

**HAMPTON TOWNSHIP SCHOOL DISTRICT
4591 SCHOOL DRIVE
ALLISON PARK, PA 15101**

INSTRUCTIONS TO BIDDERS

1. **Sealed bids will be received until 11:00 A.M., our prevailing time, on Wednesday, February 25, 2026, at the Hampton Township School District Business Office, 4591 School Drive, Allison Park, PA, 15101. Bids will be opened at 1:00 P.M. in the Office of the Director of Administrative Services on Thursday, February 26, 2026.** It is the responsibility of the bidder to ensure the bids are received by the due date.
2. **All bids shall be submitted in sealed envelopes marked with the category or categories that you bid on.**
3. Bids must be typewritten or written with ink, and the bidder must sign the enclosed Bidder Proposal.
4. If a vendor-computerized form is used instead of the Vendor list supplied by the school, IT MUST:
 - Be listed in the exact order as the District's.
 - Contain the District's Item Number.
 - Use the District's descriptions.
5. Changes, alterations, or interlineations in the bid are not permitted.
6. The bid list furnished to you is to be returned to the HAMPTON TOWNSHIP SCHOOL DISTRICT at the address given in Instruction (1.) above, along with a bid deposit, if specified in the Conditions of Bid or Proposal.
7. When bidding on multiple categories, **DO NOT STAPLE TOGETHER.**
8. **VENDOR NAME MUST BE PLACED ON ALL BIDS SUBMITTED.**
9. **UNSIGNED BIDS WILL NOT BE CONSIDERED.**
10. **REMINDER: Freight is to be included in the Bid Price.**

**HAMPTON TOWNSHIP SCHOOL DISTRICT
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CONDITIONS OF BID OR PROPOSAL

I. GENERAL CONDITIONS

1. Local Conditions: Deliveries will be received between the hours of **8:00 A.M. and 2:30 P.M.** prevailing time, Monday through Friday. All shipments are to be F.O.B. our loading dock. Title will pass upon receipt of the shipment by the Hampton Township School District. Any claim against the freight carrier covering material damaged in transit must be filed by the shipper. All deliveries will be **inside deliveries** on the receiving dock. All shipments must be shipped "prepaid" and unit cost is to include freight.
2. Invoicing: Invoicing shall be sent to the **Hampton Township School District, Attn: Accounts Payable, 4591 School Drive, Allison Park, PA, 15101**. Separate invoices shall be rendered for each purchase order. Each invoice must be accompanied by a copy of the delivery ticket signed by the district's custodian or other authorized representative and the required "MATERIAL SAFETY DATA SHEETS" for hazardous materials. **District fiscal accounting procedure requires invoices be dated and submitted after July 1.**
3. If any bidder finds discrepancies in, or is in doubt as to the true meaning of any part of the plans, specifications, or other contract documents, they shall at once submit to the Director of Administrative Services, Hampton Township School District, 4591 School Drive, Allison Park, PA, 15101, a written request for an interpretation thereof. Bidder submitting the request shall be responsible for its prompt delivery.
4. Bid Tabulations: A remittance of **\$15.00 per category** shall accompany each supplier's request for a tabulation of a bid.

II. LEGAL CONDITIONS

1. The Advertisement for Bids, Information to Bidders, General Conditions of the Bid Special Conditions, if any, the Specifications for the Articles, Supplies, Equipment and Materials or a Description of the Services desired, as well as the Proposal Agreement and Bonds shall be collectively known and designated as the "Contract Documents" and together shall form the Contract.
2. **No bidder may withdraw his bid for a period of 120 days after the date set for the opening. No escalator clauses will be accepted in making awards.**
3. The Hampton Township School District reserves the right to waive any formalities or reject any or all bids or portions thereof.
4. No rights shall accrue to any person submitting a bid or proposal until such bid has been accepted, contract awarded, and the contract finally and completely executed in writing by duly authorized officer of the Hampton Township School District.

5. Supplier will be responsible for any damage to property caused by supplier or their agents. Supplier further covenants and agrees to assume and does hereby assume all liability for and shall and does agree to indemnify and save harmless the Hampton Township School District against any and all loss, costs, suits, claims, charges or damages arising from injuries sustained by mechanics, laborers, workmen, or by any person or persons whatsoever, to their persons or property; whether employed in and about the said work or otherwise by reasons of any accidents, damages, or injuries, torts, or trespasses happening in and about, or in any incident to, or by reason of the performance of this contract and the performance of said work and labor, including costs, counsel fees, and all expenses of defense, and agrees to carry the usual Property Damage and Liability Insurance and to furnish certificates thereof, when required by the Hampton Township School District.
6. All applicable laws shall be deemed to be part of these specifications, and the contract shall be read and enforced as though they were included.
 - a. HAZARDOUS SUBSTANCE CONDITIONS: Bidder shall insure that the container of any chemical is clearly labeled to indicate any hazardous substance. Should a hazardous substance be present, the bidder must furnish with each invoice a material safety data sheet which includes the following information:
 - 1) The chemical name or common name
 - 2) A hazard warning to include:
 - a) Clean up instructions in case of spillage
 - b) Precautions & treatment instruction in case of human contact
 - 3) The name, address & emergency telephone number of the manufacturer of the substance
7. Bidders must sign contract as prescribed by the forms. When the bidder is a corporation, documents must be signed by a President or Vice President and by the Secretary or Assistant Secretary. If signed by one person, a copy of the authority of such person must accompany the proposal.
8. In compliance with the Act of Assembly, the supplier further covenants and agrees to accept, insofar as the work covered by this contract in Pennsylvania is concerned the provisions of Workmen's Compensation Act of 1951, and any supplements or amendments thereto which may have been or may hereafter be passed, or shall file with the Hampton Township School District a certificate from the Department of Labor and Industry.

III. BID CONDITIONS

1. **All bidders must bid unit prices for the unit specified. Bids received will not be considered if bid price other than for unit specified.**

2. **ALL PRICES TO REMAIN FIRM FOR 120 DAYS AFTER DATE OF BID OPENING INDICATED UNDER “INSTRUCTIONS TO BIDDERS.”**
3. The listed quantities are estimates only and the total of purchase orders to be issued by the Hampton Township School District within 120 days of the bid opening date may be increased or decreased by up to 10 percent per item.

It is a condition of this transaction that in the event the Hampton Township School District shall have accepted and paid for a shipment but shall discover upon opening packages at a later date that the shipment does not conform to the specifications and/or other quality standards of the sample supplied herewith, the bidder agrees to replace any or all of the quantity with that which does meet the specifications and conform to the standards of the sample without extra charge to the Hampton Township School District.
4. Samples of items requested in the specifications or substitutions for items specified must accompany the sealed bid and be delivered to the Hampton Township School District, Attention: Director of Administrative Services, 4591 School Drive, Allison Park, PA, 15101. Failure to submit required samples might disqualify the bid. Mark all samples with the bid number or name. The Hampton Township School District Board assumes no responsibility for the return of samples or for the damage in testing samples.
5. The bidder agrees, if awarded the contract, to furnish and deliver the specified products at such times, at such places and in such quantities as herein specified, and that all of the products shall be subject to inspection and approval. In the event that any of the said products shall be rejected as unsuitable or not in conformity with these specifications, such products of proper quality as set forth in these specifications shall be furnished in place thereof at the expense of the successful bidder.
6. Bid figures shall include all charges **including delivery** at the school called for in the purchase order. Prices quoted shall not include Pennsylvania Sales Tax or Federal Excise Tax. The Hampton Township School District is exempt from Pennsylvania Sales Tax having been assigned **Exemption #76-02460-3**. **Bid price to include all costs including delivery and unloading costs.** Set-up and installation of equipment in place is to be included in the bid price where specified.
7. Any item not delivered within 90 days of the date appearing on the purchase order which will be **dated no earlier than July 1, 2024**, will be considered cancelled by the Hampton Township School District unless delivery after that date is specifically authorized in writing by the school district.
8. In the event the successful bidder shall neglect or refuse to furnish and deliver the said articles or any part thereof as provided in these specifications or to replace any which are rejected as stated in the preceding paragraph, the Hampton Township School District is authorized and empowered to purchase articles in conformity with this contract from such party or parties in such quantities and in such manner as it shall select at the expense of the successful bidder or to cancel this contract reserving to itself, nevertheless, all rights for damage which may be incurred by the Hampton Township School District.

9. The bidder agrees that if the contract is awarded to him, he will not assign, transfer or sublet it unless specific permission to do so is requested in writing by the bidder and granted in writing by the Hampton Township School District.
10. All bidders must enter estimated date of delivery on the Bidder Proposal. Acceptance of bid will create a contractual obligation on the part of the bidder to supply the items within the time specified by the bid but not later than 90 days after the date of the purchase order.
11. If bids are submitted on quantities or sizes of containers other than that specified, please qualify your bid by stating sizes, etc.
12. Where the description of item includes a company name, trademark or brand name, all bidders must bid on the item specified or an item equal to or better than the item specified. The bidder, when bidding a substitute item must so indicate the complete description of the substituted item on the bid list and furnish a sample as required in these Conditions of Bid or Proposal.
13. Unit bid prices must be based upon making shipment to the schools designated on the Bid List.
14. Total amount of bid, even if partial bid, must be typed on the last page of the Bid List.
15. All bidders must supply entire quantity ordered or bid will not be considered when making award.
16. A bid price must appear for each item. Lump unit sum bid prices covering more than one item will not be considered when making award.

Vendor Bid Authorization Sheet

Bid Category 16 - Paper

Date: 01/12/26

Due Date: 02/25/26

Quote Number: _____

Authorization: _____

Title: _____

Federal ID#: _____

Phone Number: _____

PLEASE WRITE COMPANY NAME AND ADDRESS BELOW:

Total Bid Amount: _____

ALT. Bid Amount: _____

Special Instructions:

Terms and Conditions:

Sealed bids will be received until 11:00 AM, our prevailing time, Wednesday, February 25, 2026, at the Hampton Township School District Business Office. Bids will be opened at 1:00 PM in the Office of the Director of Administrative Services on Thursday, February 26, 2026. BIDS WILL NOT BE ACCEPTED ON FEBRUARY 26, 2026. Contact Patty Waldroup at 412-492-6370 or at waldroup@ht-sd.org with questions.

**Vendor Bid Form 2026-2027
 Paper (16)**

* Indicates Hazardous Materials

Item #	Catalog #	Item Description	Quantity Requested	Unit	Unit Price	Extended Price
Category 16 - Paper						
FUSION COVER 65 LB 250 SHEETS/RM OPAQUE-SMOOTH						
9902	-005	WHITE	15.00	REAM		
		Alternate Bid:				
9902	-006	BLUE	10.00	REAM		
		Alternate Bid:				
9902	-008	GOLDENROD	10.00	RM		
		Alternate Bid:				
9902	-009	CANARY	10.00	REAM		
		Alternate Bid:				
CARDSTOCK						
9910	-001	CARDSTOCK, WHITE, 8.5 X 11, 90 LB, 300 SHEETS PER PACK	3.00	PK		
		<i>(No Substitutions)</i>				
MATTE PAPER						
9920	-001	JAM PAPER COLORED MATTE, 28 LB, 8.5 X 11, DARK GREEN, 500 SHEETS PER REAM	1.00	REAM		
		<i>(No Substitutions)</i>				
XEROGRAPHIC PAPER						
9949	-001	XEROGRAPHIC PAPER 8.5" X 14" UNPUNCHED WHITE	1.00	CASE		
		<i>(No Substitutions)</i>				

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 Vendor Bid Form 2026-2027
 Paper (16)**

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Item #	Catalog #	Item Description	Quantity Requested	Unit	Unit Price	Extended Price
Category 16 - Paper						
XEROGRAPHIC PAPER						
9949	-002	XEROGRAPHIC PAPER 11" X 17" UNPUNCHED WHITE	16.00	CASE		
		Alternate Bid:				
XEROGRAPHIC PAPER 8-1/2 X 11" UNPUNCHED 10 REAMS/CARTON						
9950	-001	WHITE - PAPER TO BE SHIPPED IN TWO DELIVERIES 50% IN JULY AND THE OTHER 50% IN JANUARY. TRUCK WITH LIFT FOR HIGH SCHOOL, MIDDLE SCHOOL, CENTRAL ELEMENTARY, POFF ELEMENTARY AND WYLAND ELEMENTARY DELIVERIES.	1182.00	CARTON		
		Alternate Bid:				
9950	-002	BLUE	28.00	CARTON		
		Alternate Bid:				
9950	-003	GREEN	23.00	CARTON		
		Alternate Bid:				
9950	-004	PINK	21.00	CARTON		
		Alternate Bid:				
9950	-005	CANARY	32.00	CARTON		
		Alternate Bid:				

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Item #	Catalog #	Item Description	Quantity Requested	Unit	Unit Price	Extended Price
Category 16 - Paper						
XEROGRAPHIC PAPER 8-1/2 X 11" UNPUNCHED 10 REAMS/CARTON						
9950	-007	_____ BUFF	20.00	CARTON	_____	_____
		Alternate Bid: _____			_____	_____
9950	-009	_____ PUMPKIN	15.00	CARTON	_____	_____
		Alternate Bid: _____			_____	_____
9950	-013	_____ TAN	6.00	CARTON	_____	_____
		Alternate Bid: _____			_____	_____
9950	-015	_____ GOLDENROD	8.00	CARTON	_____	_____
		Alternate Bid: _____			_____	_____
9950	-017	_____ SALMON	6.00	CARTON	_____	_____
		Alternate Bid: _____			_____	_____
9950	-018	_____ IVORY	16.00	CARTON	_____	_____
		Alternate Bid: _____			_____	_____
9950	-019	_____ GRAY	15.00	CARTON	_____	_____
		Alternate Bid: _____			_____	_____
9950	-020	_____ CHERRY	9.00	CARTON	_____	_____
		Alternate Bid: _____			_____	_____

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Item #	Catalog #	Item Description	Quantity Requested	Unit	Unit Price	Extended Price
Category 16 - Paper						
XEROGRAPHIC PAPER 8-1/2 X 11" UNPUNCHED 10 REAMS/CARTON						
9950	-030	CHRISTMAS RED	2.00	CARTON		
		Alternate Bid:				
9950	-031	CHRISTMAS GREEN	1.00	CARTON		
		(No Substitutions)				
DUAL SURFACE CRAFT ROLLS 50 LB 36" X 1000'						
9969	-001	WHITE	2.00	ROLL		
		Alternate Bid:				
9969	-002	DARK BROWN	1.00	ROLL		
		Alternate Bid:				
9969	-008	CANARY YELLOW	1.00	ROLL		
		Alternate Bid:				
9969	-010	ORANGE	2.00	ROLL		
		Alternate Bid:				
9969	-012	LITE GREEN	1.00	ROLL		
		Alternate Bid:				

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Item #	Catalog #	Item Description	Quantity Requested	Unit	Unit Price	Extended Price
Category 16 - Paper						
DUAL SURFACE CRAFT ROLLS 50 LB 36" X 1000'						
9969	-014	EMERALD GREEN	1.00	ROLL		
		Alternate Bid:				
9969	-016	LITE BLUE	2.00	ROLL		
		Alternate Bid:				
9969	-026	PINK	1.00	ROLL		
		Alternate Bid:				
9969	-030	BLACK	3.00	ROLL		
		Alternate Bid:				
9969	-050	PURPLE	1.00	ROLL		
		Alternate Bid:				
CONSTRUCTION PAPER						
9970	-088	12 X 18" YELLOW	5.00	100/PK		
		Alternate Bid:				
9970	-091	12 X 18" BLACK (WON'T ACCEPT RECYCLED)	12.00	100/PK		
		(No Substitutions)				

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Item #	Catalog #	Item Description	Quantity Requested	Unit	Unit Price	Extended Price
Category 16 - Paper						
CONSTRUCTION PAPER						
9970	—102	SAX TRU-RAY CONSTRUCTION PAPER ASSORTED 18" X 24" PACK/50 9-054933-705 - NO SUB <i>(No Substitutions)</i>	2.00	PACK	_____	_____
9970	—103	SAX TRU-RAY CONSTRUCTION PAPER FESTIVE RED 18" X 24" PACK/50 9-054945-705 - NO SUB <i>(No Substitutions)</i>	3.00	PACK	_____	_____
9970	—104	SAX TRU-RAY CONSTRUCTION PAPER FESTIVE GREEN 18" X 24" PACK 50 - 9-054924-705 - NO SUB <i>(No Substitutions)</i>	3.00	PACK	_____	_____
9970	—105	TRU-RAY CONSTRUCTION PAPER 12 X 18" BLACK 50/PK NO SUB WON'T ACCEPT RECYCLED <i>(No Substitutions)</i>	10.00	PACK	_____	_____
9970	—106	TRU RAY CONSTRUCTION PAPER 12" X 18" - WARM BROWN - 50/PK WON'T ACCEPT RECYCLED NO SUB <i>(No Substitutions)</i>	5.00	PACK	_____	_____
9970	—107	TRU RAY CONSTRUCTION PAPER 12 X 18" TAN - 50/PK WON'T ACCEPT RECYCLED - NO SUB <i>(No Substitutions)</i>	2.00	PACK	_____	_____

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Item #	Catalog #	Item Description	Quantity Requested	Unit	Unit Price	Extended Price
Category 16 - Paper						
CONSTRUCTION PAPER						
9970	—108	TRU RAY CONSTRUCTION PAPER 12 X 18" VIOLET 50/PK - WON'T ACCEPT RECYCLED NO SUB <i>(No Substitutions)</i>	2.00	PACK		
9970	—112	TRU RAY CONSTRUCTION PAPER 12 X 18" BLUE - 50/PK - WON'T ACCEPT RECYLED - NO SUB <i>(No Substitutions)</i>	4.00	PACK		
9970	—114	TRU RAY CONSTRUCITON PAPER 12 X 18" TURQUOISE - 50/PK - WON'T ACCEPT RECYCLED - NO SUB <i>(No Substitutions)</i>	2.00	PACK		
9970	—115	TRU RAY CONSTRUCTION PAPER 12 X 18" FESTIVE GREEN 50/PK - WON'T ACCEPT RECYCLED - NO SUB <i>(No Substitutions)</i>	5.00	PACK		
9970	—116	TRU RAY CONSTRUCTION PAPER 12 X 18" BRILLIANT LIME 50/PK - WON'T ACCEPT RECYCLED - NO SUB <i>(No Substitutions)</i>	1.00	PACK		
9970	—118	TRU RAY CONSTRUCTION PAPER SHOCKING PINK 12 X 18" 50/PK - WON'T ACCEPT RECYLGED - NO SUB <i>(No Substitutions)</i>	1.00	PACK		

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Category 16 - Paper						
CONSTRUCTION PAPER						
9970	-119	TRU RAY CONSTRUCTION PAPER PINK 12 X 18" 50/PK - WON'T ACCEPT RECYCLED - NO SUB <i>(No Substitutions)</i>	4.00	PACK		
9970	-120	TRU RAY CONSTRUCTION PAPER ORANGE 12 X 18" 50/PK - WON'T ACCEPT RECYCLED - NO SUB <i>(No Substitutions)</i>	5.00	PACK		
9970	-121	TRU RAY CONSTRUCTION PAPER - 12 X 18" YELLOW 50/PK - WON'T ACCEPT RECYCLED - NO SUB <i>(No Substitutions)</i>	3.00	PACK		
9970	-124	TRU RAY CONSTRUCTION PAPER BLACK 18 X 24" 50/PK - WON'T ACCEPT RECYCLED - NO SUB <i>(No Substitutions)</i>	7.00	PACK		
WHITE SULPHITE DRAWING PAPER 80 LB						
9976	-004	WHITE DRAWING PAPER, 24 X 36, 80 LB, 250 SHEETS/PACK <i>(No Substitutions)</i>	1.00	PK		
COMPOSITION						
9985	-011	PAPER WRITING WHITE 3/8" RULED 8" X 10-1/2" UNPUNCHED	20.00	RM		
		Alternate Bid: _____				

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Item #	Catalog #	Item Description	Quantity Requested	Unit	Unit Price	Extended Price
Category 16 - Paper						
COMPOSITION						
9985	-021	COLLEGE RULED 3-HOLE PUNCHED PAPER 8 1/2" X 11" (500 SHEETS/PACKAGE) <i>(No Substitutions)</i>	33.00	PACK		
9985	-031	COMPOSITION NOTEBOOK, 7 1/2" x 9 3/4", CASE OF 24, COLLEGE RULED, 100 SHEETS <i>(No Substitutions)</i>	1.00	CASE		
55 Items for Category (Paper)				Grand Total:		