

SCHOOL BIDS

Highlands School District is accepting sealed bids for *Custodial Supplies* for the 2026-2027 school year. Bid specifications may be obtained from the Highlands School District website at www.goldenrams.com or by contacting the Business Office, Highlands School District, 1500 Pacific Avenue, Natrona Heights, PA 15065.

Completed bids are due no later than 12:00 p.m., Wednesday, May 27, 2026.

The Highlands School District reserves the right to accept or reject any or all bids and award in any manner deemed by it, in its sole discretion to be in the best interests of Highlands School District.

Advertised:

Thursday, May 14, 2026 (Valley News & Pittsburgh Post Gazette)

Sunday, May 17, 2026 (Pittsburgh Post Gazette)

Tuesday, May 19, 2026 (Valley News)

Sunday, May 24, 2026 (Pittsburgh Post Gazette)

Tuesday, May 26, 2026 (Valley News)

INVITATION TO BID

CUSTODIAL SUPPLIES

Highlands School District is accepting sealed bids for Custodial Supplies for the 2026-2027 school year. Bid specification may be obtained from the Highlands School District website at www.goldenrams.com or from contacting the Business Office, Highlands School District, 1500 Pacific Avenue, Natrona Heights, PA 15065.

Enclosed herewith are bid specifications for your review and submission.

Please be informed your bid must be submitted on the enclosed bid form in accordance with the attached bid specifications by 12:00 p.m., Wednesday, May 27, 2026. Please submit your sealed bid to:

**Business Office, Administration Center
Highlands School District
1500 Pacific Avenue, P.O. Box 288
Natrona Heights, PA 15065-0288**

The Highlands School Board reserves the right to accept or reject any or all bids and award in any manner deemed by it, in its sole discretion, to be in the best interests of Highlands School District.

We appreciate your interest in the Highlands School District. If you have any questions, please do not hesitate to contact Jennifer Wofford at (724) 226-2400, ext. 5621.

Sincerely,

Jennifer Wofford
Confidential Secretary

Enclosures - Bid Specifications

HIGHLANDS SCHOOL DISTRICT BID SPECIFICATIONS

Bids are subject to the following conditions:

Address bids to: Jennifer Wofford
 Highlands Administrative Center
 1500 Pacific Avenue, C Wing
 PO Box 288
 Natrona Heights, PA 15065

1. Proposals must be sealed with the bid(s) contained therein listed in the lower left hand corner of the envelope. Name of firm and mailing address should appear on the envelope.
2. No bid will be accepted after the scheduled closing date and time.
3. No bid will be withdrawn for one hundred (100) days after the scheduled closing date for receipt of bids.
4. **ANY BID SHOWING A TIME AND/OR PRICE CHANGE NOTATION WILL BE REJECTED.**
5. Where any special kind of manufacturer's brand is asked for, only make or material of equal quality will be considered. Specify the manufacturer's brand name being substituted and submit a sample. Demonstration may be required. If you are bidding on an item other than what is specified, (item description, including manufacturer, identification number and/or unit of measure, this is considered an alternate bid and must be so noted. If an alternate is not noted and item is awarded, vendor will be responsible to supply item as specified on bid submitted (item description, including manufacturer, identification number and unit of measure). Samples are required to be submitted for all alternate bids.
6. **ALL BIDS MUST BE SUBMITTED ON SCHOOL DISTRICT FORMS.** Additional forms are available in the Administrative Center Office-call (724) 226-2400 x5621, please keep a copy for your records.
7. All bids must show the delivered unit price for the exact unit specified (ie: ea, doz, gross, etc.) And total price for the exact quantity specified.
8. Payment will be made after acceptance of complete order but not before July 1, 2026. Send invoice to the Business Office with reference made to our purchase order number.
9. If questions arise regarding the bids, please contract Jennifer Wofford, Highlands Administrative Center, at (724) 226-2400, ext. 5621.

10. This bid is to include a guarantee of the price of custodial supplies as specified until December 31, 2026.
11. All shipments must be marked with purchase order number and specify.
12. Packing Lists and invoices must contain line item number and descriptions as per bid specifications and the quantity shipped.
13. Delivery of all items shall be made to the designated buildings of each school district as noted on their purchase order. Forty-eight (48) hour notice must be given to school district before each shipment. All freight and/or handling charges are to be included in quoted item price.
14. Samples and/or literature are required for approval when bidding an item on "approved equal" basis. Samples are not required when quoting exact brand and model as stated in specifications unless samples are specifically requested by the specifications for that time. Samples must be properly labeled with vendor name, bid category and item number. Where applicable, Material Safety Data Sheets (MSDS) are to be sent with bid samples. Samples for alternate bids must be delivered by the time of the bid opening.
15. MSDS Sheets are to be sent to the districts with products shipped under any bid award. Send copies to the Business Manager's Office of each school district marked "MSDS Custodial Supplies". Specifications and MSDS Labels are required for all bulk items.
16. When the bid catalog of items indicates a brand name or specific manufacturer's catalog reference the bidder may bid an item other than that named in the bid catalog as an equal thereto unless the item specification states "No Substitute".
17. Highlands School District reserves the right to waive any formalities and the right to accept or reject any or all bids or to select a single item from any bid, or any portion thereof, which they feel, is in the best interest of the School District.
18. The proposal must contain a signature. Any bid received without a signature cannot be accepted.
19. Bids must be received in the Highlands Administrative Center by 12:00 p.m., Wednesday, May 27, 2026. Bids will be opened at 12:05 p.m. that same day.
20. **The enclosed Non-Collusion Affidavit must be completed and submitted with the bid.**

REQUEST FOR PROPOSAL
CUSTODIAL SUPPLIES - HIGHLANDS SCHOOL DISTRICT

INSTRUCTIONS:

THE ITEMS LISTED ARE GENERAL SUPPLIES FOR THE HIGHLANDS SCHOOL DISTRICT.
PLEASE ENTER IN 'RED' YOUR UNIT COST (EVEN CENTS ONLY), TOTAL COST, BRAND NAME AND
PRODUCT NUMBER ONLY FOR THE ITEMS YOU WISH TO BID. PLEASE LEAVE THE REST BLANK.
FILL IN VENDOR NAME AT THE TOP OF EACH PAGE. RETURN ONLY PAGES YOU BID ON AND
THE LAST PAGE. PLEASE SUBMIT TOTAL BID COST OF ALL ITEMS ON THE LAST PAGE.

*** YOUR SUBSTITUTE ITEMS WILL BE CONSIDERED ONLY WHEN SAMES ARE INCLUDED. ***

VENDOR: _____

VENDOR BID #: _____

For Business Office Use Only By: Highlands School District

DATE RECEIVED: _____

VENDOR #: _____

DATE ENTERED: _____ BY: _____

DATE CHECKED: _____ BY: _____

VENDOR: _____

VENDOR BID #: _____

Item #	Qty	Unit	Item Description	Requested Brand / Specifications	DO NOT SUBSTITUTE	Unit Price	Total Price	Notes
10101 12	each		Extension Dusters, Microfiber					
10102 10	lbs		Turkish Towels, White only. Approximate 20"x20"	Sample requested				
10103 4	each		Microfiber cloths. Blue only. Box of 100.	Uline				
10104 36	each		Doodlebug Holders with handles	3M only	X			
10105 10	case		Dbi-waxed bags for Receipt, 9.75 x 2.75 x 9 7/8. 500/case					
10106 25	each		Angle Brooms w/ Handle, Nylon					
10107 25	case		Small Trash Liners, 1000/case, 24 x 33 x .8 mil only		X			
10108 200	case		Medium Trash Liners, 150/case, 33 x 39 x 1.0 mil only		X			
10109 200	case		Large Trash Liners, 150/case, 38 x 58 x 1.5 mil only		X			
10110 6	case		Buffing Pads, White 13"	3M only				
10111 10	case		Latex free/Powder free Non-surgical gloves, 1000/case - small	Elara Everfit, Black only	X			
10112 15	case		Latex free/Powder free Non-surgical gloves, 1000/case - medium	Elara Everfit, Black only	X			
10113 25	case		Latex free/Powder free Non-surgical gloves, 1000/case - large	Elara Everfit, Black only	X			
10114 15	case		Latex free/Powder free Non-surgical gloves, 1000/case - X-large	Elara Everfit, Black only	X			
10115 8	pallet		Ice Melter 50#					
10116 1	case		Furniture polish					
10117 20	case		Magic Erasers	Mr. Clean only	X			
10118 33	gallon		Floor Wax, Betco Untouchable, 5 gal container					
10119 6	case		Vacuum Bags for Clean Max - non disposable	INSS only	X			
10120 150	case		Georgia Pacific Toilet Tissues #19375	Torx only	X			
10121 24	pkg.		Windsor Sense Vacuum Bags					
10122 3	case		Microfiber Mop Heads - Small	SSS only	X			
10123 3	case		Microfiber Mop Heads - Medium	SSS only	X			
10124 3	case		Microfiber Mop Heads - Large	SSS only	X			
10125 10	case		Purell Hand Sanitizer 8805-03	Purell only	X			
10126 3	case		Caps Window/Glass Cleaner	Caps				
10127 3	case		Unbelievable Ink-Out (Liquid Spray)	Core Products only	X			
10128 4	case		Unbelievable Graffiti Remover (Liquid Spray)	Core Products only	X			
10129 6	case		Enzygel	Genesee only	X			
10130 4	case		Emerging Storm Carpet Cleaner	Betco only	X			
10131 2	case		Workout (Heavy-Duty Cleaner)	Buckeye only	X			
10132 2	case		Steri-Fab (Lice Treatment)	Nobile Pine				
10133 4	case		Base Board Stripper (Aerosol)	Betco only	X			
	882							TOTAL

THE UNDERSIGNED, HAVING FAMILIARIZED HIMSELF WITH THE ATTACHED INSTRUCTIONS AND GENERAL CONDITIONS, PROPOSES TO FURNISH THE ABOVE PRICE QUOTES.

IN ADDITION TO THE INSTRUCTIONS ARE GENERAL CONDITIONS. THE UNDERSIGNED AGREES TO ASSUME ALL RESPONSIBILITY IN MAKING ADJUSTMENTS OR REPLACING SUPPLIES DAMAGED IN TRANSIT TO THE SATISFACTION OF THE PURCHASER.

COMPANY NAME: _____

STREET ADDRESS: _____

PO BOX: _____

CITY, STATE, ZIP: _____

COUNTRY: _____

SIGNATURE: _____

TITLE: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

DATE: _____

VENDOR: _____

VENDOR BID #: _____

TOTAL BID COST: _____

*** NOTE TO VENDORS ***

YOUR SUBSTITUTE ITEMS WILL BE CONSIDERED ONLY WHEN SAMPLES ARE INCLUDED!!!

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. § 1611 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.

NON-COLLUSION AFFIDAVIT

State of _____ :
County of _____ : §

Contract / Bid No. _____

I state that I am _____ of _____
(Title) (Name of my 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, 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 _____
(Name of public entity)
of the true facts relating to the submission of bids for this contract.

(Name and Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME THIS

_____ DAY OF _____, 20_____.

Notary Public
My Commission Expires:

MEMORANDUM

TO: Vendors & Employees

RE: 2026-2027

RE: COMPUTERIZED PAYMENT SCHEDULE

All invoices, expense report and credit reimbursement will be paid the day after each monthly board meeting.

To efficiently process payments each month, expense reports, invoices, copies of purchase orders and final grade and proof of payment for credit reimbursements must be received in the Business Office by these cut off dates.

CUT OFF DATE

August 5, 2026
September 9, 2026
October 7, 2026
November 4, 2026
December 9, 2026
January 6, 2027
February 3, 2027
March 3, 2027
April 7, 2027
May 5, 2027
June 9, 2027
July 7, 2027

PAYMENT DATE

August 18, 2026
September 22, 2026
October 20, 2026
November 17, 2026
December 22, 2026
January 19, 2027
February 16, 2027
March 16, 2027
April 20, 2027
May 18, 2027
June 22, 2027
July 20, 2027

Changes in the regularly scheduled board meetings will not change this schedule.
REQUESTS FOR PAYMENTS RECEIVED AFTER THE CUT-OFF DATES WILL BE
PAID THE FOLLOWING MONTH.