

SEALED PROPOSALS

Sealed Proposals addressed to the undersigned will be received by the CHELTENHAM SCHOOL DISTRICT Administration Building, 2000 Ashbourne Road, Elkins Park, PA 19027 until 10:00 A.M. prevailing time, WEDNESDAY, MAY 20, 2026 at which time the bids will be publicly opened and read for the following:

BID #25/26-4 SERVICE UPGRADE PROJECT

ON-SITE VISIT, TUESDAY MAY 12, 2026 AT 11:00AM

Michael C Oswald
Purchasing Specialist
Cheltenham School District
moswald@cheltenham.org

BID ADVERTISEMENT TO RUN ON THE WEEKS OF:

MAY 3 2026
MAY 10 2026
MAY 17 2026

**CHELTHENHAM SCHOOL DISTRICT
BID #25/26-4
SERVICE UPGRADE PROJECT**

INVITATION TO BIDDERS:

The Cheltenham School District, Elkins Park, Pennsylvania, will receive bids for BID #25/26-4, SERVICE UPGRADE PROJECT. All bids must be received by WEDNESDAY, MAY 20, 2026 at 10:00 A.M. prevailing time.

Bids will be publicly opened on WEDNESDAY, MAY 20, 2026 at 10:00 A.M. prevailing time at the Administration Building, 2000 Ashbourne Road, Elkins Park, PA 19027.

INSTRUCTIONS TO BIDDERS:

All Bids shall be submitted on the form of proposal furnished in the enclosed specifications package. The Board of School Directors reserves the right to reject any or all bids and to accept or reject any items. The purchaser reserves the right to purchase all items from one vendor where it is felt the material to be more compatible.

It shall be the privilege of the Cheltenham School District to increase or decrease quantities desired after awarding the bid and before issuing the purchase order with the quoted unit price remaining the same.

**CHELTENHAM SCHOOL DISTRICT
REQUEST FOR BIDS**

The Cheltenham School District Board of School Directors will receive bids on
WEDNESDAY, MAY 20, 2026 until 10:00 A.M., prevailing time for

**BID #25/26-4
SERVICE UPGRADE PROJECT**

Specifications are available at the office of the Business Manager, CHELTENHAM SCHOOL DISTRICT, Administration Building, 2000 Ashbourne Road, Elkins Park, Pennsylvania 19027.

PROPOSAL SUMMARY

BIDDER (Company Name): _____
ADDRESS: _____

DATE: _____
CONTACT PERSON: _____
TELEPHONE NUMBER: _____
FAX NUMBER: _____

This proposal is submitted in accordance with your advertisement and specifications to the CHELTENHAM SCHOOL DISTRICT. The undersigned proposes to furnish the items listing below for the following bid price:

\$ _____

The following bid security accompanies this bid (not less than 10% of total bid):

Type: _____ Amount: \$ _____

**The following indicates any discrepancies between this quote and the
CHELTENHAM SCHOOL DISTRICT'S specifications, such as alternates, shipping
terms, minimum amount of orders, etc.**

SIGNATURES

IN WITNESS WHEREOF, the undersigned has caused this Proposal to be executed as of the day and year indicated on the first page hereof.

INDIVIDUAL BIDDER:

Witnessed By: _____

(Signature of Individual)

Trading and doing business as:

* _____

*If a fictitious or trade name is employed in the conduct of business, insert such name and complete, as appropriate, by deletion, the following statement: The foregoing fictitious or trade name (has)(has not) been registered under Pennsylvania Law.

PARTNERSHIP BIDDER:

Witnessed By: _____

(Signature of Individual)

Witnessed By: _____

(Signature of Individual)

Trading and doing business as:

** _____

** (1) If a fictitious or trade name is employed in the conduct of business, insert such name and complete, as appropriate, by deletion, the following statement. The foregoing fictitious or trade name (has)(has not) been registered under Pennsylvania Law. (2) The partners constituting the partnership herein named are:

Partner: _____ Address: _____

Partner: _____ Address: _____

SIGNATURES (continued)

CORPORATE BIDDER:

*** _____
(Name of Corporation)

BY: _____
(Specify President or Vice President)

ATTEST:

(Specify Secretary or Assistant Secretary)

Or if appropriate:

(Corporate Seal) **** _____
(Authorized Representative)

(Typed Name and Title)

*** (1) Complete, as appropriate, the following statement:
The Corporation has been organized and is existing under laws of the _____ of _____. (2) If the Corporation has been organized under laws other than those of the Commonwealth or Pennsylvania, complete as appropriate, by deletion, the following statement: The Corporation (has)/(has not) been granted a certificate of authority to do business in the Commonwealth of Pennsylvania under applicable laws.

**** Attach appropriate proof, dated as the date of the Proposal, evidencing authority to execute in behalf of the Corporation in accordance with requirements of the Contract Documents.

CHELTENHAM SCHOOL DISTRICT

General Bid Specifications

A. PREPARATION OF BIDS

1. All proposals MUST be submitted on the attached bid form supplied by the CHELTENHAM SCHOOL DISTRICT. Bids must be typewritten or printed in blue ink. The bid packet includes:
 - Advertisement
 - Proposal Summary with Signature pages
 - General and Detailed Specifications
 - Non-Collusion Affidavit
2. The CHELTENHAM SCHOOL DISTRICT is exempt from Federal Excise and Pennsylvania Sales and Use Tax (Exemption Number Provided Upon Request). Taxes should NOT be included in your bid.
3. The naming of a manufacturer is for the purpose of clarification or identification and does not preclude the sale of products of other manufacturers, if said products are all equal and similar in design; provided; however, that said determination shall be in the sole discretion of the CHELTENHAM SCHOOL DISTRICT.
4. If equipment or material other than the recommended standard of quality is bid upon, the bidder must include descriptive literature for that item and must indicate that he is bidding an alternate. When a bidder is proposing an alternative, he will put an "X" next to the unit measure in the detailed specifications and must indicate on the Proposal Summary any discrepancies between his bid and the School District's specifications. In the absence of the same, all bids will be conclusively presumed to be based solely on the CHELTENHAM SCHOOL DISTRICT'S specifications. All bidders, upon request, and at their expense, must be prepared to present and demonstrate samples for examination. Samples shall be removed at bidder's expense.
5. Bidders who find discrepancies in the specifications or are in doubt shall at once notify the CHELTENHAM SCHOOL DISTRICT. If it is deemed necessary, instructions in the form of bulletins will be issued to all bidders by mail, e-mail or fax. The CHELTENHAM SCHOOL DISTRICT will not be responsible for any oral instructions.
6. All items must be set-up in operating condition and checked out for operating performance, unless otherwise noted in the detailed specifications. All bidders must provide authorized service on bid items. Any materials and equipment furnished by the bidder shall be guaranteed from faulty materials or workmanship

and shall be guaranteed for one (1) year, normal wear and tear excepted, unless stated otherwise in the detailed specifications, and shall be replaced if necessary on determination by the CHELTENHAM SCHOOL DISTRICT.

B. SUBMITTAL OF BID

1. Proposals shall be submitted to the CHELTENHAM SCHOOL DISTRICT properly executed by the bidder. If a partnership, it shall be executed by at least one of the partners; if a corporation, it must be executed by the President, Vice-President or other person properly authorized to sign for the corporation and whose authority shall be attached. The Secretary or Assistant Secretary shall attest corporate bids with the corporate seal attached.
2. The member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid must execute the Non-Collusion Affidavit, and it must be notarized. The Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to Pennsylvania Antibid-Rigging Act, P.S. 161 1 et seq. Governmental agencies shall require Non-Collusion Affidavits to be submitted with bids (see Attachment B; Affidavit and Instructions).

Bids will be received at the CHELTENHAM SCHOOL DISTRICT Administration Building, 2000 Ashbourne Road, Elkins Park, PA 19027, **prior** to the due date and time. Bids must be submitted in a sealed envelope and clearly marked on the outside with the category of bid and due date. For example, **“SERVICE UPGRADE PROJECT” @ 10:00 AM, MAY 20, 2026.**

3. Bids shall be publicly opened at the CHELTENHAM SCHOOL DISTRICT Administration Building at the address stated above.
4. Each bid shall be irrevocable for a period of 90 days from the date of opening. The School Board of Directors reserves the right to reject any or all bids and/or waive technicalities and informalities for the best interest of itself and the School District.

C. BID FIGURES

1. Bids shall show both unit and total prices. Should figures be irreconcilable, the lowest price to the owner shall govern and awards shall be made on this basis. It is mutually understood and agreed by and between the owner and the bidder that the owner may make its award for one or for more than one of the articles set forth in these specifications, or may make its award for all the articles set forth in

these specifications. The owner has the right to accept or reject all or any portion of any or all bids submitted, and to make the award in the best interest.

2. Bid figures shall include permit fees, inspection fees and all charges including delivery into the destination called for in these specifications, as well as all taxes, which are in effect at the time of submission of bid. They shall also include discounts other than a cash discount.

D. STANDARD OF QUALITY

The various materials and products specified in the specifications by name or description are given to establish a standard of quality and cost for bid purposes. It is not the intent to limit the bidder, the bid or the evaluation of the bid to any one material or product specified but rather to describe the minimum standard. When proprietary names are used, they shall be followed by the words "or alternatives of the quality necessary to meet the specifications". A bid containing an alternative that does not meet the specifications may be declared non-responsive. A bid containing an alternative may be accepted but if awarded to that bidder, the bidder will be required to replace any alternative that do not meet the specifications.

E. AWARD

1. The CHELTENHAM SCHOOL DISTRICT School Board of Directors will not be required to make an award entirely on the basis of the lowest bid in dollars and reserves the right to accept any one or all items based on design, style or other factors relating to suitability, durability, etc., even though items selected may not be the lowest in price of those offered.
2. The property and/or services furnished must comply with all applicable Federal, State and Local laws, codes and regulations.

F. PAYMENT TERMS

1. Invoices for completed work or materials received in part or in whole shall be submitted for payment no later than the 25th of the month in which the work was completed or the material was received. Contractors shall be sure to submit, where necessary, all documentation required to support said invoices. The CHELTENHAM SCHOOL DISTRICT School Board of Directors shall approve payment for properly submitted invoices at the regularly scheduled School Board Legislative meeting, which occurs the second Tuesday of the month following receipt of invoices. Payment is mailed on the day following the said meeting.
2. If awarded the contract, the bidder agrees to furnish and deliver the said articles at such times, at such places, in such quantities as herein specified and that all of the articles be subject to the inspection and approval of the said owner. In the

event that any of the said articles shall be rejected as unsuitable or not in conformity with these specifications, such articles shall at once be removed and other articles of proper quality as set forth in these specifications shall be furnished in place thereof at the expense of the successful bidder.

3. In the event that the successful bidder shall neglect or refuse to furnish and deliver the said articles or any part thereof as provided in these qualifications or to replace any which are rejected as stated in the preceding paragraph, then, in such event, the owner authorized and empowered to purchase articles in conformity with the 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 itself, nevertheless, all rights for damage which may be incurred by the District.
4. 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 granted in writing by the owner.
5. The bidder agrees that if the contract is awarded to him, he will not assign in whole or in any part any rights or privileges which may accrue to him under the terms of the contract or of any money which may become due to him thereon.
6. All equipment is to be delivered in assembled form. If it is necessary to ship in a knockdown form, the bidder must assemble at the delivery site.
7. Where shipments are made to the nearest railroad freight station, it is the responsibility of the bidder to make arrangement for pickup and delivery to the site of the school.
8. The bidder is instructed to contact the Purchasing/Receiving department prior to the shipment. In the event construction of/in the building makes it necessary to postpone receiving shipment until a later date, or delivery to an alternate location within the CHELTENHAM SCHOOL DISTRICT boundaries.
9. It is the responsibility of the successful bidder to remove all packaging materials from the indicated locations. All equipment will be assembled and tested where necessary at the specified location. All expenses in this will be borne entirely by the bidder.

G. DISCRIMINATION PROHIBITED

1. Discrimination Prohibited – “According to Section 62 PA C.S.A. 4 3701, the contractor agrees that: In the hiring of employees for the performance of work under this contract or any sub-contract, no contractor, sub-contractor or any person acting on behalf of the contractor or sub-contractor shall by reason of gender, race, creed or color discriminate against any citizen of the

Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates;

2. No contractor, sub-contractor, or any person on their behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of gender, race, creed or color.
3. This contract may be cancelled or terminated by the CHELTENHAM SCHOOL DISTRICT and all money due or to become due hereunder may be forfeited for a violation of the terms or conditions of the contract.

H. HUMAN RELATIONS ACT

"The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 P.L.L 744)(43 P.S. Section 95 1, et. seq. of the Commonwealth of Pennsylvania prohibit discrimination because of race, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of the Act as amended that are made part of this specification.

I. INDEMNIFICATION AGAINST SUITS AND ROYALTIES AND PATENTS

The Contractor shall indemnify and save harmless the CHELTENHAM SCHOOL DISTRICT, its members and all others who may act for the School Board of Directors from all suits and actions of every nature and description brought by the Contractor or anyone else against them or any of them in any manner connected with the contract here proposed or the work thereunder; provided that nothing therein stated shall be construed to preclude the contractor from maintaining an action at law for money that may be due him under the Contract.

J. DELIVERIES/PAYMENT

1. All items that are applicable to the Pennsylvania "Worker and Community right to Know Act" shall include the proper labeling statement clearly marked. The Material Safety Data Sheets shall accompany all incoming products or supplies that are subject to the referred act.
2. The CHELTENHAM SCHOOL DISTRICT may retain a percentage of payment (in accordance with Act 317 of 1978, as amended) due to the contractor until the project is completed as specified.

K. REQUEST FOR INFORMATION

All requests for public records relating to bidding must be submitted in writing to Business Manager, at the CHELTENHAM SCHOOL DISTRICT Administration Building. Public records are available for viewing (by appointment only) at the Administration Building or by request for photocopies. Prevailing fees for duplication services, mailing costs and excessive staff time will be assessed and payable prior to the release of documents.

L. INDEMNITY AGREEMENT

The bidder does hereby agree that, if awarded the contract under these specifications, he will indemnify and save harmless the owner, its members and the secretary and his staff, from all suits and actions of every nature and description brought against them or any of them growing out of any contract or contracts, written or verbal, entered into between the owner and the successful bidder, and further that upon the awarding of the contract to the under-signed bidder, in accordance with these specifications, this agreement of indemnifications shall automatically become effective.

M. BIDDER'S NOTE

1. Bids containing any omissions, unexplained erasures or alterations or items or conditions not called for in the specifications or bid forms may be rejected as being unresponsive and/or incomplete.
2. A bidder may be called upon before awarding of a contract to it to submit evidence of its experience and ability to promptly, efficiently and successfully carry out the scope of work outlined in these specifications. In order to present this evidence, the bidder may be required to submit survey forms completed by all current customers and customers for which the bidder completed work of a similar nature and scope over the past five years. In such cases, if the bidder is unable through no fault of its own to secure customer cooperation in completing the survey forms, the CHELTENHAM SCHOOL DISTRICT shall be notified of the names, addresses and telephone numbers of such customers and the CHELTENHAM SCHOOL DISTRICT shall contact the same in an effort to obtain such information. A bidder is not to omit reference to any customer because of disagreements or conflicts.
3. A bidder shall upon request by the CHELTENHAM SCHOOL DISTRICT or its representatives, inform the CHELTENHAM SCHOOL DISTRICT in writing of the nature of any claims, suits or demands of any kind filed against it or it has filed against any customer for the period of the past five calendar years. Such information shall describe in detail the nature of the claim, the amount of money in controversy, the arguments supporting each party's claim and the manner in which the conflict was resolved.

4. All bids shall be binding on the bidders for a period for 60 days subsequent to the bid opening, provided that bidders shall also be required to consent and grant in writing an additional 30-day extension for acceptance/award of the bid.
5. Failure to comply with the foregoing instructions may result in rejection for the entire bid.
6. Bid forms are furnished in duplicate. The completed copy should be forwarded to the CHELTENHAM SCHOOL DISTRICT with your bid. The vendor should retain the duplicate contained herein.

N. PROHIBITION ON CASH ALLOWANCES

Cash allowances are not to be included in the bid specifications.

NON-COLLUSION AFFIDAVIT
Contract/Bid Number: 25/26-4

State of _____:
S.S.

County of _____:

I state that I am _____ of _____
(Title) (Name of company)

and that I am authorized to make this affidavit on behalf of my company, its owners, directors and officers. I am the person responsible in my company 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 company 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 company or person to refrain from bidding on this contract, to submit a bid higher than this bid, to submit any intentionally high or noncompetitive bid or other form of complementary bid.

4) The bid of my form 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,
(Name of company)
directors and employees are not currently under any investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by the 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 company)
representations are material and important and will be relied on the CHELTENHAM SCHOOL DISTRICT in awarding the contract(s) for which this bid is submitted. I understand that my company understands that any misstatement in this affidavit is

and shall be treated as fraudulent concealment from the CHELTENHAM SCHOOL DISTRICT of the true facts relating to the submission of bids for this contract.

(Name/Title)

SWORN TO AND SUBSCRIBED BEFORE ME
THIS _____ DAY OF _____, 2026

_____ My Commission Expires
(Notary Public)

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Anti bid-Rigging Act 73 P.S. 1611 et. seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. The member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid must execute this Non-Collusion Affidavit.
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.
5. Failure to file an Affidavit in compliance with these instructions will result in the disqualification of the bid.



Project location:

Cheltenham School District Administration Building
2000 Ashbourne Road
Elkins Park, PA 19027

ON-SITE VISIT, TUESDAY MAY 12, 2026 AT 11:00AM

Anthony Carter
Director of Facilities
215-881-6310

1. **Staffing** The contractor shall provide sufficient certified staffing and supervision to accomplish this work.
2. **Work and/or Equipment Provided by Cheltenham School District** Cheltenham School District will not provide any labor, materials or equipment (including ladders and lifts) to the contractor for any work under this contract.
3. **Disposal of Waste Material** All waste materials generated by the contractor performing work under this contract will be disposed of off site by the contractor at the contractor's expense and in accordance with any and all Federal, State and Local requirements.
4. **Quality Assurance** The contractor shall engage only certified, trained, skilled, and experienced mechanical staff properly trained to ensure that all services provided under this contract are expeditiously and safely completed. The contractor shall maintain sufficient service trucks and trained personnel to insure complete performance of this contract during the specified periods. **No subcontracting is permitted**
5. **Field Measurements** It is the contractor's responsibility to verify all measurements, equipment and quantities for this contract.
6. **Safety** Safety of students, staff and visitors is paramount in executing this contract. This contractor should never compete with school activities to continue/complete his work. If necessary, this contractor will return to occupied areas after normal working hours. **All work under this contract must follow ALL state and federal environmental rules and regulations.**

COST PROPOSALS

BID #25/26-4

Materials Cost \$ _____

Labor Cost \$ _____

TOTAL COST \$ _____