for each individual purchase order and should be submitted to the School District. Payment will be made within 30 days of the satisfactory receipt of all the products/items ordered.

III. Specifications

Bid price should include Desks assembled

Features:

- **Steel and laminate construction**
- **1 lockable center drawer**
- **2 lockable box drawers**
- **2 lockable file drawers**
- **2 grommet holes**
- **Fully finished back**
- **Leveling glides included**
- **Fully assembled**

Dimensions and Weight:

- **Dimensions: 60"Wx30"Dx29.5"H**
- **Weight: 250.00 lbs.**
- **SIN#: 711 2**
- **Carton Dimensions:**
 - **35"W x 33"D x 69"H**

IV.

FORM OF NON-COLLUSIVE AFFIDAVIT

AFFIDAVIT

State of _____)ss.

County of _____)

_____being first duly sworn, deposes

and says:

That he is the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against Union City Area School District or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of:

Bidder, if the bidder is an individual;

Partner, if the bidder is a partnership;

Officer, if the bidder is a corporation

Subscribed and Sworn To Before Me This

Day of _____, 2019

My Commission Expires _____, 2019

V. SIGNATURE FORM/BID REPLY FORM

Mrs. Tara Lineman:

**UNION CITY AREA SCHOOL DISTRICT
107 CONCORD STREET
UNION CITY, PA. 16438**

<u>Quantity</u>	<u>Item</u>	<u>Unit Price</u>	<u>Total Price</u>
50	Teacher Desk		

Dear Mrs. Lineman:

The bidder certifies he has familiarized himself with your specifications, has carefully read them and understand their contents. Any uniforms furnished by us will be in the style and quality requested.

TERMS:

If awarded the contract, the undersigned agrees to ship the entire order within _____ calendar days after approval of the sample and receipt of necessary details and all measurements.

Respectfully submitted:

Firm Name

By (authorized name - printed)

Date

By (authorized name - signed)

Title

Address

City/State/Zip Telephone

VI. VENDOR CHECKLIST

Have you enclosed the following attachments with your bid response?

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1) Certification of Fabric |
| <input type="checkbox"/> | <input type="checkbox"/> | 2) Certification of Proof of Fabric Stabilization |
| <input type="checkbox"/> | <input type="checkbox"/> | 3) Deviation Form |
| <input type="checkbox"/> | <input type="checkbox"/> | 4) Completed copy of the Non-Collusion Affidavit? (IV) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5) Completed Signature Form/Bid Reply? (V) |