

# **METHACTON SCHOOL DISTRICT**

**1001 Kriebel Mill Road  
Eagleville, PA 19403-1048**

**\*\*\*\*\***

## **BID SPECIFICATIONS AND CONDITIONS**

**for: School Year 2024-2025**

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**BIDS ARE REQUIRED BY:**

**FEBRUARY 21, 2024 9:00 A.M.**

1. PREPARATION OF BIDS

- A. The Methacton School District Board of Directors invites vendors to submit sealed bids/proposals in accordance with the specifications and instructions set forth.
- B. All bids/proposal pricing must be submitted in the Vendor Portal as emailed to your Company. The completed Bid Worksheet, Bid Specification & Conditions as well as the Non-Collusion Documents must be returned along with a check or Bond, if applicable, in order for the Methacton School District to deem the bids/proposals complete.
- C. The bidder's company name must be visible by some satisfactory means (stamp, label, etc.).
- D. Time of delivery is part of the bid and must be adhered to unless qualified by the bidder. Delivery must be completed as follows:  
Art Supplies by August 9, 2024; Athletic Trainer by July 11, 2024  
General Supplies by July 11, 2024; Physical Education by August 9, 2024  
RN Medical by July 11, 2024; Science Supplies by July 11, 2024;  
Sports by July 11, 2024. **Shipments are not be held for backordered items.** If an item is severely delayed, Methacton reserves the right to cancel the item.
- E. Specifications used are designed to be open and non-restricting **except where "No Substitution" is designated whereby no other product than the specified brand will be acceptable.** Any reference to brand name or number shall not be construed as restricting to that manufacturer, but asked as a minimum standard of quality. Bids on actual items will be considered but must be clearly marked. **Substitute items must be entered as an ALTERNATE ITEM in the Vendor Portal.**
- G. **When no reference or Alternate is entered in the Vendor Portal, it is understood that the specific item named on the proposal will be furnished.**
- H. If bidding on other than the make, model or brand specified, all technical information, specifications, manufacturer's name and catalog number of the equal must be clearly entered in the Vendor Portal. A sample product of the proposed alternative may be requested to validate. A descriptive catalog must accompany the bid.
- I. The Methacton School District shall be the sole judge in making a determination as to the quality. Bid on each item separately. **Prices must be stated on units specified in order to be considered.**

- J. Quantities are an accumulation of items requested per building. Therefore, **shipments will be made to multiple locations.** *Combination of shipments are **NOT PERMITTED.*** Each purchase order is considered 1 shipment and must be delivered as such.

## 2. SUBMITTAL OF BID/PROPOSAL

All bids/proposals must be delivered to the Methacton School District to the following address:

**Methacton School District  
Farina Education Center  
1001 Kriebel Mill Road  
Eagleville, PA 19403-1048**

The bids/proposals will be accepted until **9:00 a.m.** on **February 21, 2024.** Any bids/proposals received after 9:00 a.m. will not be opened by the district. The district will not be responsible for mail delay. Bids are to be submitted in a sealed envelope bearing your company name and plainly marked: **Att: 2024 School Supplies Bid.**

## 3. BID SECURITY

For any bids of \$7,000.00 or more, a certified check in the amount of 5% or a bid bond in the amount of 10% of your total bid made payable to Methacton School District is to be submitted with your proposal. Bid security will be forfeited by the successful bidder if he/she refuses to accept a contract when tendered. Any payment made to Methacton School District by reason of default shall be considered damages for the breach of contract.

## 4. TAXES

The Methacton School District is exempt from all state sales and federal excise taxes.

## 5. CHARGES AND EXTRAS

**All prices are to be firm net prices and are to be FOB destination, including charges for delivery and placement. Fuel surcharges or HAZARDEOUS CHARGES will not be allowed on any bid item at any time of the year.** It is understood that the submitted bid price includes these charges.

A one percent (1%) restocking fee may be charged to Methacton School District if an error on the quantity is on the requisition.

6. RECEIVING HOURS

All shipments to the specified destination shall be made between the hours of 8:00 a.m. and 3:00 p.m., Monday through Thursday only, unless a school holiday. Offices are closed on Fridays during the summer. A **signature is REQUIRED** upon delivery.

7. COMPLIANCE WITH BID/PROPOSAL REQUIREMENTS

Any inability to comply with the conditions and specification as outlined must be clearly stated in your bid/proposal.

8. AWARD

- A. The award of bid/proposal shall be made to the lowest responsible bidder complying with all requirements of the specifications.
- B. Unless the bidder specified otherwise in the bid/proposal, **the Methacton School District may accept any item or group of items of any bid, whichever is to the best interest of the Methacton School District.**
- C. **CONTRACT:** The request for bid/proposal, the bidder's response and a purchase order and its attachments when received by the successful bidder shall constitute (1) a binding contract on the terms set forth therein and (2) the entire contract, and is to be interpreted, construed, and given effect in all respects according to the laws of the Commonwealth of Pennsylvania.
- D. Bidders agree that their bids are subject to acceptance within 60 days after opening, unless otherwise stipulated in the bid.
- E. The Methacton School District may accept or reject any or all bids.
- F. Methacton School District reserves the right to increase or decrease the quantities by ten (10) percent of the total quantity requested.

9. COMPLIANCE WITH LAWS

- A. The property or services furnished must comply with all applicable federal, state, and local laws, codes and regulations.
- B. Bidders must be required to submit a non-collusion affidavit with their bids in accordance with the Pennsylvania Antibid Rigging Act, if applicable.
- C. All items that are applicable to the Pennsylvania Right-To-Know Law will **include the proper labeling statement clearly marked and will submit a material safety data sheet** to the Director of Business & Operational Services' office at Methacton School District.

#### 10. DEFAULT

In the event any property or service furnished by the bidder under a contract or purchase order should for any reason not conform to the specifications contained herein and to the sample submitted by the bidder, the Methacton School District may reject such property or service. In such event, the Director of Business & Operational Services shall instruct the bidder to remove any rejected property without expense to the school district and replace it with such property as conforms to the specifications and samples and/or provide additional or alternative services that conform to the specifications.

Should the bidder default in the performance of the foregoing paragraph, Methacton School District may procure such property or services from other sources in any manner provided by law and shall have the absolute right to deduct from any monies due to the bidder, the difference between the contract price and the actual cost of the property or services to be replaced or substituted.

#### 11. SAMPLES

Samples, when required, must be furnished free of expense and must be tagged with bidder's name and bid identification. Samples not used or destroyed in testing will be returned to the bidder at bidder's request and expense.

#### 12. RIGHTS AND REMEDIES

The rights and remedies of the Methacton School District provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under contract.

#### 13. BIDDERS EVIDENCE OF RESPONSIBILITY

Bidders may be required to furnish evidence in writing that they maintain permanent places of business and have adequate equipment, finances and personnel to furnish the items offered satisfactorily and expeditiously and extend proper warranties for items.

#### 14. INVOICE/BILLING

Invoices must be rendered for each individual purchase order and should be submitted to the Methacton School District.

\_\_\_\_\_  
Company submitting bid/proposal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Title



January 23, 2024

TO: Prospective Suppliers

Thank you for participating in the 2025 Supplies Bid for the 2024-2025 School Year.

We direct your attention to the "General Specifications and Conditions for Bid" document for details in *pricing and delivery*.

#### BID SUBMISSION REQUIREMENTS

1. The Bid Specification and Conditions Letter and Non-Collusion Affidavit **must be executed and returned** along with a **copy of each type of the Bid Worksheet**.
2. **For bids of \$7,000 or more**, a **certified check** for 5% of your total bid or a **bid bond** for 10% of your total bid **MUST** accompany your bid documents to the attention of Sheila Davis in the Purchasing Department.
3. **Please provide your company's email address** in order to receive the bid awarded results.

The Vendor Portal Instruction will be accessible within the Vendor Portal. If you have any questions, please contact Sheila Davis in Purchasing Dept. at 610-489-5000 ext. 15002 or [SDavis@Methacton.org](mailto:SDavis@Methacton.org).

The enclosed District bid documents must be returned by **Wednesday, February 21, 2024 by 9:00 A.M.** Bids will be opened at **9:00 A.M.**

Very truly yours,



Tim Bricker  
Director of the Business Office  
METHACTON SCHOOL DISTRICT





## 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

Contract/Bid No. \_\_\_\_\_

State of \_\_\_\_\_ :  
 \_\_\_\_\_ : s.s.  
 County of \_\_\_\_\_ :

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,  
 (Name of my firm)  
 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  
(Name of my firm)  
that the above representations are material and important, and will be relied on by  
Methacton School District 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 Methacton School  
District 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

