

INVITATIONS:

The Board of Directors of the Unionville-Chadds Ford School District invites vendors to submit bids for:

Science Supplies 2020-21
Unionville High School

in accordance with the specifications and instructions set forth.

PROCEDURE FOR SUBMITTING SEALED BIDS:

Bids are to be submitted in a sealed envelope clearly marked:

“BIDS FOR SCIENCE SUPPLIES”

and delivered to the Office of the Director of Business & Operations. If bids are mailed, they should be sent registered with return receipt requested and mailed to:

DIRECTOR OF BUSINESS & OPERATIONS
UNIONVILLE-CHADDS FORD SCHOOL DISTRICT
740 UNIONVILLE ROAD
KENNETT SQUARE, PA 19348

All bids must be received by **10 A.M., prevailing time, MONDAY April 13, 2020**. At which time they will be publicly opened.

Bids are expected to be awarded at the School Board Meeting on June 15, 2020.

GENERAL CONDITIONS

PERIOD BID IN EFFECT:

No bid may be withdrawn during the sixty-(60) days after the scheduled closing date for receiving bids.

DELIVERY:

The supplies ordered shall NOT be delivered **before July 1, 2020**. All items MUST be delivered on or before **August 15, 2020**; any supplies not delivered by **September 15, 2020** will be considered canceled, unless prior arrangements are made.

Invoices are payable after July 1, 2020.

SIGNATURE OF BIDDING AGENT:

Each bid shall contain the name and place of business of the person or organization making the bid and must be signed by the person submitting the bid with his/her 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

members 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 and intent of these specifications to describe minimum requirements for materials/services bid.

If a specific brand of product is requested, no substitutions will be considered.

DELIVERY/ COMPLETION:

Bidders unable to comply with specified delivery/completion date(s) shall take exception and shall specify an alternative delivery/completion date in the addendum attached to the bid form. All deliveries are to be made inside the designated buildings.

SURETY BOND:

Bids shall be accompanied by a Bid Bond or Certified Check equal to 10% of the total amount of the bid. If a bid bond or cashier's check equal to 10% of the total amount of the bid is not included, the bid will not be considered. The Bid Bond or Certified Check accompanying the bid of the Successful Bidder shall be retained by the School District until a performance bond is furnished. Bid Bonds and Certified Checks of unsuccessful bidders will be returned immediately after a bid is awarded, or all bids are rejected, by the Board of Directors.

When a contract is executed, the Successful Bidder shall furnish a performance bond in the amount of 50% of the contract price as a security of faithful performance, which surety shall include the payment for labor and materials which may be needed for the fulfillment of this contract. The surety bond shall be with a duly authorized surety company or companies legally authorized to do business in the Commonwealth of Pennsylvania, satisfactory to the Board of School Directors. Unionville-Chadds Ford School District shall be indemnified against any loss or damage directly arising by reason of the failure of the successful bidder to faithfully perform said contract and to pay all just claims for labor and material furnished in completion of said contract.

CONTRACT:

An order signed by the Superintendent and/or the Business Manager of the School District accepting the bid shall consummate the contract. The advertisement of bids, specifications, bid form, general conditions and all other documents herewith shall comprise and complete contract documents. Return "Specifications" and "Bid Form" intact and properly signed.

PAYMENT:

The School District shall make payment only after all conditions and terms of the contract have been fulfilled and approved as meeting and conforming to the specifications as outlined herein or otherwise as may be agreed upon between the Board of Directors and the Successful Bidder.

QUALIFICATIONS OF BIDDERS:

All persons or firms submitting Bids must be known to be engaged in the business, be well qualified to carry out their contract, and have satisfactory testimonials to that effect must be furnished when requested.

The Successful Bidder shall be financially solvent and be experienced and competent to furnish the materials, supplies and/or labor required to satisfactorily furnish the materials/services bid.

TAXES:

The School District is a political subdivision of the Commonwealth of Pennsylvania and, therefore, is **exempt** from all Federal, state, and municipal taxes. The School District will provide the necessary cooperation and assistance to the Successful Bidder in securing exemption from payment of taxes for all materials purchased by and for the School. **In all cases, bid prices shall not include these taxes.**

The Successful Bidder agrees to assign and transfer to the School District all rights to sales and use tax which may be refunded as a result of a claim for refund for materials purchased in connection with this contract. The Successful Bidder further agrees that it will not file a claim for refund for any sales and use tax which is the subject of this assignment.

PRICES:

Prices bid shall be firm. **The bid price shall include all delivery charges, including hazardous materials delivery fees, if applicable.**

WAIVERS:

The Board of Directors reserves the right to waive any informalities, to reject any and/or all bids, or select a single item from any bid when it is believed to be in the best interest of the School District.

STANDARD OF QUALITY:

Where trade names are specified, it will be understood to indicate a standard of design, method of construction, finish quality or capacity of output or service, and is not intended to limit competition thereon or indicate any desire to exclude any similar articles which may be equal in every respect to the kind mentioned. However, where specific brand or trade names are noted, the bidder must indicate on the bid form if substitutes are being bid upon. The Unionville-Chadds Ford School District shall be the sole judge as to equivalents and its decision shall be final.

Where items are specified by name and/or brand and the bidder intends to furnish another item which they consider equal thereto, in every such instance the name and brand of the alternate must be specified on the bid form and must be accompanied by a sample. Samples and specifications of the proposed equal or alternate, marked with the bid item number and bidder's name, must be provided with the bid as per these bid specifications.

All items shall be accompanied by a sample where required in the bid item description section. Also, samples of any and all alternates for specified brand items must accompany the sealed bid. If it is impractical to provide an actual sample due to cost or size of an item, a "cut sheet" must be supplied which gives a full description and complete specifications. Sealed bids and required samples must not be submitted in the same package. Failure to submit required samples, clearly marked with your company's

name and our bid item number, may disqualify the bid. Submitted samples not clearly and properly marked will not be considered, analyzed, or evaluated.

Should it be necessary to request samples subsequent to the bid opening, the same must be provided within three working days of being notified. The Unionville-Chadds Ford School District assumes no responsibility for damages in testing samples.

NON-COLLUSION AFFIDAVIT:

Each bidder shall complete and submit the Non-Collusion Affidavits attached to the Bid Form, in accordance with the following:

1. The 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 him/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 “complementary 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.

NON-COLLUSION AFFIDAVIT

STATE OF _____:

CONTRACT/BID Science
Supplies Unionville High
School 2020-21

COUNTY OF _____:

I state that I am _____ of _____ and that

TITLE	NAME OF MY FIRM
I am authorized to make this affidavit on behalf of my firm and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.	

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. _____, its affiliates, subsidiaries,
FIRM NAME
officers, directors and employees are not currently under investigation by any governmental agency and have not in the last seven years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

SEALED BID
ADDENDUM
Science Supply
Unionville High School 2020-21

The following ADDENDUM, to be completed in full compliance with the instructions contained in the specifications set forth above, shall constitute the sole exceptions to which the undersigned bidder has taken to the specifications of this proposal, in every other respect the bid hereinabove submitted is made in full compliance with the published specifications:

I state that _____ understands and
acknowledges

FIRM NAME

that the above representations are material and important, and
will be relied on by UNIONVILLE-CHADDS FORD SCHOOL DISTRICT in
awarding the contract(s) for which this bid is submitted. I
understand and my firm understands that any misstatement in this
affidavit is and shall be treated as fraudulent concealment from
UNIONVILLE-CHADDS FORD SCHOOL DISTRICT of the true facts relating
to the submission of bids for this contract.

SIGNATURE

TITLE: _____

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, 2020

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

BIDDER CONTACT INFORMATION

NAME OF BID _____

COMPANY NAME: _____

MAILING ADDRESS FOR PURCHASE ORDERS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PAYMENT ADDRESS IF DIFFERENT FROM ABOVE.

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER: _____

FAX NUMBER _____

CONTACT NAME _____

CONTACT CELL PHONE NUMBER _____

CONTACT EMAIL ADDRESS _____