

# **Request for Bid**

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For Paper, Duplicator 8-1/2" x 11"

For

**Allentown School District**

**Bids Due**

**Friday, May 20, 2022, by 12:00 p.m.**

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# REQUEST FOR BID

Paper, Duplicator 8-1/2" x 11"

## **Allentown School District**

Allentown School District ("the District") is accepting sealed bids from qualified vendors to furnish and deliver paper, duplicator 8-1/2" x 11" per the specifications set forth herein.

All bids are to be submitted in a sealed envelope plainly marked as follows: **Bid for Paper, Duplicator 8-1/2" x 11"**, and mailed or delivered to the following:

Beth Hildabrant  
Director of Procurement  
Allentown School District  
31 South Penn Street  
Allentown, PA 18102

**Bids will be received until 12:00 p.m., Friday, May 20, 2022**, Eastern Standard Time. The District is not liable for any cost incurred by any person or firm responding to the RFB.

Bids must be accompanied by a Certified Check and/or Bond, **if required in specifications**, with corporate surety authorized to do business in Pennsylvania.

Sealed bids will be opened in the first-floor board room of the Administration Center, 31 South Penn Street, Allentown, PA, and referred to the Board of Directors for final approval/award. Bidders and other interested parties may attend the bid opening which will be held at 1:00 p.m. time on Friday, May 20, 2022.

Questions prior to the submittal of the RFB are to be directed to:

*Beth Hildabrant*  
*Director of Procurement*  
[RFP@allentownsd.org](mailto:RFP@allentownsd.org)

The above-mentioned is the only contact for this bid. Contacting other administrators, School Board Members, or staff members as part of this process is not acceptable and is grounds for potential elimination from consideration. All questions must be submitted via email.

# GENERAL TERMS AND CONDITIONS

## BID REQUIREMENTS

- 1) 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.**
- 2) 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.
- 3) **EACH BID MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE**, plainly marked on the outside "Bid for Paper, Duplicator 8-1/2" x 11" – 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.
- 4) 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.
- 5) Proposals must be typewritten or legibly written in ink and must be signed by the bidder on the enclosed Bid Form as enclosed.
- 6) 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.
- 7) The Allentown City School District, reserves the right to amend, accept, or reject any or all bids or portions thereof.

## SPECIFICATIONS

- 1) Plain Paper, Bond White - 8-1/2" x 11"  
Basis Weight 20+/1.0 lbs.  
Non-Recycled  
Brightness(%/0REF) 92  
Acid Content: Acid Free  
Laser Guaranteed
- 2) Only bids on product manufactured in North America will be accepted.

- 3) Brands quoted must be listed in the most current edition of the competitive grade finder.
- 4) Specify brand to be supplied and submit a sample with bid.

## **REQUIREMENTS/DELIVERY**

1. School District commits (via large/quantity purchase orders) to **approximate** bid quantities as follows:
  - 5040 Cartons to be delivered approximately every 2 months; i.e., 6 Truck Loads of 840 cases for the year.
2. Allentown School District reserves the right to decrease or increase the quantities if it is deemed necessary to do so at the prices quoted in the bid
3. Price of paper will not be subject to increases.
4. Delivery of goods will be initiated by an Allentown City School District Purchase Order. Delivery of materials covered by these specifications may be made immediately upon receipt of the District's orders and are to be delivered to:
  - Allentown School District Supply Warehouse
  - 1233 Roth Avenue
  - Allentown, PA. 18102
5. 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.
6. Delivery may be made between the hours of 8:00 a.m. and 3:00 p.m., Monday through Thursday.

## **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 NEXT SCHOOL YEAR.**

## **SAMPLE MATERIAL**

1. The District reserves the right to order or require a sample for the bids for that item to be considered. SPECIFY BRAND TO BE SUPPLIED AND SUBMIT SAMPLE CARTON WITH BID.
2. 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.

# BID FORM

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ALLENTOWN SCHOOL DISTRICT:  
**Bid for Paper, Duplicator 8-1/2" x 11",**

TO: Allentown School District  
Beth Hildabrant  
Director of Procurement  
31 S. Penn Street  
Allentown, PA 18102

FROM:

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Bidder's Name

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Address

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Phone Number

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Fax Number

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State of Incorporation

I, the undersigned, herewith propose and agree to furnish the Allentown School District (District) any one or all of the items that we have priced, at the prices recorded on the attached Itemized Price Forms.

This bid is subject to all the terms of the conditions, specifications and other documents incorporated herein, and we hereby agree to acknowledge purchase orders executed by the District, and to furnish such item or items as may be awarded to us.

We understand that if we are selected as the successful bidder, and fail to meet the bid requirements we may forfeit bid security if obligations are not met to the satisfaction of the District.

We certify that we use first quality goods and that all materials are to be supplied directly from the manufacturer, and are not to be, in any way, seconds or rejected goods.

We certify that we use first quality goods and that all materials are to be supplied directly from the manufacturer, and are not to be, in any way, seconds or rejected goods. We understand that any deviations found on submitted samples that are not properly documented, are subject to bid disqualification.

LUMP SUM BASE BID (INCLUDING ALLOWANCES)

\_\_\_\_\_ Dollar per case \$ \_\_\_\_\_  
(written) (numbers)

**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 Antibid-Rigging 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.