

## **INSTRUCTIONS & SPECIFICATIONS FOR GENERAL INSTRUCTIONAL SUPPLY**

Sealed bids will be received by Allentown City School District, at 31 South Penn Street, Allentown, Pennsylvania, 18105, until 10:00 a.m. prevailing time on at which time bids will be publicly opened and read out loud at the Administration Center for **General Instructional Supplies**.

Specifications can be obtained beginning **July 21, 2021** by submitting a "Right to Know" request through district website: [www.allentownsd.org](http://www.allentownsd.org)

The Allentown City School District, reserves the right to amend, accept, or reject any or all bids or portions thereof.

### **OWNER'S CONTACT**

Jessenia Perez  
Assistant Manager of Purchasing

Phone: (484) 765-4021  
Email: [perezj@allentownsd.org](mailto:perezj@allentownsd.org)

### **BIDS**

All bids must be submitted on our forms and shall be F.O.B. – Allentown City School District c/o Supply Warehouse. All bids to include all freight/delivery charges, unloading and inside delivery costs to the District's Supply Warehouse. Quantities are approximate and may be slightly increased or decreased on our orders. If a manufacturer's name and/or number is specified, no substitutes will be considered by the School District. If an item that is quoted is not the item requested, suppliers must indicate clearly by affixing a "N/A" behind the item. If the "N/A" is not indicated, the School District will assume that the supplier will provide the listed/required item(s). **We will not consider any bid with a minimum amount required.**

Inasmuch as the School District is not subject to Federal or State Taxes, bids shall not include these taxes. Every cooperation will be afforded the supplier in securing exemption from Federal or State Taxes on items listed herein.

**EACH BID MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE**, plainly marked on the outside "Bid for General Instructional Supplies" – and mailed and or delivered to the undersigned at the Administration Center, Purchasing Department, 31 South Penn Street, P.O. Box 328, Allentown, PA, 18105, before the hour above specified.

### **DELIVERY**

School District commits (via large/quantity purchase orders) to approximate bid quantities. Price of these goods, not subject to increases. Delivery of goods will be initiated by an Allentown School District Purchase Order. Delivery of materials covered by these specifications may be made immediately upon receipt of the District's orders. All palletized deliveries must be pallet-jacked to rear of trailer. A forklift will be available at the District Supply Warehouse for unloading of trailer by a District employee. Delivery may be made between the hours of 8:00 a.m. and 3:00 p.m., Monday through Thursday. All quantities are to be delivered to:

Allentown School District Supply Warehouse  
1233 Roth Avenue  
Allentown, PA. 18102

**DELIVERIES SHALL NOT BE MADE BEFORE JULY 1, OF CURRENT YEAR.**

## **COMPLIANCE WITH PENNSYLVANIA COMMUNITY & WORKER RIGHT TO KNOW ACT**

All successful bidders must furnish material safety data sheets and products must be labeled to comply with the Pennsylvania Community and Worker Right to Know Act, including the Hazardous Warning Label.

## **PAYMENT**

No materials will be paid for until delivered, accepted and billed. Each order is to be billed separately, in duplicate. **PARTIAL SHIPMENTS WILL NOT BE ACCEPTED WITHOUT PRIOR WRITTEN APPROVAL.** In order to expedite payment of shipped orders, it is suggested that whenever possible, order is to be completed in one shipment and items which would require lengthy back order will be cancelled with appropriate notice of same. **PAYMENT WILL NOT BE MADE BEFORE JULY 1, OF CURRENT YEAR.**

## **SAMPLE**

The District reserves the right to order or require a sample for the bid for that item to be considered.

The School District reserves the right to request any bidder, prior to the award of a contract, to submit materials at bidder's expense to any independent testing laboratory or agency selected by the School District for the purpose of determining whether said materials are of a quality called for by the specifications. Refusal by any bidder to honor such a request, shall be grounds for rejection of bids.

## **NON-COLLUSION AFFIDAVIT**

Non-Collusion affidavit, as enclosed, must be completed and submitted with bid for bid to be accepted by District.

## **GENERAL CONDITIONS**

Each bid must be a firm bid, subject to **90** days acceptance. Bids submitted on an escalator or similar clause will be rejected. Individual bids shall include all discounts.

The Board of Directors reserves the right to accept the bid or bids of the lowest qualified bidder(s), kind, quality and material being equal; to select a single item from any bid(s); to reject any and all bids; and to waive any omission or informality in any bid.

By Order of the Board of Directors  
School District of the City of Allentown

Harry Aristakesian  
Business Manager

NON-COLLUSION AFFIDAVIT

School District of the
City of Allentown
Bid Proposal For:

State of \_\_\_\_\_ :
: s.s.
County of \_\_\_\_\_ :

I state that I am \_\_\_\_\_ of \_\_\_\_\_
{TITLE} {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) \_\_\_\_\_, its affiliates, subsidiaries, officers, directors
{NAME OF MY FIRM}

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 MY FIRM}
representations are material and important, and will be relied on by \_\_\_\_\_
{NAME OF PUBLIC ENTITY}

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 \_\_\_\_\_
of the true facts relating to the submission of bids for this contract.
{NAME OF PUBLIC ENTITY}

\_\_\_\_\_
{NAME AND COMPANY POSITION}

Sworn to and Subscribed Before Me
This \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_
NOTARY PUBLIC

My Commission Expires \_\_\_\_\_

## **INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT**

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antirigging Act, 73 P.S. § 1661 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 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 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.

**BIDDER'S CERTIFICATE**

Certification is hereby made that the attached bid is submitted

by \_\_\_\_\_

in accordance with and subject to the specifications herein.

\_\_\_\_\_  
(Company/Firm)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
By: \_\_\_\_\_