

The School District City of Erie, PA

**JUNE 2019**

Bidder Must Deposit With  
Bid – **CERTIFIED CHECK** Or  
BID BOND 5% of Total Bid

BIDDING BLANK

**BID ON 2019-2020 SCHOOL OFFICE SUPPLIES  
OR APPROVED EQUALS**

The Board of Directors  
of the School District  
of the City of Erie, PA

Gentlemen:

We, the undersigned, propose to furnish the following: **BID ON 2019-2020 SCHOOL OFFICE SUPPLIES OR APPROVED EQUALS:**

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)

Bids will be received up to June 3, 2019, at 1:30 p.m. at which time they will be opened and tabulated in the Conference Room at the Dr. James E. Barker Leadership Center, 148 West 21<sup>st</sup> Street, Erie, PA 16502. The public or any interested bidders may attend the bid opening. Award of bid will be approved at the Board meeting on June 19, 2019, at 6:00 p.m.

The Board of School directors shall accept the bid of the lowest responsible bidder meeting specifications, kind, quality and material being equal, but shall have the right to reject any and all bids and to waive defects in form. The Board is not obligated to accept the lowest or any other bid.

Respectfully submitted,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The School District City of Erie, PA**

**Brian J. Polito, CPA**  
**Superintendent of Schools**

**Dr. James E. Barker Leadership Center**  
**148 West 21<sup>st</sup> St., Erie, PA 16502**

**GENERAL CONDITIONS**

Bids shall be made out on bid blank attached hereto.

No bids will be entertained unless accompanied by a deposit, same to be a **CERTIFIED CHECK or BID BOND** in the amount of five per cent (5%) of the total bid, made payable to The School District City of Erie and enclosed in the envelope containing the bid. Bids are to be addressed to the attention of Angela Jones, Secretary, 148 West 21<sup>st</sup> Street, Erie, PA 16502, and endorsed on the envelope **“BID ON SCHOOL OFFICE SUPPLIES OR APPROVED EQUALS”**.

Bids are to be submitted on the bid blank attached, signed by the bidder and deposited at the office of the Board of School Directors, in accordance with the specifications attached.

No bid received can be withdrawn prior to the close of the regular meeting of the Board of School Directors next succeeding the opening of the bids. Bidder agrees that the School District of the City of Erie shall have up to sixty (60) days to accept or reject the bid and bidder agrees that the bid quote shall remain open for that period. The Board of School Directors may reject any bid, or portion of any bid, for any reason or no reason.

The special attention of the bidders is directed to the fact that no claims for relief on account of mistakes or omissions in the bidding will be considered and the contractors will be held strictly to their bids, or, alternatively, and at the sole discretion of the Board of School Directors, their deposit may be forfeited.

**Standard of Quality:** The specific mention of a manufacturer’s name shall be understood to indicate a standard of quality or design, and not as limiting competition thereon or excluding other goods equal in every respect to the materials or goods specified in the opinion of the Controller or his designee. If you do not bid on our specifications as listed, please fill in manufacturer’s name and model number of items you intend to furnish as an equal alternate. The Controller, or his designee, shall determine, in his sole discretion, whether the alternate item is an approved equal.

Bidders are to submit prices on both the rate and the total. Bidders please indicate length of time prices will remain firm. If a “Rate” is given on an item, a “Total” must be given on the item. Awards may be made item by item and bidders hereby agree to furnish the items awarded to them. All supplies furnished upon the contract not up to specifications will be rejected.

All charges for transportation, freight, express and parcel post are to be paid by the successful bidder. It is understood that the bidder agrees to deliver any items on which bids are accepted.

The successful bidder will be required to submit a Performance Bond. Completion of contract shall not exceed sixty days after award is made. The successful bidder will be required to execute a contract with the School District if identified as the apparent low bidder. A fully executed contract must be received by the School District prior to final award by the Board of School Directors. The form of the contract is enclosed with this bid packet.

All items to be delivered to the Service Center, 1157 West 16<sup>th</sup> Street, Erie, PA 16502, as listed on attached form by August 1, 2019. If you have any questions, please contact John Kuhn at 814-874-6044 or Mario Pontillo at 814-874-6901, extension 119.

**SPECIFICATIONS**  
**SEE ATTACHED SPREADSHEET**

**SCHOOL PAPER:**

If specified paper cannot be supplied, please list alternate or grade of paper you can furnish. A sample of each item shall be furnished to show the quality of paper you intend to furnish. **Items without sample will not be considered. Samples are to be submitted under separate cover, and not enclosed with the quote.**  
**CARTONS MUST BE BANDED AND ON PALLETS.**

**PENS AND PENCILS:**

Please provide samples of bid items.

NAME OF VENDOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

First, the undersigned have carefully examined the Bid for **2019-2020 SCHOOL OFFICE SUPPLIES** or approved equals in accordance with the specifications of the proposal, submit this proposal and agrees to furnish and perform the specified Bid on **2019-2020 SCHOOL OFFICE SUPPLIES** or approved equals for the School District of the City of Erie for the amounts indicated on page 1 of the Bid.

Second, the undersigned agrees to enter into a written contract to furnish such materials and services as required in the proposal specifications.

Third, the following quotation prices are listed as firm for a period of sixty (60) days after the due date of this request for bid.

**NOTE: The School District of the City of Erie will not be liable and will not pay for any applicable costs not included and detailed in the Bid.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title or Office \_\_\_\_\_

## **INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT**

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this RFP. According to the Pennsylvania Antirigging Act, 73 P.S. 1611 et seq. governmental agencies may require Non-Collusion Affidavits to be submitted together with bids or RFP's.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the Vendor who makes the final decision on prices and amounts quoted in the RFP.
3. Bid/RFP rigging and other efforts to restraint competition, and the making of false sworn statements in connection with the submission of bids or RFP's 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 other persons employed by or associated with the Vendor with responsibilities for the preparation, approval, or submissions of the RFP.
4. In case of a RFP submitted by a joint venture, each party to the venture must be identified in the RFP/Bid documents, and an affidavit must be submitted separately on behalf of each party.
5. The term "complementary RFP" as used in the Affidavit has the meaning commonly associated with that term in the bidding/RFP process, and includes the knowing submission of RFP's higher than the RFP of another Vendor, any intentionally high or noncompetitive RFP, and any other form of RFP 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 RFP.

**NON-COLLUSION AFFIDAVIT**

**BID ON 2019-2020 SCHOOL OFFICE SUPPLIES  
OR APPROVED EQUALS**

State of \_\_\_\_\_

County of \_\_\_\_\_

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Vendor)

and that I am authorized to make this affidavit on behalf of my company, and its owners, directors, and officers, I am the person responsible in my company for the price(s) and the amount of this Request for Proposal (RFP).

I state that:

- (1) The price(s) and amount of this RFP have been arrived at independently and without consultation, communication, or agreement with any other Vendor.
- (2) Neither the price(s) nor the amount of this RFP, and neither the approximate price(s) nor the approximate amount of this RFP, have been disclosed to any other Vendor, and they will not be disclosed before the RFP submission to The School District of the City of Erie.
- (3) No attempt has been made or will be made to induce any Vendor or person to refrain from submitting an RFP to The School District of the City of Erie, or to submit an RFP higher than this RFP, or to submit any intentionally high or noncompetitive RFP or other form of complementary RFP.
- (4) The RFP of my company is made in good faith and not pursuant to any agreement or discussion with or inducement from, any Vendor or person to submit a complementary or other noncompetitive RFP.
- (5) \_\_\_\_\_, its affiliates, subsidiaries, officers, directors and employees  
(Name of my Company)  
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 submitting an RFP to any public entity, except as follows:

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I state that \_\_\_\_\_ understand and acknowledges that the above  
(Name of my Company)  
representations are material and important, and will be relied on by The School District of the City of Erie when recommending for award the agreement for which this RFP is submitted, I understand and my company understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the School District of the City of Erie of the true facts relating to the submission of RFP's for this agreement.

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
(Print Name of Authorized Person and Company Position)

Sworn to and subscribed before

Me this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(My Commission Expires)