

COUNCIL ROCK SCHOOL DISTRICT
Administration & Business Office
30 North Chancellor Street
Newtown, PA 18940
215-944-1000

March, 2023

To Whom It May Concern:

Attached herewith are instructions and proposal sheets covering the requirements for **Elementary Assignment and Secondary Student Handbooks** to be used within the Council Rock School District, Bucks County, Pennsylvania during school years **2023-2026 (3 Year Bid)**. Please return your bid proposal in a sealed envelope on or before **11:00 AM April 11, 2023** clearly marked **“SEALED BID – Elementary Assignment and Secondary Student Handbooks Bid # 23-20”** and submit to:

Donna Heverly
Purchasing Department
Council Rock School District
30 North Chancellor Street
Newtown, PA 18940

Council Rock School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact Dr. Andrew Sanko, Title IX and Section 504 Coordinator, at Council Rock Administration Offices, 30 North Chancellor Street Newtown, PA 18940. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons contact Anthony Devlin, Director of Special Services.

Sincerely,



Anthony Rapp
Director of Business Administration

COUNCIL ROCK SCHOOL DISTRICT
30 North Chancellor Street
Newtown, PA 18940

1. Bidders are expected to examine the specifications and all instructions. Failure to do so will be at the bidders' risk.
2. Bidder shall furnish the information required by the Bid Form. The person signing the bid must initial erasures or other changes. Bid must be signed by an authorized officer or agent of the bidding company together with proof of corporate authority and the corporate seal affixed on the appropriate page of these specifications.
3. **Unit prices for each unit bid shall be shown and such price shall include all packing and shipping costs.**
4. The unit price quoted shall be the net price for each item. If the bidder submits a discount for the award total contract or any part thereof, such discount will not be considered in making the Award of the Contract.
5. Quantities as listed on the specifications are the totals for all buildings of the Council Rock School District. **However, when Award of Contract is made, it will be made in the form of purchase orders for supplies for each of the buildings of the school district and to be delivered to each of such buildings free of all charges for transportation.**
6. Where samples for specific items are required with the bid, these items are stipulated on the pages of the detailed specifications. If further sampling is deemed necessary, the bidder will be required to furnish the sample upon request. All samples must be plainly marked with the name of the bidder and the item number the sample represents. The bidder must prepay all charges for transportation for such samples, including drayage.
7. Bids shall be submitted to the Council Rock Business Office, 30 North Chancellor Street, Newtown, PA 18940 as specified in the covering letter and clearly marked **"SEALED BID – Elementary Assignment and Secondary Student Handbooks Bid 23-20"**.
8. In the event no bid is to be submitted, a letter advising the school district of the decision and motive as to whether future bids are desired should be sent.
9. Bids and modifications or withdrawals thereof received after the time set for opening same will not be considered.
10. Sealed Bids will be received until **11:00 AM** on **April 11, 2023** and, at that time, publicly opened in the Council Rock Business Office, 30 North Chancellor Street, Newtown, PA 18940.
11. The member, officer, or employee of the bidder, who makes the final decision on prices, as attached, must execute the Non-Collusion Affidavit, and the amount quoted on the bid.
12. The contract to furnish the supplies will be awarded to the responsible bidder(s) whose bid, conforming to these instructions, will be most advantageous to Council Rock School District, price and other factors considered.
13. When contract and purchase orders are issued to the successful bidder, the Council Rock School District reserves the right to make an award on any item less than the quantity or more than the quantity bid upon at the unit price offered.
14. The award of contract and purchase order to the successful bidder shall be deemed to result in a

binding contract. **Bid tabulations and awarded items will be posted to the district website www.crsd.org (Expired Bids) approximately 6 weeks after the bid opening date.**

15. The successful bidder may deliver all material any time after award of contract, but shall be on or before **August 14, 2023**. Confirm delivery at least two (2) working days prior to delivery. **ALL DELIVERIES AND INVOICES MUST BE DATED JULY 1, 2023 OR LATER.**
16. The School District will accept deliveries of supplies during the weekdays, Monday thru Friday, between the hours of 8:00 AM and 3:00 PM. **NO DELIVERIES SHALL BE MADE ON SATURDAYS, OR SUNDAYS.**
17. The Board of Directors of the Council Rock School District reserves the right to make award by items, classes, groups of items or as a whole, to reject any or all bids and to waive technicalities or formalities in their execution and filling if deemed advantageous for the Council Rock School District. The School Board also reserves the right to reject any or all material furnished which, in their opinion, is not in strict compliance and conformity with the requirements of the specifications. The bidder, at his own expense must remove and replace any article so rejected by the Board.
18. If this Bid or any portion thereof is accepted within one hundred twenty (120) calendar days from the date of opening, the successful bidder agrees to furnish all of the items upon which prices are quoted, at the price set opposite each item, delivered to the building which will be designated on the Award of Bid and Purchase Orders, with the time specified.

By: _____
Signature

Name of Firm

Address of Firm

AFFIX CORPORATE SEAL

City State Zip Code

Attest

Telephone Fax

Email Address

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Anti Bid-Rigging Act, 73 P.S. SS 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 is unlawful and may be subject to criminal prosecution. The person who signed 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 "complementary bid" as used in the Affidavit has the meaning commonly associated with the 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 _____ :

: s.s.

County of _____ :

I state that I am _____ of _____
(Title) (Name of my Firm)

and that 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, officers directors and employees are not currently under investigation by any governmental agency and have not in the last four 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:

I state that _____ understands and acknowledges that the above
(Name of Firm)

representations are material and important, and will be relied on by Council Rock School District in awarding the contract(s) for which this bid is submitted. I understand that my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Council Rock School District of the true facts relating to the submission for this contract.

(Names and Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY

of _____, 20 _____.

Notary Public
My Commission Expires _____

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.				
	2 Business name/disregarded entity name, if different from above				
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.			4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	Individual/sole proprietor or single-member LLC	C Corporation	S Corporation		Partnership
	Trust/estate				
	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____				
	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.				
Other (see instructions) ▶ _____					
5 Address (number, street, and apt. or suite no.) See instructions.			Requester's name and address (optional)		
6 City, state, and ZIP code					
7 List account number(s) here (optional)					

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
or								
Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

COUNCIL ROCK SCHOOL DISTRICT

VENDOR INFORMATION FORM

TAX ID#, EIN or Social Security Number:

Company Name:

Company Billing Address (Remit to):

Company Web Address:

Phone Number (sales, accounts
receivable, or customer service):

Fax Number (sales, accounts receivable,
or customer service):

E-mail address (sales, accounts
receivable, or customer service):

Electronic Funds Transfer (EFT):

YES NO

Bank Information for EFT:

Routing Number for EFT:

Bank Account Number for EFT:

Bank Account Type for EFT:

Checking Account
 Savings Account

Signature:

Printed Name:

Title:

COUNCIL ROCK SCHOOL DISTRICT

30 North Chancellor Street

Newtown, PA 18940

ELEMENTARY ASSIGNMENT AND SECONDARY STUDENT HANDBOOKS BID 23-20

3 Year Bid (2023-24, 2024-25, 2025-26 School Years)

COMPANY NAME: _____

SPECIFICATIONS AND PROPOSAL FOR ELEMENTARY ASSIGNMENT BOOKS:

- 7 x 9 and/or 7 x 11 and/or 8 3/8 X 10 3/4 (Bid submitted can be for one or all)
- Paper 50# White Offset
- No Tear Cover
- Stock Cover
- Double Wire Binding in Choice of Color
- 3 Ring Hole Punch
- First Page for name, emergency information, and instructions to use book
- 7 x 9 and 7 x 11 Book-192 numbered pages; 8 3/8 X 10 3/4- 128 numbered pages
- Poster for either size book to be included for each classroom to coordinate with book layout for teacher
- **Price to include design, formatting, and proofing, shipping, and handling charges**
- Provide proof of handbook to each elementary school **prior to printing**
- **Delivery to each elementary school (10 Schools-Addresses and Contacts to be provided) must be on or before August 14TH of each year.**
- **Please provide samples (Qty. 2) of 7 x 9, (Qty. 7) of 7 x 11 and (Qty. 5) of 8 3/8 X 10 3/4 along with your bid to the address above, Attn: D. Heverly/Purchasing**

DESCRIPTION	ESTIMATED QUANTITY (FOR ONE YEAR x 3 YEAR BID)	UNIT PRICE	PRICE
7 x 9 Book including Specifications above:	450 x 3=1350	\$	\$
7 X 11 Book including Specifications above:	2200 x 3 =6600	\$	\$
8 3/8 X 10 3/4 Book including specifications above:	1410 x 3= 4230	\$	\$
Poster with Book Layout for Teacher Classroom	82 x 3= 246	\$	\$
Price Per Page for Additional Pages:		\$	\$
Number of Stock Cover Designs offered at No Charge:			NO. _____

OPTIONS:	
Snap in Ruler/Page Marker:	\$
State additional fees, options, or information not included above:	

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30 North Chancellor Street

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ELEMENTARY ASSIGNMENT AND SECONDARY STUDENT HANDBOOKS BID 23-20

3 Year Bid (2023-24, 2024-25, 2025-26 School Years)

OPTIONS:	
State page features: Daily-weekly format, comments, goals, activities, etc.:	

Date for Submission Order due to ensure on or before August 14th of each year delivery:

SPECIFICATIONS FOR SECONDARY STUDENT HANDBOOKS:

Book Size: Approx. 5.5" x 8.5"

Paper: 50# White Offset

Cover: No Tear Cover

Cover Ink: At least two colors for printing on front and back covers.

Cover Design: Custom design front and back cover for each school with option to purchase your 'Stock' cover.

Binding: Double Wire Binding in choice of color.

Quantities subject to change for each location.

All shipping and handling charges must be included in price offered.

LAYOUT

School Page: 75 pages allowable for individual text for each handbook/per school

Handbook. Ability to be submitted in camera ready or reformatted for printing at no extra charge.

Reference Page: 21 Pages allowable of Educational References.

Calendar Page: Lined daily calendar pages with motivational quotations printed

Throughout calendar included.

Option 1: Two middle schools may select a different book size (8 ¼ x 10 ¾).

Option 2: Stock Cover design-(Possible both sides – Front and back of each side)

TIMELINE

Date for Cover Submission: _____

Date for School Page Submission: _____

COUNCIL ROCK SCHOOL DISTRICT

30 North Chancellor Street

Newtown, PA 18940

ELEMENTARY ASSIGNMENT AND SECONDARY STUDENT HANDBOOKS BID 23-20

3 Year Bid (2023-24, 2024-25, 2025-26 School Years)

COMPANY NAME: _____

Each school must receive a proof (at no charge) of handbook prior to printing.

Delivery to each secondary school (4 Schools-Addresses and Contacts to be provided) must be on or before August 14TH of each year.

PROPOSAL FOR SECONDARY STUDENT HANDBOOKS:

<u>SCHOOL</u>	<u>ESTIMATED QUANTITY (FOR ONE YEAR x 3 YEAR BID)</u>	<u>PRICE</u>
Council Rock High School North	1950 x 3 =5850	\$
Council Rock High School South	2200 x 3 = 6600	\$
Holland Middle School	1050 x 3 =3150	\$
Newtown Middle School	900 x 3 = 2700	\$
Price per page for additional pages:		\$
Please state additional fees not included:		\$
Number of Stock Cover Designs offered at No Charge (Provide Samples):		No: _____

<u>OPTIONS</u>	
1. Middle schools selecting a different book size (8 ¼ x 10 ¾):	\$
2. Custom Stock Cover Design (possible both sides of front and back cover):	\$
Please state additional options amounts not included:	\$

Quantities for all Elementary and Secondary Handbooks subject to change for each location.

All shipping and handling charges must be included in price offered.