



REQUEST FOR BID

BID NAME: Catalog Percentage Discount - Fleet Repairs – Parts and Supplies – Transportation

BID NUMBER: 2025-020

BID DUE DATE: April 29, 2025 10:00 A.M.

BID SECURITY REQUIREMENTS: NONE

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

- A. THIS FORM (Page 1)**
- B. ATTACHMENT “A” CATALOG/CATEGORY LIST (Page 6)**
- C. BID SHEET (Page 7)**
- D. COMPLETED NON-COLLUSION AFFIDAVIT (Pages 9 &10)**

CERTIFICATION OF SIGNATURE

I have checked the CBSD Bid Website for any addendums and/or questions/responses. (required)

THIS IS TO CERTIFY THAT THE PERSON SIGNING AND/OR SUBMITTING THE ATTACHED BID REQUEST TO CENTRAL BUCKS SCHOOL DISTRICT FOR:

COMPANY NAME: _____

ADDRESS: _____

DATE: _____

TELEPHONE NUMBER _____

SIGNATURE (written in ink) _____

SIGNATURE (typewritten) _____

IS AN OWNER _____ OFFICER _____ AGENT _____

TITLE: _____

AND THAT HE/SHE IS FULLY AUTHORIZED TO SUBMIT SUCH BID ON THEIR BEHALF



INVITATION FOR BID # 2025-020
Catalog Percentage Discount
Fleet Repairs – Parts and Supplies – Transportation

**Central Bucks
School District**
20 Weldon Drive
Doylestown, PA
18901

BID SHEET
Issued: April 08, 2025
Closes: April 29, 2025
Time: 10:00 A.M. SHARP

INTRODUCTION

1. Central Bucks School District (hereinafter referred to as the District) is seeking to establish a fixed discount off published catalog prices for equipment and supplies from a variety of vendors' catalogs. This bid allows the District to establish a pool of qualified companies from which schools and departments may purchase equipment and supplies. It is not possible to predict the volume of sales any vendor might receive from this bid. The decision from whose catalog to order rests with schools and departments. All products will be purchased on an as needed basis. No volume of sales is guaranteed nor implied.
2. The District reserves the right to procure items herein described in any manner it sees fit, including, but not limited to: awarding of other contracts, the use of other contracts awarded by the District.
3. For information purposes, the Central Bucks School District includes 15 Elementary Schools, 5 Middle Schools and 3 High Schools. Located in Bucks County PA the District stretches over 120 square miles, serves over 17,000 students and includes over 3,000 full and part time employees.

INSTRUCTIONS FOR BID SUBMITTAL

1. All bids must be received no later than APRIL 29, 2025 – TIME 10:00 A.M. and must be delivered to:

Central Bucks School District
Attn: Juliet Meehan
320 W. Swamp Road
Doylestown, PA 18901

If a bid is transmitted by US mail or other delivery medium, the bidder will be responsible for its timely delivery to the address indicated.

2. Any bid received after the stated date and time, WILL NOT be considered. Bid #2025-020 Catalog Percentage Discount – Fleet Repairs - Parts
3. One manually signed original bid and one photocopy of the bid must be sealed in one package and clearly labeled “Bid #2025-020 Catalog Percentage Discount – Fleet Repairs – Parts and Supplies – Transportation” on the outside of the package. The legal name, address, bidder’s contact person and telephone number must also be clearly noted on the outside of the package.
4. Failure to submit one original bid with a manual signature may result in rejection of the bid.
5. All bids must be signed by an officer or employee having the authority to legally bind the bidder.
6. Any corrections must be initialed. This includes corrections made using correction fluid (white out) or any other method of correction.
7. Bidders should become familiar with any local conditions that may, in any manner, affect the services required. The bidder(s) are required to carefully examine the bid terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect

the work to be performed under the contract. No additional allowance will be made due to lack of knowledge of these conditions.

8. Bids not conforming to the instructions provided herein will be subject to disqualification at the sole discretion of the District.
9. Any bid may be withdrawn prior to the date and time the bids are due. Any bid not withdrawn will constitute an irrevocable offer for a period of 90 days, to provide the District with the items specified in the bid.

AWARD

1. The Purchasing Department cannot control the use of or the unsolicited distribution of catalogs to employees. With this in mind, this bid is not intended to limit the type or number of catalogs from which employees may order equipment and supplies, but rather to accomplish two (2) goals: 1) Establish discount and freight terms 2) Document the terms of purchase for each vendor.
2. An award will be made to each vendor who responds to this bid, meets the minimum requirements, and offers a discount off the Published Price of a catalog or website. Zero percent discounts will not be accepted.
3. The District reserves the right to waive any irregularities and technicalities and may, at its sole discretion, request a re-submittal or other information to evaluate any or all bids.
4. The District reserves the right, prior to Board approval, to withdraw the bid or portions thereof, without penalty.
5. The District reserves the right to: (1) accept the bid of any firm to be in the best interest of the District and (2) to reject any and/or all bids.
6. The bid award will be made based on funds availability and will be at the sole discretion of the Central Bucks School Board.

CONTRACT/RENEWAL

1. The term of this contract shall be from July 1, 2025 to June 30, 2028. Bid #2025-020 Catalog Percentage Discount Fleet Repairs – Parts and Supplies – Transportation.
2. All terms and conditions of this bid, any addenda, and negotiated terms are incorporated into the contract by reference as set forth herein.

BID INQUIRIES/NOTICES

1. All questions and inquiries must be submitted via email no later than April 25, 2025, by noon to: Bids@cbsd.org via email as stated above is the only means prospective bidders may contact the District regarding this solicitation. Catalog Bid Question must be in the Subject Line. Violation of this section is grounds for automatic disqualification of a prospective bidder's submittal. All questions will be answered via posting to the District's Bid Posting Page at www.cbsd.org/Page/64377 no later than April 28, 2025 @ 1:00 PM. The District will not respond to questions and inquiries submitted after the deadline stated above.
2. Any addendum will be made available via posting to the District's Bid Posting Page at www.cbsd.org/Page/64377.
3. No Addendum will be issued later than April 25, 2025, except an addendum withdrawing the Invitation to Bid or one which includes postponement of the date for receipt.

4. All notices relative to this Bid, including but not limited to initial release, addendums, letters of intent and awards will be posted at www.cbsd.org/Page/64377, on the CBSD web site.

SCOPE OF SERVICES

1. The bid is specifically for equipment and supplies and services. See Attachment A for a list of categories. Bids shall be submitted in the form of a percentage discount deducted from Published Prices. "Published" shall mean a printed catalog or website. Zero percent discounts will not be accepted. Any new items that are added to an awarded vendor's catalog released after the bid opening date are to be covered by this bid as if these items were originally included in the catalog(s) submitted with the bid.
2. Discounts shall apply to orders generated through a Purchase Order or District Purchasing Card.
3. All items must be new and of the current manufactured model, of the best quality, and of the highest-grade workmanship. Unless stated otherwise by the District, used, remanufactured, refurbished or reconditioned products are unacceptable.
4. All items shall be FOB Destination. In the event an item or items is received, and it is later determined there is concealed damage when the item or items is unpacked, the item or items must be replaced by the awarded vendor at no cost to the District.
5. Unauthorized substitutions will not be allowed. If items are not available, the school or department noted on the Purchase Order must be contacted prior to shipment to determine if a substitute is acceptable.
6. Material(s) backordered should be clearly indicated on the packing slip. The District reserves the right to cancel backorders at any time and purchase from another vendor.
7. The awarded vendor shall pass on all rebates and special promotions offered by the manufacturer during the term of the contract. It shall be the responsibility of the awarded vendor to notify the District of such rebates and/or special promotions during the contract period. The awarded vendor shall offer such rebates and/or special promotions provided that the new price charged is less than what would otherwise be available through the contract. It is understood that these special promotions may be of limited duration by the awarded vendor. At the end of such promotion, the standard contract price shall prevail.
8. The awarded vendor agrees that all products and/or services furnished as a result of this bid and award shall be covered by the most favorable commercial warranty the awarded vendor gives to any customer for comparable products and/or services, or the manufacturer's standard warranty, whichever is greater.

CATALOGS

1. One hard copy or electronic copy of each catalog proposed for inclusion in this contract must be submitted initially with the bid. Catalogs must show the Published Price. Vendors must label all catalogs they provide with their company name (if not already imprinted). If a vendor does not publish a catalog but relies exclusively on their website, the website must be included on the bid sheet.
2. If catalogs are changed during the contract period, a replacement catalog must be provided to Page 4 Purchasing Department. Any replacement catalogs are to be received no less than 21 days prior to the effective date, along with a written request for acceptance and stating the effective date of such changes. Upon approval by the Purchasing Department, the awarded vendor shall deliver copies of

the replacement catalogs with revised manufacturer prices to any requesting school or department at no cost to the District.

3. Awarded vendors that maintain websites agree to keep pricing current on their websites at all times so that discounts can be verified and applied properly.

BID PRICING

1. Bidders are required to provide a single fixed percentage (%) discount to be deducted from the Published catalog list price. Zero percent discounts will not be accepted.
2. Unless otherwise noted on the Bid Sheet, bid prices shall include all charges for packing, handling, freight, fuel, distribution and inside delivery to the Shipping Address on the Purchase Order. Any additional charges for installation must be fully disclosed on the Bid Sheet. Any charges not listed on the Bid Sheet will not be honored.
3. Fuel surcharges shall never be charged to the District. Any invoices referencing a fuel surcharge will be rejected and left unpaid until a corrected invoice is sent. During this time no late fees or penalties shall be imposed on the District.
4. Bidders may list up to five (5) discounted catalogs per bid sheet. If listing more than five (5) discounted catalogs, bidder must duplicate the bid sheet and complete.
5. The bid sheet must be signed by an individual of the bidding firm that has the authority to bind the firm.
6. Bidders are required to complete and submit Attachment A, identifying applicable categories. Bid #2025-020 **Catalog Percentage Discount Fleet Repairs – Parts and Supplies – Transportation**

INVOICING AND VENDOR PAYMENT

Invoices resulting from a Purchase Order shall contain the Company Name, the Purchase Order number, the Published Price for each item, the Discounted Price for each item, the Total Price and the Ship To location as shown on the Purchase Order.

Invoices resulting from a District Purchasing Card shall contain the Company Name, the name of the cardholder placing the order, the Published Price for each item, the Discounted Price for each item, the Total Price, and the Ship To address of the school or department provided by the cardholder. SALES AND USE TAXES /FEDERAL EXCISE TAXES – If the item subject of this bid is subject to State Sales Tax / Federal Excise Tax, the District will provide evidence of tax-exempt status. After goods are delivered or services rendered vendors submit invoices to the Accounts Payable Department according to the current process

PURCHASE ORDERS

A Purchase Order issued by the Purchasing Department or a District Purchasing Card, are the only legal authorizations for vendors to perform services or provide commodities to the District. A commitment, either written or verbal, from District employees without a Purchase Order issued by the Purchasing Department or a District Purchasing Card, does not constitute an obligation by the District to a vendor. Vendors that perform services or provide commodities without a Purchase Order issued by the Purchasing Department or a District Purchasing Card, do so at their own risk and are at risk of non-payment. Additional information regarding doing business with the District can be found on the District web site, [Business / Overview \(cbsd.org\)](http://Business/Overview(cbsd.org)) under the Business Department.

	INVITATION FOR BID # 2025-020 CATALOG PERCENTAGE DISCOUNT FLEET REPAIRS - PARTS ATTACHMENT A	Page 5 Central Bucks School District 20 Weldon Drive Doylestown, PA 18901
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INDICATE THE CATALOG(S) SUBMITTED BY CHECKING THE CATEGORY(S)

Item	Submitted	Comments
Brakes & Braking System		
Suspension, Steering & Wheels		
Drivetrain: Engine & Transmission		
Engine Ignition & Emissions		
Cooling & Heating		
Exhaust System		
Electrical & Electrical Systems		
Body Components, Parts & Hardware		
Safety Equipment & Safety Systems		
Filters – Oil, Fuel & Other		
Other		

Company Name: _____

Date: _____



**INVITATION FOR BID # 2025-020
CATALOG PERCENTAGE DISCOUNT
FLEET REPAIRS - PARTS**

BID SHEET

Central Bucks School
District
20 Weldon Drive
Doylestown, PA 18901

Percentage discounts should apply to all items contained in the vendor's catalog or on the vendor's web site. Exceptions MUST be noted in the space provided on this form. If bidding discounts for more than five (5) catalogs, duplicate this page and complete.

Vendor Name:		
Vendor Quote Number (if applicable):		Website:
Are you on a cooperative contract? YES <input type="checkbox"/> NO <input type="checkbox"/>		If YES, please list Contract name and number below:
Catalog Name:		% of Discount:
Catalog Name:		% of Discount:
Catalog Name:		% of Discount:
Catalog Name:		% of Discount:
Catalog Name:		% of Discount:
Discount Exceptions: (Enumerate)		
_____ Free, Prepaid & Included _____ \$ _____ minimum		_____ Prepaid & Added to Invoice _____ \$ _____ minimum
Other Exceptions:		
Contact Person:		
Phone Number:		
Fax Number:		
E-Mail Address:		
Comments:		
Signature of Authorized Representative:		
Print Authorized Name:		Date:
The Non-Collusion Affidavit is signed and attached		
Completed W-9 is attached		
Attachment A - Completed and Attached		

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. The Non-Collusion Affidavit is material to any contract award pursuant to this bid. According to the Pennsylvania Anti-Bid Rigging Act, 73 P.S. Section 1611 et seq., governmental agencies shall 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/herself that each statement is true and accurate, making diligent inquiry, as necessary, of all 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 joint venture, each party of the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "Complimentary 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 non-competitive bid, and any other form of bid submission for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in the disqualification of your bid

NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____

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 prices(s) and the amount of this bid.

I state that:

1. The prices(s) and the 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 the 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 the 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 an intentionally high or non-competitive bid or other form of "Complimentary" bid.
4. The bid of my firm is made in good faith and not pursuant of any agreement or discussion with, or inducement from, any firm or person to submit a "Complimentary" or other non-competitive bid.
5. _____, its affiliates,
(Name of Firm)

subsidiaries, officers, directors and employees are not currently under investigation by any government 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 any public contract., except as follows: (state below)

NON-COLLUSION AFFIDAVIT (Continued)

I state that _____
understands

(Name of Firm)

And acknowledges that the above representations are material and important, and will be relied on by Central Bucks School District in awarding the contract 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 the Central Bucks School District of the true facts relating to the submission of bids for this contract.

SIGNED _____

(Name)

TYPED _____

(Name)

POSITION _____

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF

_____, 20____

(Month)

(Notary Public)

My commission expires _____