

WEST CHESTER AREA SCHOOL DISTRICT  
782 SPRINGDALE DRIVE  
EXTON, PA 19341

**INSTRUCTIONS TO BIDDERS**

Sealed proposals will be received by the West Chester Area School District at the address above no later than **10:00 a.m. EST, Wednesday, March 12, 2025.**

All proposals shall be submitted in a sealed envelope marked in the lower left corner "**SEALED PROPOSAL FOR WCASD OT/PT Services RFP**"

Proposals must be typewritten and must be signed by the proposer. **Unsigned proposals will not be considered.**

THE FOLLOWING DOCUMENTS/ITEMS MUST BE PROVIDED AS PART OF YOUR BID. FAILURE TO PROVIDE ANY OF THESE DOCUMENTS MAY DISQUALIFY YOUR BID.

- **Attachment A – Applicant Contact Information**
- **Attachment B – Additional Information to be provided (that applies)**
- **Attachment C – Certification of Proposal documents**
- **Attachment E – Non-Collusion Affidavit (Must be notarized)**

Each proposer submitting a proposal thereby agrees and guarantees that the various articles proposed upon conform with the Specifications, as requested, in quality and kind and character and that final determination of whether they do or do not rests solely with the School District.

Unless this request is complied with, we shall assume the proposer is proposing on the services as specified and we will hold them to supply same at cost indicated.

The School District reserves the right to make changes, corrections or additions to the proposal in the form of written addenda if found necessary. The School District reserves the right to reject any and all proposals and will award in the best interest of the West Chester Area School District.

Contracts awarded at regular board meetings.

Lynn Scott  
Purchasing Agent  
West Chester Area School District