

**Request for Proposals  
For  
Multi-Function Printer Solutions**

Issued November 21, 2023



**Derry Township School District**

30 East Granada Avenue

PO Box 898

Hershey PA 17033

Pre-Bid Conference:

There will be no pre-bid conference for this solicitation.

Proposal Submittal Deadline:

Monday, December 18, 2023 at 3:00 PM EST

## **Proposal Invitation and Intent**

The Derry Township School District (“DTSD”) is engaging in a Request for Proposals (RFP) for a 5-year period, according to the specifications contained in this Request for Proposals (“RPF”). Qualified vendors must submit their proposals in the prescribed format, by the date and time outlined in this document. The goal is to ensure a cost-effective, technologically advanced, and seamless printing and copying experience across the district’s educational buildings.

DTSD anticipates entering into a five (5) year agreement with the selected firm starting on July 1, 2024, and continuing through June 30, 2029.

RFP documents, including terms and conditions, scope of work, specifications and proposal format can be obtained from Sheryl Pursel, Business Manager. (See Section 2 of the RFP for further contact information.)

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## **1. Background and Purpose**

- 1.1 Derry Township School District (DTSD) is a Public School District located in Dauphin County, Pennsylvania. DTSD requests proposals that will permit staff to access networked Multi-Functions Printers (MFPs) from Windows 10, macOS, and Apple iOS/iPadOS Devices, to reproduce hard copy documents, to fax hard copy and digital documents via a FAX over IP server, and to scan documents to multiple formats.
- 1.2 Installation of 38 new copiers and described systems to take place during July 2024.

## **2. RFP Contacts and Proposal Response Information**

- 2.1 RFP Scope of Work / RFP Response / Technical Questions  
/ Site Visitation Scheduling:  
Phil Ayala - Director of Technology Services  
[payala@hershey.k12.pa.us](mailto:payala@hershey.k12.pa.us)  
  
Traci Landry – Director of Professional Learning and Innovation  
[tlandry@hershey.k12.pa.us](mailto:tlandry@hershey.k12.pa.us)
- 2.2 RFP Commercial Questions:  
Sheryl Pursel – Business Manager  
[spursel@hershey.k12.pa.us](mailto:spursel@hershey.k12.pa.us)

### **3. General Terms and Conditions**

- 3.1 SUBMISSION OF PROPOSALS – DTSD is soliciting proposals for Multi-Function Printer Solutions. Proposals are due at Derry Township School District, 30 East Granada Avenue, Hershey PA, 17033 on December 18, 2023, no later than 3:00 PM Eastern Standard Time (EST).

Proposals, including all required forms and documentation, shall be submitted with one original and one electronic copy (USB drive is preferred) marked ***“DTSD Multi-Function Printer Solutions Request for Proposal”*** to the address below.

Sheryl Pursel, Business Manager  
DTSD District Office  
30 East Granada Avenue  
Lancaster, PA 17603

- 3.2 RFP QUESTIONS – Any further questions regarding this RFP shall be submitted by email to Phil Ayala, School District Director of Technology, at [payala@hershey.k12.pa.us](mailto:payala@hershey.k12.pa.us). Include in the subject line: DTSD Multi-Function Printer Solutions RFP Questions. The email must identify the person’s name and firm. Deadline for all questions will be December 11, 2023. All responses to questions and any amendments to the RFP will be posted on the District’s website. It is the responding firm’s responsibility to check the website periodically to obtain such responses and any amendments to the RFP.
- 3.3 EVIDENCE OF RESPONSIBILITY - Any supplier submitting a proposal will be required to furnish evidence in writing that such supplier (a) maintains a permanent place of business and (b) has adequate equipment, finances and personnel to furnish satisfactorily and expeditiously any equipment and services requested and (c) is authorized by the manufacturer of any proposed equipment and, as applicable, by the Commonwealth of Pennsylvania and other applicable government bodies, to provide necessary equipment, leases, services and warranties for the items proposed. In addition, suppliers are required to conform to all requirements of this document and furnish completely and truthfully all requested information.
- 3.4 COMPLIANCE WITH PROPOSAL REQUIREMENTS - Any inability to comply with the conditions and specifications as outlined must be clearly stated in the proposal. Any proposal which is incomplete or contains additions, alterations, deletions, or terms and conditions not called for or allowed under the provisions of the proposal documents or any other irregularities may be rejected as non-conforming.
- 3.5 SELECTION OR REJECTION OF PROPOSALS – DTSD reserves the right to accept or reject any or all proposals, in whole or in part, to award contracts to one or more providers, and to waive any or all informalities in connection therewith at its discretion.

- 3.6 **CONTRACTS** – If any proposal is accepted, the contracts shall consist of the Request for Proposals, the proposal specifications applicable to this RFP, the general terms and conditions, the proposal, and all other relevant documents along with any revisions, clarifications, error correction notices, and explanatory notes issued prior to proposal opening, and DTSD’s standard form purchase order or signed service agreement with the supplier who has been awarded contracts under this Request for Proposal. Vendors are required to submit, with their RFP responses, a copy of their proposed standard contract and all terms and conditions. Vendor submitting proposal attests, by signing proposal, that he or she understands that any final contract will be negotiated and signed in accordance with the purchasing policies of DTSD and the laws of the Commonwealth of Pennsylvania, and that the parties’ contract will reflect the terms and conditions that are mutually agreed upon by DTSD and the service provider. In the case of differing or contradictory contract language, the language providing the greatest benefit to DTSD shall take precedence. The contract shall be interpreted, construed and given effect in all respects according to the laws of the Commonwealth of Pennsylvania. The term “contract” wherever worded in the singular, may be taken to refer to multiple contracts if required. The contract and the final award of this proposal are contingent upon approval by the DTSD Board of School Directors.
- 3.7 **ASSIGNMENT** - Any successful supplier shall not assign the performance of the contract nor any portion thereof to any other person without the prior written consent from DTSD.
- 3.8 **BILLING** - All invoices shall be handled electronically. Invoices are to be sent to the Business Office of DTSD by utilizing the following email address: [AP@hershey.k12.pa.us](mailto:AP@hershey.k12.pa.us)
- 3.9 **TAXES** – DTSD is exempt from Pennsylvania State Sales Taxes and Federal Excise Taxes.
- 3.10 **DEFAULT** - DTSD may upon written notice of default to the Supplier, terminate any contract resulting from this Request for Proposal if the Supplier fails to perform the services or deliver any equipment, supplies or commodities as specified in the proposal, the specifications and/or other proposal documents or fails to conform to the terms and conditions and other requirements of the contract documents.
- 3.11 **DISPUTES** - Exclusive jurisdiction and venue for any dispute relating to any matters pertaining to any proposal (or to any contract resulting from any proposal) shall be in the Court of Common Pleas of Lancaster County Pennsylvania, and any such dispute shall be governed by the laws of the Commonwealth of Pennsylvania.
- 3.12 **RIGHTS AND REMEDIES** - The rights and remedies of DTSD shall be exclusive and are in addition to any other rights and remedies provided by law or under the contract. DTSD reserves the right to waive minor irregularities or reject any and all proposals provided that such action is in the best interest of the School District. Any such waiver shall not modify any remaining RFP requirements or excuse the RFP offeror from full compliance with other specifications and contract requirements. All applicable federal, state, and local laws shall be deemed to be part of the Specifications and the supplier shall be responsible for compliance therewith.

- 3.13 FORCE MAJEURE - The occurrence of a force majeure event rendering either party unable to carry out its obligations shall excuse both parties from their obligations during any such force majeure event. The term “force majeure” shall mean events not reasonably within the control of the party claiming suspension and shall specifically include any future change in laws, rules, or regulations as may prohibit or materially frustrate the parties from carrying out the terms of the agreement.
- 3.14 TERMINATION FOR NON-APPROPRIATION – DTSD’s obligation to make payments during any fiscal year shall be subject to availability and appropriation of funds. When funds are not appropriated, or are removed, eliminated or otherwise not made available, to support continuation of performance in a fiscal year period, DTSD shall have the right to terminate this contract. If the contract is terminated as a result of DTSD’s non-appropriation of funds, the contractor shall be paid only for the equipment, supplies and services properly rendered under the contract to the date of termination, and all leased equipment will be made available for pick- up by the contractor or its designee. The contractor shall not be reimbursed for loss of profit, loss of use of money, or any administrative, overhead or termination costs.
- 3.15 LIABILITY-The contractor shall indemnify and hold harmless DTSD and each of DTSD’s directors, officers, employees, and agents of and from all damages, costs (including reasonable counsel fees), claims, demands, actions and causes of action which relate to or arise by reason of any act or omission of contractor (or any of contractor’s directors, officers, employees, agents, representatives, contractors or business invitees), whether such act or omission is intentional, reckless, negligent or inadvertent.

#### **4. Project Scope of Work, Deliverables, and Timeline**

##### **4.1 Scope of Services**

DTSD requests proposals that will permit staff to access networked Multi-Functions Printers (MFPs) from Windows 10, macOS, and iPadOS Devices, to reproduce hard copy documents, to fax hard copy and digital documents via a FAX over IP server, and to scan documents to multiple formats. Installation of 38 new copiers and described systems will be no later than July 1, 2024.

##### **4.2 Multi-Function Device Solutions Deliverables**

- Provide planning, installation, configuration, and ongoing support to DTSD.
- Ensure DTSD requests and timelines are met.
- Supply all documentation as requested.

##### **4.3 RFP Timeline. All dates are subject to change at the discretion of DTSD.**

- November 21, 2023 – RFP is available for Vendors
- December 11, 2023 – Final day for questions or site visits
- December 18, 2023 – Completed proposals due from vendors
- January 8, 2024 – Tentative Approval of contracts by DTSD Board of School Directors
- July, 2024 - Units installed at all locations and on active network

## **5. Project Specific Requirements and Conditions:**

### **5.1 Length of Contract**

The initial contract length will be for a five (5) year period.

### **5.2 Response Format**

The response format shall consist of the following:

- Proposal Cover Letter
- Narrative on how the vendor will provide services to meet DTSD needs.
- Statement of company qualifications and resources, including in-house and sub-contract options.
- Attachment A (*Form of Proposal*)
- Attachment B (*Non-Collusion Affidavit*)
- Attachment C (*Proposal Pricing Spreadsheet*)
- Attachment D (*Feature Sheet Template*)
- RFP Addendum(s) Confirmation – *If Applicable*

### **5.3 Contractor Terms and Conditions**

Contractor shall furnish all labor, supervision, materials, tools, supplies, transportation and equipment required for performing work described in this contract. Contractor must not employ persons unskilled in tasks assigned to them and must maintain discipline and good order among employees and other persons carrying out the contract.

All material guaranteed to be as specified, and work to be performed in a timely and workmanlike manner in accordance with the drawings/and or specifications and work schedule submitted for work. No substitution of specified materials shall be allowed unless a written request for approval has been submitted to project coordinator and approval, in writing, has been received by contractor.

Contractor shall furnish the names of any subcontractors to be utilized in carrying out the contract. Contractor shall not contract with any subcontractor to whom the project coordinator has made reasonable objection to.

All materials, tools, waste materials and debris to be removed upon completion of work and any damage to building and grounds for which the contractor is responsible must be repaired to the satisfaction of DTSD.

Unless otherwise specified in the bid documents or contract, the Contractor is responsible for obtaining any required building or other permits and governmental fees, licenses and inspections necessary for completion of the project. Contractor shall comply with all codes, laws, ordinances and other rules and regulations applicable to the project.



Contractors are welcome, but not required, to visit DTSD facilities before submitting prices, to become familiar with local conditions under which the work is to be performed, and to correlate personal inspection with job specifications. Any desired facilities visits shall be coordinated via email by Mr. Phil Ayala, Director of Technology ([payala@hershey.k12.pa.us](mailto:payala@hershey.k12.pa.us)). Contractor will report at once to the Director of Technology any errors, inconsistencies or ambiguities discovered during site inspection or study of project documents, specifications and, if furnished, project drawings. Contractors requiring clarification or interpretation of project documents or drawings shall submit a written request to the project coordinator. Contractor is responsible for coordinating his company's work with DTSD's designated project manager in accordance with overall site or project requirements.

Contractors may be required upon request of DTSD, to submit evidence of contractor's qualifications and financial ability to fulfill any contract that may be awarded.

Contractor shall maintain, at its expense, the following insurance coverage during the Term of this Agreement:

- Workers' Compensation – Statutory Limits, with a waiver of subrogation
  
- General Liability  
\$1,000,000.00 Each Occurrence  
\$3,000,000.00 Aggregate, for each accident, bodily injury
  
- Umbrella/Excess Coverage  
\$5,000,000.00 Aggregate

All such insurance policies shall name DTSD as an additional insured and shall require at least ten (10) days' notice to DTSD prior to cancellation, termination or expiration. Contractor shall submit to DTSD insurance certificates ("Certificates") evidencing required insurance coverage and compliance prior to or upon execution of the Agreement, on the yearly anniversary date of this Agreement (if still in effect) and at any other time or times upon DTSD's request. If the Contractor seeks a waiver of any of the above insurance requirements, the reasons must be submitted in writing to DTSD, and the waiver is not effective until approved in writing by DTSD (approval of which may be withheld at DTSD's sole discretion).

The successful Firm must provide background checks for all employees and subcontractors that will be on site. Information supplied will be held in confidence.

- Act 151 PA Child Abuse Clearance
- Act 34 PA Criminal Record Check
- Act 114 Federal Criminal History Check

Contractor shall indemnify and hold harmless DTSD from and against all costs, claims and expenses arising by reason of wrongful or negligent acts or omissions of contractor, its employees and agents.

Any alteration, addition to, or deviation from agreed upon specifications involving extra costs may not be executed or invoiced without express written change order from DTSD.

Timely commencement and completion of work as stated in the specifications and contract documents is of the essence of the contract.

Contractor shall warrant for the period of not less than one year or for manufacturer's warranty period, whichever is greater, after completing contract, that all materials and equipment will be free of defects, both in materials and workmanship, and that replacement or repair of equipment furnished under this contract shall be provided free of material, parts, or service labor charges during such warranty period.

- 5.4 Equipment Specifications and Quantities –DTSD currently has the below listing of equipment and will be looking to replace each unit with a comparable unit (print speed, copy sizes, resolution, electrical requirements, etc.) with the same features. Specifications for each unit are noted below.

<b>Equipment Make/Model</b>	<b>Accessories</b>	<b>Quantity</b>
Toshiba e-Studio 5506ACT	Tandem LCF/staple/fax	6
	Tandem LCF/staple/hole punch	2
	Tandem LCF/staple	4
Toshiba e-Studio 2515AC	LCF/staple/fax	4
	LCF/staple	1
Toshiba e-Studio 6506ACT	Tandem LCF/staple/hole punch/fax	1
Toshiba e-Studio 2508A	Staple/stand/fax	3
Toshiba e-Studio 3508A	LCF/staple	2
Toshiba e-Studio 5508A	Tandem LCF/staple	6
Toshiba e-Studio 5518A	Tandem LCF/staple	4
Lexmark XM3250	250 sheet paper tray/staple/fax/stand	4

Lexmark XC4140 (color desktop)	fax	1
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All equipment will have the following capabilities:

- Stapling – 50 sheet multi position stapling
- 2/3-Hole Punch
- Duplex printing/copying capability
- Active Directory Integration
- [Papercut MF Integration](#)
- Walkup access and accounting to be controlled by ID proximity badge swipe
- Networked access to be controlled by account ID and password authorization from the Active Directory server and/or proximity card
- Functionality for Secure print release – Must integrate with DTSD’s existing Papercut environment.
- Functionality for Follow me print capability (ability to release sent documents to multiple MFPs in the same physical location, even if MFP is not the same model) – Must integrate with DTSD’s existing Papercut environment.
- Scan capability - must include user authentication at machine with ID card and ability to place “Scan/Email to Me” shortcut on the home screen.
- Single sign-on for accounting and network authentication
- Ability for administrator to generate usage reports on demand showing individual users and/or departments from one central administrative site
- Ability to make text searchable PDF documents
- iOS, ChromeOS, Mac OS X, and Windows Print capabilities
- Customizable Control Panels

Optional equipment capabilities:

- Ability to integrate and be compatible with Google Workspace and/or Office 365.
- Fax-over-IP (FoIP)

Hard Drive Security Features:

Must indicate which of the features below is available on each machine, if it is not standard, a price for this feature must be indicated in the proposal.

- HDD Lock Password - The internal Hard Drive can be locked using a password. Even if the HDD is removed from the MFP and installed into a different MFP or PC, the data cannot be read.
- Hard Drive Encryption - MFP’s support Hard Drive Encryption. Once a hard drive is encrypted the data cannot be read even if the HDD is removed from the MFP.
- Customizable Disk Image Overwrite - should be able to overwrite immediately, scheduled daily and On Demand as necessary.

## **5 Additional Requirements:**

- Vendors must indicate in the proposal the guaranteed response time for service calls. Firmware and software upgrades for all components must be included as part of a preventive maintenance program. Proposals should indicate means of providing this preventive maintenance.
- Vendors must verify that all products/solutions listed in the proposal can be serviced by staff of the company submitting the proposal. Each vendor must submit service technician certifications for all units and third-party solutions included in the proposal. Any third-party solutions proposed should be clearly indicated along with the service response time for the given product/solution.
- Vendor must provide a plan outlining the implementation process, timelines, and the support structure in place.
- Vendor agrees to offer training at multiple locations as required by the customer at no cost to DTSD.
- Pricing for a 60-month lease should be included in the proposal. Proposal must include maintenance & supplies, excluding paper and staples. Any cost for shipping supplies must be clearly indicated on proposal. Provide detailed breakdown of the costs associated with the lease, including any value-added services or benefits.
- Pricing should be based on a combined annual usage as shown below for all DTSD leased machines. Overage usage and charges reconciled on a quarterly basis. Overage charges, if any, should be included in the proposal.

### Impression Scales for the Lease Term (7/1/24 - 6/30/29)

<b>Year</b>	<b>Black and White Impressions</b>	<b>Color Impressions</b>
7/1/24 - 6/30/25	3,000,000	1,600,000
7/1/25 - 6/30/26	3,000,000	1,700,000 (↑100,000)
7/1/26 - 6/30/27	3,000,000	1,800,000 (↑100,000)
7/1/27 - 6/30/28	3,000,000	1,900,000 (↑100,000)
7/1/28 - 6/30/29	3,000,000	2,000,000 (↑100,000)

- Vendor must verify all proposed equipment is new, current model MFPs with no already published End of Support / End of Life dates set to occur between 7/1/2024 & 6/30/2029.

- Cost of relocating equipment (if any) during the course of the lease should be clearly stated. Pricing must include pick up and removal of equipment at lease end.
- Leasing options should include flexible terms for upgrading or downgrading equipment during the lease as needed. Please provide specifics on financing if it is not handled directly by submitting company.
- Lease will include a fixed price per month and no fuel surcharges or additional fees for delivery, removal, disposal or service calls during lease term.
- Lease must include a “Performance Guarantee”. If equipment does not perform as outlined by specifications, vendor will replace MFP with like equipment.
- Vendors are requested to include reports from Buyers Lab Reporting for each MFP proposed. Vendors may include other independent quality reviews for consideration.
- Vendors should provide additional equipment options by listing the option and showing the monthly price to add that option. Examples of such options that may be considered by the district include: Large Capacity Trays, Z-Fold, Saddle Stitch, and more.
- Vendors shall complete and return with their proposal the *Form of Proposal* and *Non-Collusion Affidavit* included with this RFP packet.
- DTSD reserves the right to award a single or multiple vendors.

## **6 RFP Evaluation Criteria:**

6.6 DTSD reserves the right after reviewing initial responses to selectively limit the number of vendors with which we will conduct further evaluations or presentations.

6.7 Vendors will be awarded points in each of the following areas:

• EQUIPMENT PROPOSAL AND JUSTIFICATION EACH UNIT BY LOCATION	20%
• PRICING	40%
• SERVICE LEVEL GUARANTEES	20%
• END-USER TRAINING PLAN	10%
• EXPERIENCE & REFERENCES	10%
<hr/>	
• EVALUATION CRITERIA TOTAL	100%

# **ATTACHMENT A: FORM OF PROPOSAL**

**SUPPLIER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

To: Derry Township School District  
30 East Granada Ave.  
PO Box 898  
Hershey PA 17033

We, the undersigned, herewith propose and agree to furnish to the participants any item or items at the net prices set opposite each item on the attached sheets.

This proposal is subject to all the terms of the Contract Documents which include the Invitation for Proposals, Instructions to Suppliers, Conditions of Proposal, Special Conditions, if any, the Specifications for the Supplies and/or Materials, and we hereby agree to enter into a written contract to furnish such item(s), as may be awarded to us, and to furnish such security as these specifications require.

We understand that the DTSD reserves the right to reject any or all proposals or any portion thereof not deemed satisfactory, or to select single items from any proposals.

The original of this form of proposal is being returned to you containing our proposal. A copy was retained for our files.

The undersigned supplier certifies to having read the Invitation for Proposal, Instructions to Suppliers, Conditions of the Proposal, and Specifications and offers to furnish supplies and/or materials as specified to DTSD in exact accordance with these specifications and conditions at the prices stated on the attached forms.

The following are three references that may be contacted to support satisfactory performance of our company for the purchase of similar items contained on this proposal:

**REFERENCES:** Provide three (3) recent references of similar size and requirements. Please include the following for each reference:

Client Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Contact E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contract Date: \_\_\_\_\_  
Description: \_\_\_\_\_

**IF SUPPLIER IS A CORPORATION:**

\_\_\_\_\_  
Corporation Name

\_\_\_\_\_  
Signed - President

\_\_\_\_\_  
P.O. Box / Street Address

\_\_\_\_\_  
Type Name of President

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Signed - Secretary

\_\_\_\_\_  
Telephone                      Fax

\_\_\_\_\_  
Type Name of Secretary

\_\_\_\_\_  
Type Name & Title of Supplier Contact

\_\_\_\_\_  
Signed - Supplier

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Web Site

**IF SUPPLIER TRADES UNDER A FICTITIOUS NAME OR IS A PARTNERSHIP:**

\_\_\_\_\_  
Trading Name

\_\_\_\_\_  
Signed

\_\_\_\_\_  
P.O. Box / Street Address

\_\_\_\_\_  
Type Name and Title

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Telephone                      Fax

\_\_\_\_\_  
Type Name and Title

\_\_\_\_\_  
Supplier Contact Person

\_\_\_\_\_  
Telephone                      Fax

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Web Site

**ATTACHMENT B: NON-COLLUSION AFFIDAVIT**

**Proposal:** \_\_\_\_\_ **State of:** \_\_\_ **County of:** \_\_\_\_

I state that I am \_\_\_\_\_ (title) of \_\_\_\_\_ (Name of 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) \_\_\_\_\_ (Name of firm), 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 \_\_\_\_\_ (Name of firm) understands and acknowledges that the above representations are material and important and will be relied on by Derry Township 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 Derry Township School District of the true facts relating to the submission of bids for this contract.

\_\_\_\_\_ (Name and Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS \_\_\_\_\_  
\_\_\_\_\_ DAY OF \_\_, 20 \_\_\_\_\_

\_\_\_\_\_ (Notary Public) My Commission Expires: \_\_\_\_\_